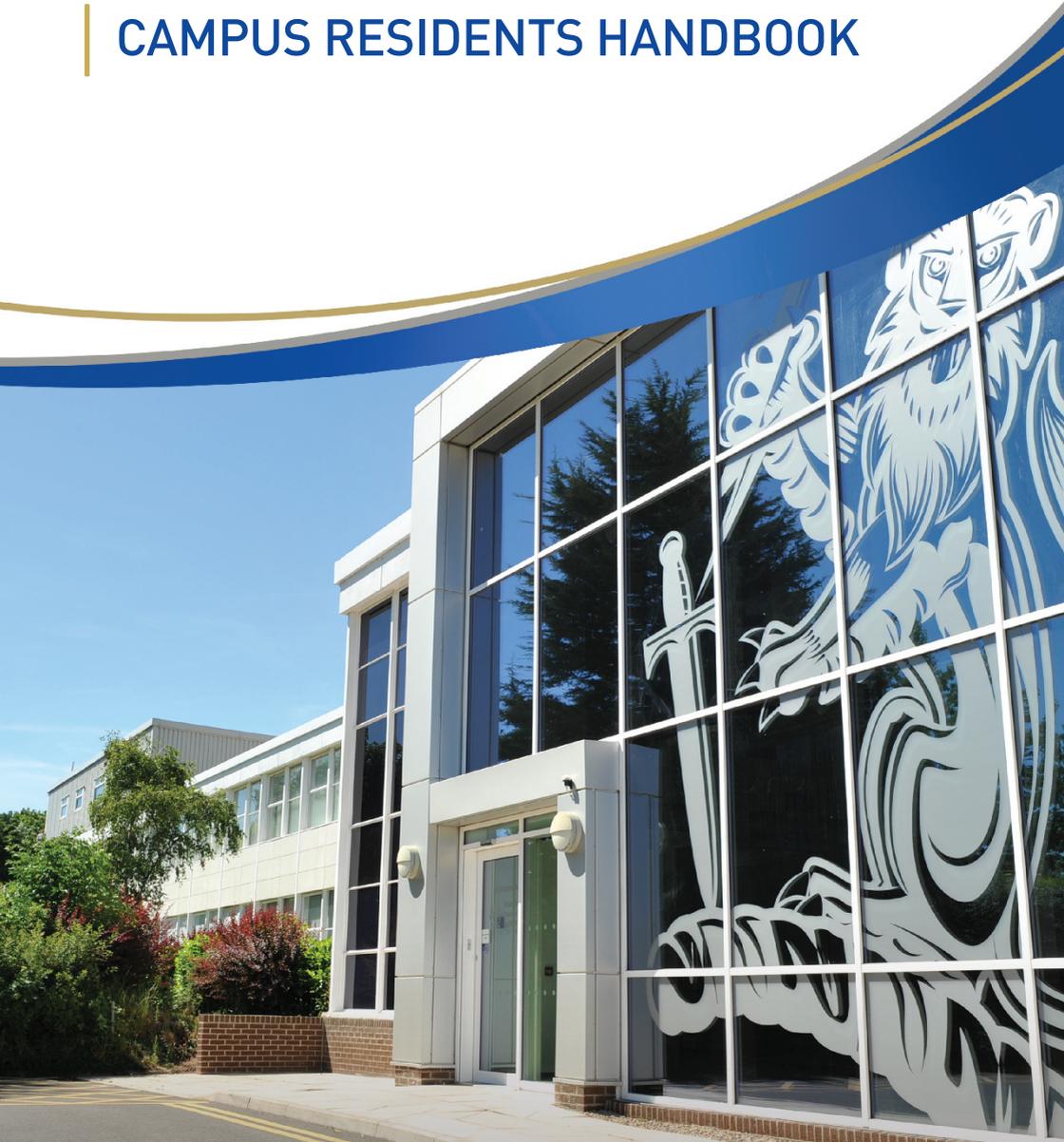




**Materials  
Processing  
Institute**

# CAMPUS RESIDENTS HANDBOOK





## Welcome to the Materials Processing Institute Campus

Welcome to the Materials Processing Institute campus. We believe that you have chosen the perfect location.

