

Safety Information for Visitors

Version 2

October 2021

Welcome to Humphrey and Stretton PLC

The well-being and safety of our visitors is one of our highest priorities.

Please take a couple of minutes to read this information to familiarise yourself with our Emergency Procedure.

This document is designed to help you understand the measures in place to ensure your safety whilst visiting our site.

The main risks as a visitor to the site are highlighted below:

AREA	HAZARD/RISK	CONTROLS IN PLACE
Parking	Directly outside the building Entry to the Reception / Building	Park in a safe manner upon arrival Use designated walkways / pedestrian areas.
General safety	Knowledge and instruction on site safety	Briefing given to planned visitors upon arrival.
Fire evacuation	Delayed escape due to lack of knowledge	Visitor Instructions and Evacuation procedure are communicated by the host upon arrival.
Weather conditions	Ice, snow, making flooring slippery resulting in falls, causing personal injury	De-icing carried out during icy weather.
Office	Fire	Emergency map and fire signage placed around building.
	Trip hazards on floor	Areas / walkways are free from items likely to cause trip hazards
	Ergonomics	Building layout allows for the free movement of visitors throughout the site, without injuries.
Factory	Slips, trips, falls from uneven ground or obstacles	Personal Protective Equipment requirements in place. High Visibility Jacket to be worn if entering the factory area. Visitors will be always escorted.
	Speed of moving Fork Lift Trucks.	Speed limit in force on site.

SAFETY INFORMATION FOR VISITORS SITE

Procedure

Please follow the procedure outlined below:

NOTE: All visiting to this site must be arranged in advance - We will not see any visitors (or allow unauthorised visitors to walk around the site).

- ❖ On arrival you must sign the Visitor Log Book and be issued with a Visitors' Badge.
- ❖ You will always be required to wear your Visitors' Badge. If you feel that you may require assistance during an evacuation of the building, please advise your host, so that arrangements can be made to assist with your evacuation.
- ❖ Subject to the purpose of the visit, visitors may be required to wear items of Personal Protective Equipment (PPE) as previously listed.
- ❖ When leaving the site, sign out of the Visitors Log Book and return your Visitors' Badge to the Reception area.

Additional Information



On discovery of a fire, sound the alarm by breaking the glass at your nearest call point, then immediately proceed to the Fire Assembly Point.

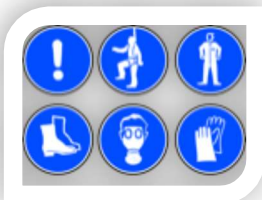
Do not stop to collect belongings.



Visitors must be accompanied at all times.



Visitors will only be allowed to smoke in the designated Smoking Area.



Visitors will not be allowed to walk around site without specific Personal Protective Equipment (PPE). Visitors must walk in designated areas only.



Visitors will not be allowed to use any plant, vehicles and / or equipment when on site, (unless they are on site as an approved contractor).



For a medical emergency, seek assistance from your host. HUMPHREY AND STRETTON PLC have a number of trained First Aiders on site. Medical facilities are available as required.

All accidents & illness relating to the workplace must be recorded in the Accident Book.



Security- Please keep all personal belongings with you whilst on site.

Items left inside the building or in vehicles are at your own risk

HUMPHREY AND STRETTON PLC - VISITOR INDUCTION CHECKLIST

Your host will ensure that you are aware of the information outlined below:

ITEM	INDUCTION CHECKLIST	COMPLETED Y/N
1	Complete the visitors record upon entry.	
2	Visitor site rules communicated as appropriate.	
3	Check to ensure Visitor is parked in safe area, (As applicable).	
4	Emergency evacuation and fire exits procedure in the event of an emergency.	
5	PPE required on site and in specific areas. (As applicable)	
6	Any planned fire drills (On the day of the visit)	
7	Restricted access to specific areas.	
8	Smoking on site & designated Smoking Area, (As applicable)	
9	Discuss any residual hazards remaining. (As applicable)	