

## Working at AWE Handbook

### A Guide For Contractors Who Have Attended The AWE Induction Course

#### 1. **Welcome statement**

Welcome to AWE !

AWE is very proud of its contribution to national security over the past 50 years. During that time one of our great strengths has been the skill, innovation and dedication of our staff and contractors.

We continue to be internationally recognised as being a world leader in the delivery of scientific, engineering, manufacturing and business excellence in strategic defence, with unique facilities and a range of world-class capabilities. All those working here both support and contribute to this achievement.

As a contractor working at AWE you play a major part in helping to deliver our mission in an efficient, safe and effective manner. This booklet has been prepared to help you remember the key points about working at AWE and your induction process.

#### 2. **Sites**

AWE operates three sites on behalf of its customer, The Ministry of Defence. These sites are Aldermaston, Burghfield and Blacknest. Furthermore, Aldermaston and Burghfield are licensed sites under the conditions of the Nuclear Installations Act 1965 (as amended). These premises are deemed, "*Prohibited Places*" under the provisions of The Official Secrets Act 1911 (as amended by The Official Secrets Act 1989). Hence, in addition to the normal requirements of an industrial site, there are various additional and in some cases unique requirements for personnel working on the sites.

#### 3. **Assurance/Quality/Security are paramount**

Safety, Environment, Health, Quality and Security issues at AWE are paramount. These together are termed "Assurance". AWE actively promotes a culture whereby there is no activity carried out on its sites which cannot be undertaken with full regard and adherence to its Assurance Policies. All employees and contractors are required, without exception, to follow fully and co-operatively all of AWE's Assurance Policies. Furthermore, if any individual at any point is in doubt about AWE's Assurance Policies they are to seek immediate clarification from their site supervisor (e.g. either their AWE line manager or contract administrator.)

#### 4. **Security arrangements. AWE police.**

Security arrangements at AWE are highly visible, with perimeters protected and access-controlled by an armed Ministry of Defence police force and AWE's civilian security contractor. Instructions from either group must be obeyed at all times.

Any person on site observing or suspecting a breach of security must report this immediately to their site supervisor, or in their absence, AWE security staff.

Breaches can include:

- unauthorised access; interference with fences, CCTV, lighting etc
- the presence of unidentified bags or packages
- the unauthorised removal of sensitive information in either paper or electronic form.

Site passes must be visible at all times when on site and both not visible when off-site and securely stored. The only exception to displaying your pass when on site is if you are working with machinery whereby the pass may be a safety risk. In such circumstances, the pass maybe temporarily removed (with prior approval of your site supervisor) and must be redisplayed immediately the specific task is complete. There are three types of colour coding used on site passes.

You are responsible at all times for protecting your pass against loss. Losses must be reported immediately to the Security Pass Office. If lost whilst away from AWE, the loss should also be reported to the nearest local Police Station. In the event of lost/forgotten passes, report to the security officer at the gate you would normally enter by on your next scheduled work day.

#### **4.1. Prohibited & Controlled Items & Security Searches**

A list of items that must not be brought on to site is available at the Security Pass Office. You must be familiar with its contents.

In the event that AWE property is to be removed from site, an External Issue Voucher or Property Pass must be obtained from Asset Management and surrendered to the Security Officer as the item is removed through the Security Gate.

If property is to be brought onto site, then advice must be sought from Security as to whether a Property Pass must be obtained.

AWE Security Staff undertake regular security audits to ensure compliance. In addition, all persons and vehicles are liable to search when entering or leaving site, and whilst on site.

#### **4.2 Enclave working**

Certain parts of the site where major construction is being undertaken are segregated from the main site and have different security arrangements. These are called enclaves. Ensure that you are fully aware through your site supervisor if your designated work area is an enclave and if so the special requirements of it.

#### **5. Building Access**

Some buildings and facilities on the site have additional access requirements and special training needs before entry. Your site supervisor should be able to advise you of such requirements.

#### **6. Fitness For Duty & Alcohol/Drugs Testing**

AWE requires that all employees and contractors are fit to perform their work. This is achieved by both pre-placement medicals and a programme of regular health assessments to monitor the continued fitness, at a frequency related to the services being provided. These medicals also check for the influence of alcohol and drugs.

Prescription or controlled drugs are not allowed on site without a supporting prescription. Persons found in possession, or under the influence of, alcohol or drugs will be immediately and permanently excluded from site.