Whether you are a new start up business or an established and expanding business, we are delighted that you have chosen to join our community of innovators here at the Institute, where we will provide both the facilities and support services to make running your business from this campus as smooth as possible.

You have joined a network of businesses that are already established on the campus, several of whom benefit from the Institute's materials, scientific and business expertise.

This handbook includes some guidelines and advice that we hope will help make your residency as smooth and productive as possible.

We hope your business thrives on the campus and the Institute team will do everything we can to support your business.



## CAMPUS SAFETY

Your safety, and that of all campus residents, visitors, contractors and Institute employees is our primary concern, and the information outlined in this handbook will help support this, as well as your day-to-day activities.

While campus residents are responsible for their own safety, we strive to ensure that the campus is a safe place for all people to work or visit. Safety guidelines are available, and we welcome being made aware of any activity or occurrence that may compromise safety on the campus. Equally, we also welcome input from our residents with regard to potential safety enhancement opportunities. We feel that it is important that both the Institute and all residents work together to keep the campus safe for everyone.

### Identification Badges

One of the first things that you will be given on taking up residence at the Institute is your personal identification badge. This badge is provided for your safety and security, as the campus has several organisations working here. The identification badge includes your name, company and a photo ID. We will organise your photo for the badge and this will typically be a “passport” style photo. You will be given your badge once you have gone through the standard campus induction done by all new residents.

The identification badge has a dual purpose in that it easily identifies you as a campus resident and it is set up with special coding that enables you to access all areas on the campus that you need to during your day-to-day activities.

For your safety and security, please wear your identification badge while on campus. You can access all communal areas and your leased areas. You should not go to areas of the campus that are not communal, or are leased by other resident businesses, without prior arrangement.

We provide daily identification passes for any visitors that come onto the campus and these will be given out at Reception when they sign in.

### Major Incident on Campus

We hope that there will never be a major incident on the campus, but we all need to be aware of the procedure to follow should such an incident occur. Please follow the guidelines below and the relevant support services will be informed, so that any incident can be addressed quickly and appropriately.

Call 2222 or 07833 287 273 (8:00am -5:00pm) and give clear details about the incident including:

- > The nature and location of the emergency.
- > Whether emergency assistance is required.
- > Your name, telephone number and where you are.
- > Make sure you stay in a safe place until help arrives.

Additionally, to help promote ongoing safety on the campus, if any accidents, incidents, dangerous occurrences or near misses occur, please let your Institute liaison contact know. This helps us all to ensure that the campus remains safe and that if any new safety enhancement opportunities are identified, these can be implemented swiftly.



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## Fire Evacuation Procedure

Any fire on the campus is a major incident. We hope that this scenario never happens, but in the event of a fire, the Fire Evacuation Procedure should be implemented immediately.

If you discover a fire:

- > Raise the alarm by shouting "Fire" and activating a fire call point (e.g. "break glass").
- > Evacuate whatever building you are in immediately by the nearest safe route.
- > Do not stop to collect personal belongings, etc.
- > Close doors and windows behind you, but only if safe to do so.
- > Use fire extinguishers only to make safe your own escape.
- > Proceed to the Fire Assembly Point located on the grass area near to the visitor's car park and Reception.
- > Do not go through another building to reach the Fire Assembly Point.
- > Do not return to the building until told it is safe to do so.

## Fire Alarm and Testing

The fire alarm is tested every Wednesday at 10:00am as part of our routine maintenance checks. The alarm will ring for no longer than 10 seconds during this test; however, if the alarm continues beyond 10 seconds, this is not a test

and you should treat this as a real fire alarm and the Fire Evacuation Procedure should be carried out.

## Personal Protection Equipment (PPE)

There are a range of activities carried out and facilities used on the campus by residents, Institute employees and contractors. Facilities include offices, laboratories, workshops, production plants, warehouses and scale-up / development facilities and it is important that correct PPE is worn in whatever facility you are working in or enter.

