West Cambridge Data Centre Induction

Access

- **One working days' notice must be given, except for emergencies - ring in advance.**
- **Sign in and out at reception every day.**
- **An access card will be issued for the duration of the works or contract.**
- **The card must be returned to reception at the end of each working day.**
- **Photographic identity must be produced, upon request, when access is required.**

Fire Procedures, Fire Suppression System

The fire alarm system is comprised of automatic detectors, manual break glass units and sounders.

If the fire alarm is activated vacate the building through the nearest exit point and assemble outside the main gate on the opposite side of the road.

Do not attempt to re-enter the building until permission has been given by the fire officer/ warden to do so.

The fire suppression in the data halls is an automatic Argonite gas suppression system. Argonite is a mixture of argon (50%) and nitrogen (50%) gases. The gas is stored at a pressure of 300 bar and, when released into the room, it reduces the oxygen concentration level from around 21% to 12-13%; below the 15% level required to maintain combustion whilst being an acceptable level for humans to respire freely.

In the event of a fire incident within rooms containing the gas suppression system, vacate the room immediately. The system will discharge gas into the room within 30 seconds of activation of the fire detector.

Each room having the Argonite system has a delay button situated beside the exit door. This button will delay the release of the Argonite for further 30 seconds.

Personnel working in the data halls must switch the suppression system into manual mode before entering. On completion of work, and having vacated the data hall, **DO NOT** switch the suppression system back into auto mode **UNLESS** you have established no one else is present in the data hall. *NB*: **Data Halls 2 & 3 are on the same suppression system**.

Site security will revert the system to auto at the end of the working day, or when the last person has left the data halls.

The fire alarm is tested Wednesday morning between 0800 and 0900hrs.

Emergency Procedures

All personnel should make themselves aware of the nearest emergency exit and escape routes. Emergency exits are at the north and south ends of the building on the ground floor and the north end on the first floor.

If you require emergency services call 999 first and then contact security at reception. If you have no signal go directly to security at reception.

First Aid

- If a first aider is required please contact security at reception, or a member of the data centre staff who will assist
- All accidents however trivial they may appear to be, must always be detailed in an accident report
- Accidents that may be reported to RIDDOR[1] must be advised immediately to WCDC management for recording and action.
- There is a defibrillator on site. It is located outside the site security office.

Photography

Photography, or videography, of the front and rear elevations of client's own cabinets is permissible.

Photography, or videography, either by the use of cameras or cell/smart phones equipped with cameras, elsewhere within the facility is prohibited, with the exception of professional photography for marketing material arranged with the WCDC Manager.

Smoking Policy

Smoking is not permitted on the WCDC site, smoking is allowed outside the perimeter of the site.

Lone Working / Out-of-Hours Working

Whenever possible, lone working should be avoided.

Where this is not possible, measures should be taken to minimise risk to the individual worker.

The lone worker should ensure that WCDC staff and Security are aware of the following prior to commencement of works:

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[1] The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, often known by the acronym RIDDOR, is a 2013 Statutory Instrument of the Parliament of the United Kingdom.

- Location of works being undertaken
- Expected timescales for completion
- Contact details (mobile phone) of individual performing the works

Regular communication, **at least** hourly, with WCDC staff or site security is required for individual safety for the duration of the works.

Lone working is **not permitted** in the following circumstances:

- When working within confined spaces.
- When working at Height
- When working on the facility electrical distribution system

Data Halls

Ear defenders must be worn in the data halls.

In data halls 2 and 3 the hot aisles may reach temperatures of 40°C. It is recommended that the working time in the aisles are limited with frequent breaks taken outside the aisle. Drink water to stay hydrated, there is a filtered water machine in the kitchen area.

When entering or leaving data halls ensure the door is / doors are closed properly behind you.

When entering or leaving the pods[2] ensure the doors are closed behind you. It is not acceptable to keep the pod doors open, whilst working in the hot aisle, in order to produce a more comfortable working environment.

House Keeping

Robust housekeeping practices reduce the risk of fire. **Cardboard should not be taken into the data halls**; doing so introduces cardboard dust into the area, which in turn will clog the filters on the cooling system. Inefficient filters can result in unnecessarily high temperatures which may, in turn, lead to devices overheating.

Cardboard dust is also a flammable material and presents a fire risk. You must keep your work areas tidy and not allow rubbish to accumulate. Waste of a hazardous nature must be disposed of in accordance with the statutory requirements and this is your responsibility.

Use of MP3 Players

The use of MP3 players, radios etc. are not permitted in the data halls on health and safety grounds.

The devices should be kept at low volume when used in the build rooms.

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[2] At WCDC this relates to a single aisle, comprised of two symmetrical rows of racks for hot aisle containment.

Telephones

If you experience a poor mobile phone signal whilst at the data centre, there are mobile telephones that work on the local network that can be borrowed for the duration of your visit. These can be signed out from the site security office.

Toilet Facilities

There are toilets in the main first floor lobby area. There is one toilet in the kitchen area. A disabled toilet is located on the ground floor beside the security office. All toilets are unisex. Keep all toilets in a clean and tidy state. All persons using the welfare facilities will be required to conduct and present themselves in an appropriate manner at all times. Any persons found wilfully damaging or defacing surfaces of the welfare facilities will be required to pay for any repairs deemed necessary, and disciplinary action will be taken regarding the matter.

Kitchen Facilities

The kitchen facilities are located on the first floor, please leave this in a clean and tidy state. Data centre staff are not responsible for cleaning up after you.

Useful Information

Further information is available at: **https://help.uis.cam.ac.uk/about-us/data-centre**

This is the landing page; use the *login* button to access all the information.