Furthermore, AWE employ a programme of random testing, on both its employees and contractors as an integral part of its overall Drugs and Alcohol policy. Samples of both breath and urine are taken and all individuals are required to cooperate fully if called for testing.

Refusal to cooperate with testing will result in immediate and permanent removal from site.

## **7. Smoking**

Smoking is prohibited indoors on all AWE sites. It is also prohibited outdoors except in designated areas.

## **8. Vehicular access**

Parking restrictions apply on site, your supervisor will advise you what is applicable for your area.

The site speed limit is 20mph (unless a lower limit is signed) and parking restrictions must be observed at all times. Maintenance and recharging (e.g. refilling petrol tanks) of personal vehicles is not permitted on site. You must have a parking permit to bring a private vehicle onto site.

Persons not adhering to these requirements may be prevented from bringing vehicles on to site.

Goods vehicle drivers making brief visits on site for the purposes of delivering or collecting materials do not require a Visitor's Pass, but are required to report to the Security Pass Office where they will be issued with an AWE Assurance Leaflet informing them of workplace transport requirements and emergency procedures. Upon completion of the full work the pass must be returned. It should be noted that goods vehicles delivering to site are not allowed to bring children, pets, livestock or passengers onto the site.

## **9. Canteen facilities**

Aldermaston and Burghfield have multiple canteen facilities. Restrictions apply to their use and some are cashless. See your site supervisor for your designated canteen.

Cleanliness in the canteen is essential, and persons using the canteen must ensure that they are appropriately dressed, and have clean footwear.

## **10. Site exercises and emergencies**

The enclosed site maps identify zoning areas of the site which can be referred to in emergency messages. You must ensure you are familiar with the zone designation you are working in together with its evacuation route and isolation zone. See your supervisor for information on site sirens and emergency procedures.

**11. Emergencies**

When an Emergency Service is urgently required, they should be summoned by telephone.

**If via an AWE telephone, lift the receiver and dial 222  
If not via an AWE telephone dial 0118 971 1340 for Aldermaston  
and 0118 983 7299 for Burghfield**

When the operator answers, ask for the relevant Service (e.g. fire, ambulance etc). State if more than one Service is required and the order in which they should be contacted.

When the Service answers, give the precise location and the nature of the incident.

**In the event of a serious incident, instructions will be given by Public Address System.**

Each facility has qualified first-aiders or nominated persons available. Details of these are displayed prominently in all buildings. You should know where your Site Notice Board is and the fire escape routes for your area.

**12. Siren Sounds**

When working at Aldermaston or Burghfield, you may hear the following alarms over the public address system :-

**ALDERMASTON**

Alarm Type	Sound	Action To Take
Fire	Bell	Leave the area immediately and go to the designated fire evacuation area for roll call. Follow all instructions of the roll call officer or attending emergency services.
Criticality	Warble	If in the building where the alarm sounds, leave immediately. Go to the nearest evacuation area.  If elsewhere, follow the above procedure but do not enter the building where the alarm is

		sounding.
Take Shelter	Repeated falling pitch note	Stay inside.  If outside, go to the nearest occupied building and take shelter. Wait for instructions over the public address system.  Report to the person carrying out the roll call and wait for instructions.
Message	"I have a message for you"	Listen to the message and take action as required.

**BURGHFIELD**

Alarm Type	Sound	Action To Take
Fire	Bell	Leave the area immediately and go to the designated fire evacuation area for roll call. Follow all instructions of the roll call officer or attending emergency services.
Any emergency	Warble / pulsed Klaxon	Stay inside.  If outside, go to the nearest occupied building and take shelter.  Report to the person carrying out the roll call and wait instructions.
Thunderstorm	Klaxon (1 minute)	You only need to take action if inside an explosives area and that action you should have been briefed on before entering.
Message	"I have a message for you"	Listen to the message and take action as required.

**13. Medical facilities**

There are designated first aid posts throughout the site. If you need medical assistance, go to your first aid post or first aider who will assist you or refer you if appropriate. If outside of normal hours (19:00 hrs to 07:00 hrs Monday to Friday) then go to or summon the AWE fire services.