Please ensure appropriate risk assessments for all required activities have been carried out to help ensure the health and safety of your employees, as well as other people on the campus. As part of this risk assessment it is important that the correct PPE is worn at all times and that residents manage this process in relation to their areas of operation on the campus.

## Hazardous Substances

It is important that risk assessments have been carried out in relation to any chemical use or storage, and please let the Institute Engineering Manager know about any plans to bring hazardous substances onto the campus. Please also ensure that Material Safety Data Sheets (MSDS) and COSHH risk assessments are in place relating to all chemical storage and use; this will help ensure your safety and the safety of all other people on the campus.

### Driving on Campus

There are vehicle movements of all types on the campus, including HGV's, LGV's, vans, cars and fork lift trucks, so for everyone's benefit we have set out a few guidelines to follow when driving any vehicle on the campus:

- > Keep to the highway code and all traffic signs.
- > The campus speed limit is 15mph.
- > Park in designated areas – This will normally be the main car park.
- > Do not use mobile phones whilst driving on the campus.
- > All vehicles must be in a safe and roadworthy condition.

We hope that by following these guidelines we can all avoid any traffic related incidents or accidents on the campus.

### MANAGEMENT OF FACILITIES AND SERVICES

If you need additional support or advice about managing activities, please contact the Institute Engineering Manager.

Depending on the facilities that you are using on campus, which may include offices, laboratories, workshops, production plants, warehouses or scale-up / demonstration facilities, you need to be aware of some requirements related to the management and maintenance of these facilities.

If you want to consider making modifications to facilities or services to support your activities, please discuss your requirements with the Institute Engineering Manager. The Institute will always try to accommodate any requirements that you have.

