

Conditions of Entry to this Site

In accordance with our Health and Safety Management Programme and the "Health and Safety at Work Act 2015", visitors must obey all reasonable instructions and signs whilst on site to ensure their actions create no hazards to people or property. Your site host will brief you on any specific health and safety requirements in the areas you are visiting.

You must be accompanied at all times unless you are inducted on our site.

Fire & Emergency Evacuation

If the emergency alarm sounds or you are directed to evacuate, proceed immediately via the nearest fire exit to the evacuation assembly point.

Your site host or other staff member will direct you if they are able.

Stay there if it is safe until the 'all clear' is given.

Health and Safety

- No smoking on site except in designated areas (if any).
- Wear and use appropriate PPE where required.
- Report all hazards, accidents, incidents and near misses.
- Notify your site host if you require any assistance.

Site Hazards

Please be aware of the following potential site hazards.

Hazard	Control
Stairs: Trips and falls.	Caution when using stairs. Use hand rails. Extreme caution when carrying goods or when you cannot see the stairs.
Slippery surfaces: Slippery surfaces, especially on wet days.	Wear appropriate footwear. Take care and be mindful of conditions underfoot, especially when wet.
Falling objects: Stored goods falling from height as a result of accident or earthquake.	Stay within marked yellow lines which designate safe walking areas. Follow the instructions of your site host. Stay out of cordoned off areas.
Office equipment: Including computers, printers, photocopiers, shredders, laminators, binding machines and guillotines.	Caution when using, leave in safe condition. User controls to be accessed only. Care with cords and cables.
Kitchen equipment: Microwaves, cookers, toasters and coffee machines.	Caution when using, leave in safe condition. User controls to be accessed only. Care with cords or cables.
Site works: Lawn mowing, building washing, cleaning, painting, ongoing maintenance and associated equipment including powered tools etc.	Take care and be mindful of site works. Read and adhere to signposted instructions. Follow the instructions of your site host. Stay out of cordoned off areas.
Car park: Visitor vehicles and heavy transport trucks. Vehicle movements forwards and reverse, opening doors and tailgates.	Drivers and pedestrians caution when in car park. Vehicle lights on when light conditions poor. Use footpaths where provided.

Acceptance

Pressing 'I Accept' acknowledges your acceptance and understanding of our conditions of entry and site hazards.