

Building Hazard Information and Red Boxes

Building information is placed by the Estate Office in one of two boxes usually located at the main entrance or foyer to the building.

1. A white box is provided for Estate Office use and contains operational log books for building services.
2. A red box is provided in buildings with significant process hazards, typically laboratories or workshops (See list of relevant areas below). These contain the building hazard plans and are accessible to Schools, Estates and the Fire Brigade.

Building Hazard Plans

One of the key purposes of the building hazard plans is to provide information to the emergency services on particular hazards within the buildings and relate these to entrances, circulation routes and service isolation points. This is required by the emergency services to enable them to protect the health and safety of their staff whilst developing their dynamic risk assessment to tackle to incident.

The hazard information is also used in generating work requests and identifies hazard areas to contractors thereby prompting reporting by them to the responsible person for the area before entering it.

The building hazard plans are maintained on the Estate Office Building Information System: <http://estates.nottingham.ac.uk/space/>

Updating the Hazard Plans

Schools are required to update the hazard plans at a frequency of not less than one year. One or more responsible persons (the School/Divisional Safety Officer or other nominated person) in each relevant School or Building is required to check and update the plans via the [Estate Office Building Information System](#). The hazard layer of the building plans can be edited to add or remove hazards from each room. After completion, please place a hard copy of the updated hazard plan in the Red Box.

Instructions for updating the plans are contained in a [PDF file](#).

Authority to access and edit the plans is obtained through the Space Resource Team CAD Officer in the Estate Office. Any queries about the accuracy of the plans should also be referred to the CAD Officer.

Keys to the Red Boxes should be requested from Cliff Hogan-George in the Estate Office.

The [procedure for editing building hazards](#) is outlined in a PowerPoint slide set. This gives an overview of the steps to take to edit the hazards in a building and the procedures for allowing people to view and print hazard reports and the hazard drawings. Adding or removing a hazard symbol automatically updates the hazard report.

Relevant Hazards

The relevant hazards are:

- Gas Cylinder Stores

- Labs and Workshops containing permanent or semi-permanent gas cylinders
- Flammables and Solvents Stores
- Chemical Stores
- Lasers - 3B and 4
- Strong Magnetic Field
- Radiation Areas (Supervised or controlled areas)
- Biohazard Level 2
- Biohazard Level 3
- Acetylene Stores
- Acid Stores
- Cryogenic Liquid Stores, i.e. pressurised Dewars and bulk stores.

Locations of Red Boxes

The relevant areas are as follows:

- Archaeology
- Biology
- Biomolecular Sciences
- Chemistry
- Engineering Buildings
- Education
- Geography
- Nanotechnology Centre
- Pharmacy
- Physics (including the MRI Centre)
- Swimming Pool
- Biomedical Sciences
- Clinical Sciences
- Clinical Science Building
- Molecular Medical Sciences
- Bio-Support Unit
- Biosciences
- Vet School
- Derby GEM