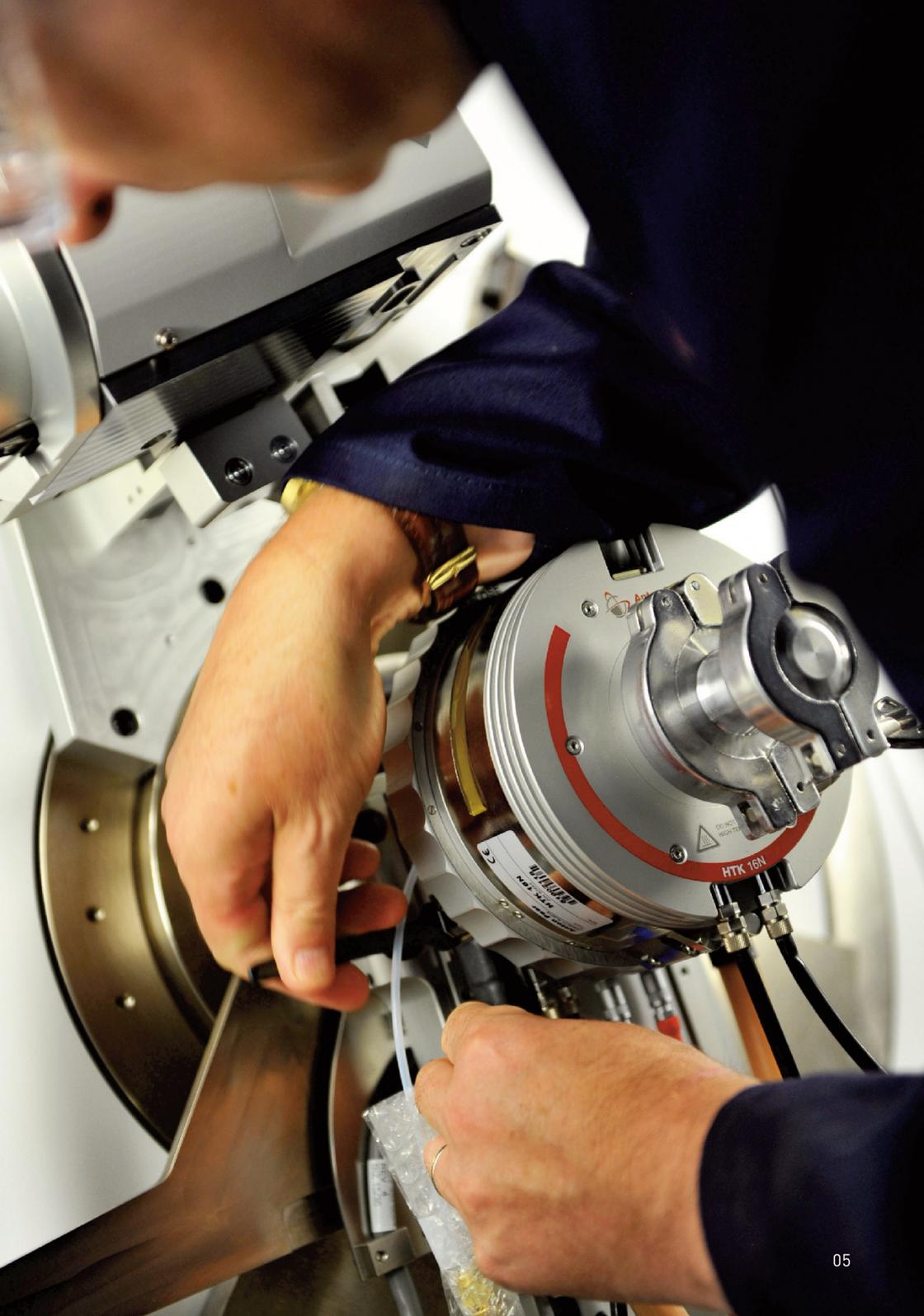
### Electrical Alterations

Where alterations involve electrical modifications, it is important that these alterations are agreed and carried out by qualified electricians. The Institute will manage this procedure for you. Some things to remember include:

- > Only authorised electricians can carry out isolations on campus supplies.
- > Covers from terminal boxes or open cubicles/enclosures should not be removed.
- > Do not enter motor or transformer rooms.
- > High voltages are present on the campus – up to 11,000 volts.
- > Remember, normal 230 volts mains supply can kill and safety should always be the first concern surrounding any electrical work on the campus.

### Electrical Items

Residents can bring appropriate electrical equipment onto the campus. Please remember to ensure that all electrical items are PAT tested prior to use. For everyone's safety it is important to ensure that all electrical equipment is fit for purpose and up to date with testing requirements.



If, due to the nature of the work you are doing, you have a requirement to use high volumes of electricity, we can discuss and help to set up special metering arrangements.

### Heating & Lighting

Heating and lighting are supplied to all offices and facilities.

### Leased Offices, Workshops, Production Units, Laboratories

Office facilities at the Institute are provided fully furnished for all residents. We are happy to discuss any special requirements related to other or additional furnishings or equipment, as well as appropriate modifications to support you with your activities.

For all other buildings or facilities used by residents, we will provide the necessary and appropriate support to help ensure that they are fit for the intended use and meet your specific requirements and needs.

### Waste Disposal

We provide daily cleaning and waste removal services for the offices. Residents should manage the disposal of their other waste.

## CAMPUS ACCESS & PARKING

The campus is open to residents between the hours of 7:00am – 7:00pm during the normal working week (Monday to Friday). If you require access to the campus outside of these hours, please discuss this with your Institute liaison contact. We will endeavour to accommodate all of our residents access requirements if possible.

### Disabled Access

The Institute welcomes all people to the campus. If you or any of your visitors have any special requirements, please contact Reception and we will ensure appropriate support is in place.

### Reception

Reception opens at 8:00am during the normal working week and the Institute reception team are available to support residents and welcome visitors throughout the day. Reception closes at 5:00pm.

For everyone's safety and security all visitors should register at Reception, where they will be given a visitor badge and depending on the nature of the visit, may be given an appropriate campus induction. The reception team will contact you when a visitor arrives, and you can then go to Reception to meet your visitor. Also, please ensure that while you are hosting visitors on the campus they are accompanied at all times.



If possible, it will be beneficial if we are made aware of any special requirements for visitors before they arrive, and we will ensure that these are met and will support you to ensure that your visitors are well looked after during their visit to the campus. We pride ourselves on giving first class hospitality to all visitors, as this creates a positive reflection of both you and your company, as well as the Institute.