**14. "What to do if you":**

<i>THE EVENT</i>	<i>YOUR ACTION</i>
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<i>Have/witness an accident</i>	<i>Call/seek first aid; report to supervisor</i>
<i>Loose your pass</i>	<i>On site, advise supervisor, off site, report it to the local police station.</i>
<i>Witness an unsafe act</i>	<i>Challenge it immediately and report it to your supervisor</i>
<i>Have/witness a spillage</i>	<i>Report to supervisor</i>
<i>Feel unwell on site</i>	<i>Advise your site supervisor or a work colleague</i>
<i>Feel unwell &amp; can't come to work.</i>	<i>Telephone your site supervisor</i>
<i>Have to work outside normal hours (19:00 hrs to 07:00 hrs)</i>	<i>Get advance permission through your WCC &amp; ensure that shift control is aware.</i>
<i>Witness or suspect a security breach</i>	<i>Report it to your site supervisor and security liaison officer.</i>

**15. Knowledge of key personnel**

Contractor personnel should know:-

<i><b>You Should Know</b></i>	<i><b>Record Here Who, What, Or Where It Is?</b></i>
<i>Your Site Supervisor</i>	
<i>Your Work Control Centre (WCC)</i>	
<i>The Zone Or Area You Work In</i>	
<i>Your Security Liaison Officer</i>	
<i>Your Designated Canteen Area</i>	
<i>Where The Health &amp; Safety Plan or Risk Assessment For The Work You Are Doing Is Held.</i>	

**16. Safety**

Your supervisor or designate will advise you of the Emergency Evaluation Procedures. Do not undertake any activity unless you are aware of such procedures. All staff must work under a risk assessment, and wear the appropriate PPE where required and as identified in your risk assessment.

## 17. **Environmental**

It is AWE policy to ensure that none of its activities harm its employees, the public or the environment. In order to do this, AWE carefully considers the environmental effects of its activities, measures and assesses the impact of its activities on the environment and makes arrangements to minimise any effect. In fact, AWE continually strives to improve its environmental performance in all aspects of its operations and processes. Sustainable environmental management underpins every aspect of life at AWE, so it is important that you are familiar with the company's environmental impacts and their contributions. The AWE Greenbook provides a detailed guidance of environmental management at AWE.

Here are some key environmental issues / considerations that you should be familiar with at AWE:

- Waste segregation and recycling practices on site
- What to do in the event of a spill
- Inclusion of Environmental Hazards in the Risk Assessment process
- Process for the disposal of water from construction and maintenance activities

If you have any environmental queries or emergencies please call the Greenline on 25753. For environmental construction queries please call the Construction ESH team on 25191.

## 18. **Contractor Management Team**

Contract staff working at AWE are defined as either ***Task Based*** or ***Integrated Personnel***. Your supplier will be able to advise you which category you fall into.

**Task Based** contractors work on a specific project or task contracted to their employing company, they may or may not work full-time at AWE and do not require access to the AWE Business System. The AWE Business System is the software package used to manage a number of AWE's business processes (e.g. finance, planning, human resources, invoicing, time management etc).

**Integrated Personnel (IP)** are contracted specifically for the individual's service, are accounted for within AWE's Manpower Plan, work full-time at AWE and require access to the AWE Business System to carry out their work. IP's are required by AWE to book hours worked weekly on the AWE Business System, via timecards, to ensure invoice payment to their Agency.

If you do not have access to the AWE Business System by the end of your first week of work, your Line Manager can submit your timecard on your behalf. Alternatively, please contact the Contractor Management Team on ext. 54673 or by email @ Help Contractor Management.

Should you encounter any difficulties with the AWE Business System, please contact the Contractor Management Team at the earliest for advice/assistance.

**19. Useful numbers**

Emergency Services	222
Shift Control (Aldermaston)	25091
Shift Control (Burghfield)	37642
WCC (Blacknest)	25806
Pass Office Help Line	50300
MDP	26286
Reception Aldermaston	24444
Reception Burghfield	33431
Reception Blacknest	24244
Reception Portland House	29009
Medical Centre Aldermaston	26437
Medical Centre Burghfield	37273
Contractor Management Team	54673
Construction ESH team on 25191.	25191
Greenline	25753
Main Switchboard (phoning from outside)	0118 981 4111
Your Own Useful Numbers	

**20. Glossary**

WCC	Work Control Centre
Enclave	A segregated construction work area operating to a differing (usually lower)

	security standard than the remainder of the site.
SLO	Security Liaison Officer
MDP	Ministry of Defence Police
Assurance	Safety, quality, environmental
CMT	Contractor Management Team
IP	Integrated Personnel
AWE Business System	Software suite used to run a number of AWE business processes

21. **Map of Aldermaston and Burghfield**