

HEALTH AND SAFETY INFORMATION FOR VISITORS

1. **VISITORS BOOK** – All visitors must report to Reception upon arrival and sign in. Please remember to sign out when leaving the site. Wear the badge at all times.

2. **FIRE PROCEDURE** – In the event of a fire, a continuous siren will sound. Visitors should leave **immediately** by the nearest exit and go to the Assembly Point, situated in the front car park, and remain with their host.



3. **GENERAL EMERGENCY** – If the Visitor/Contractor is allowed to work independently the host will arrange a contact point and show them how to raise the alarm.

4. **SMOKING** – Smoking is prohibited anywhere on site except in the designated smoking shelter.



5. **EATING AND DRINKING** – is permitted in the Show room and Office areas only. Permission must be sought for other areas.

6. **SHOWROOM/TRAINING AREAS** – Visitors attending the Showroom for training or live machine demonstrations must wear protective eyewear; available at the entrance to the Showroom. Loose clothing, hair and jewellery etc. is not permitted. Footwear must be flat soled and closed toe. Safety shoes are recommended.

7. **PERSONAL PROTECTIVE EQUIPMENT** – Safety shoes must be worn in the main factory and Stores areas. Exceptions are the main walkways (marked red with white borders), Show room and Offices, but shoes must be flat soled and closed toe.

8. **GENERAL HAZARDS** – Visitors must remain on the designated walkways (red routes) or in the offices or Showroom. Unless approved, visitors must not operate or touch any machinery.

There are areas within the site which are potentially hazardous. Visitors must not enter any area of the factory or Stores without being accompanied by, and with express permission of, the appropriate manager, who will identify any hazards.



In particular, visitors should be aware of:

- Fork lift truck movements
- Overhead crane operations
- Lorry loading/unloading operations
- Equipment packaging involving propane blow torch
- Machine tools running with guards open

9. **INCIDENT REPORTING** – all incidents, be they accidents, near misses or damage must be reported to the management.