## Parking

A major benefit of the campus is the ease of access and the on-site secure parking available for residents, Institute employees and any visitors you may have.

We have several areas for parking, with the Visitor Car Park and the Main Car Park providing 185 parking spaces. The Visitor Car Park is next to Reception and we try to keep this car park available for use by all visitors to the campus. The Main Car Park is available for everyone to use and provides the overflow parking for visitors when needed.

If residents need to park vehicles overnight for any reason, this can be arranged with the Institute's Engineering Manager.

For added security, all vehicles that need to be parked overnight should be left in the quadrangle.

This lets the campus security services know which vehicles are remaining on the campus overnight and provides added security for these vehicles, as this area is gated and locked.

## ADDITIONAL FACILITIES AND SERVICES

We can provide a range of facilities and support services to benefit all of our residents. If you have any specific requirements, please discuss this with the Business Services team, who will endeavour to provide all additional services or facilities support.

### Post & Courier Deliveries

As part of the service support we will take delivery of any incoming mail for residents. If mail is received the Reception team will contact you and it can then be collected. We can also offer a chargeable franking service for any of your outgoing letters using Royal Mail.

We also accept courier deliveries for residents and will let you know when a delivery has arrived. Again, courier deliveries can be collected from Reception.

### Other Deliveries

If you are expecting any other deliveries, it will help if you can inform us about these, so that we can ensure appropriate support is in place to receive the delivery, or let you know about its arrival. Normally delivery vans will be directed to Stores, where you can take the delivery.



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We do have fork lift trucks and if you are expecting a delivery that will require a fork lift truck to offload or move, this can be arranged with the Institute Engineering Manager.

## Kitchen Facilities

There are several communal kitchens on the campus and residents are welcome to use these kitchens. Please bring your own refreshments such as tea and coffee etc. The kitchen facilities are communal areas for everyone's benefit and should be kept clean and tidy. All communal kitchens include a fridge and residents can also use the microwave ovens which are in the Refectory.

## Refectory

The refectory is a communal area and is available for all residents to use while taking refreshments.

## Meeting Rooms

The Institute has several meeting rooms which are available for booking by campus residents, Institute employees, and external organisations requiring meeting facilities. The rates for these meeting rooms are highly competitive, offering excellent value for money, and residents also benefit from preferential rates for meeting room bookings. Please contact Reception if you would like to book a room.

The Institute does not currently offer on-campus catering, but can help with arranging refreshments if these are required for meetings or events.

Details of all meeting rooms, including capacities and room layout options are available on the Institute website.

To make an enquiry or to book a meeting room please contact Reception.

## Media Services

The Institute's Visual Media team provides a range of media services including, photography, video and printing.

### Photography and Video

- > Industrial photography
- > On-site work
- > Technical and scientific photography
- > Portraits
- > Scanning, transparencies
- > Archiving
- > Event photography

### Printing

- > Poster printing up to A0 size
- > Document binding – Thermal, wire, comb
- > Scanning
- > Copying service – B/W and colour

The Institute's Media Services team are available to discuss individual organisations requirements. Please contact Reception in the first instance and you will be put in touch with a member of the Media Services team.

### Fitness Centre

All residents are welcome to use the Fitness Centre, which is available for the exclusive use of residents and Institute employees. Membership of the Fitness Centre includes a small Annual Membership Fee which is used to help maintain and upgrade the facilities and equipment. Any resident wishing to join the Fitness Centre should contact Reception and an induction will be arranged.

### Bicycle Racks

Covered bicycle racks are available for residents. The bicycle racks are located near to the quadrangle.

## ADDITIONAL INFORMATION

### ISO 9001 Quality Certificate and ISO 14001 Environmental Certificate

The Materials Processing Institute has achieved and maintains both the ISO 9001 Quality Assurance standard and ISO 14001 Environmental standard. The Institute is proud to be recognised as operating to these standards. Having these certificates is a commitment also from the Institute to our residents and your working environment also. We appreciate the support our residents give to help ensure we maintain the standards and procedures required to continue to achieve the required performance levels to retain certification.

### Safe Environment and Workplace

We are committed to fostering a safe and respectful environment for all tenants, colleagues, and visitors. We have a great culture based on integrity and mutual respect and want to ensure that everyone on the campus is treated with dignity and respect.

We promote an inclusive workplace for all campus residents, however if you witness or experience anything that causes concern or inappropriate behaviour, this includes any form of discrimination based on race, gender, religion, sexual orientation, or any other protected characteristic please inform your site contact or an appropriate person as we take such incidents seriously and will take prompt action to address and prevent further occurrences. Together, we can uphold a workplace culture that values and respects everyone.

### Campus Security & CCTV

To help ensure the protection of buildings, facilities, equipment and the grounds, and to provide additional safety and security, 24-hour CCTV operates on the campus. This service is provided by Crimewatch, who also provide manned campus security Monday to Friday.

### Smoking

All campus buildings and workplaces are smoke free zones. We have provided designated smoking areas, which is where anyone wishing to smoke can go. This also applies to anyone wanting to use electronic cigarettes or to vape.



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## Alcohol

We request that alcohol is not consumed or brought onto the campus as part of your normal day-to-day activities. We do understand that from time-to-time you may be holding an event or celebration where it is appropriate for alcoholic drinks to be available; should this be the case, please let your Institute liaison contact know and please also remember, that you are one of several residents on the campus, so it is important to ensure that other residents' activities are not affected.

## Children on Campus

While it is not expected that children will regularly be coming onto the campus, they are welcome. For their safety and security, please ensure any children are always accompanied by an adult and if necessary a risk assessment has been done.

## Insurance & Public Liability

Campus residents will have their own employers, product and public liability insurance to reflect their activities undertaken and performed within the buildings, including machinery, plant equipment and contents.

## Animals on Campus

Animals should not be brought on to the campus without prior agreement. This does not apply to Assistance Dogs that have been specifically trained to support someone with hearing, seeing difficulties and other medical conditions such as epilepsy or diabetes, and can be brought on to the campus. The owner of an assistance dog is responsible for the welfare and management of the dog at all times when it is on the campus. Any person wanting to bring an assistance dog on to the campus should discuss and agree arrangements with the Director Business Services in advance.

**We are committed to positive communication, engagement and support for all our residents and we also encourage this between residents. We welcome feedback to help ensure that we create an environment where your business can thrive and prosper.**

**Thank you and welcome again to the  
Materials Processing Institute Campus.**

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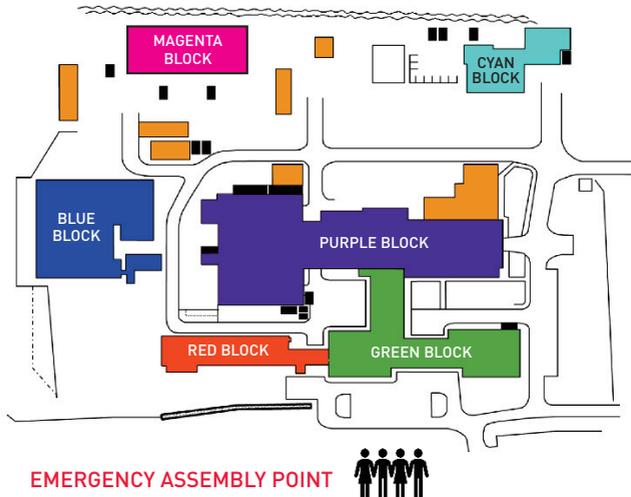
## Telephone Contact Numbers

Reception During Switchboard Hours	08:00 -17:00 (Monday - Friday) 01642 382000 internal 0
First Aid (non-emergency)	0
Site Security	CrimeWatch: 01642 252595

## Emergency Contact Numbers

All Emergencies	2222 (back up number 07833 287273) 08:00 -17:00
Emergency First Aid	2222 (back up number 07833 287273) 08:00 -17:00
Engineering Manager	Direct Dial: 01642 382039 Mobile: 07771 388639

Site Map and Assembly Point





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