






A Guide to Health and Safety for Site Visitors

On Arrival



-  Please park in the designated spaces at the front of the building.
-  On entering our premises you will be required to sign in and will be allocated a visitor badge, you are asked to wear this badge at all times during your visit. Upon leaving please return the badge to Reception and sign out.
-  On arrival you will be told who your host will be for your time on site. This person is responsible for your well being and you should refer to them for any queries. Do not leave your host unless you are told to do so.



-  Please comply with all safety signs and notices whilst on site.




Fire Safety

-  Weekly Fire alarm testing is scheduled for 10:30 every Tuesday.
-  A continuous sounding siren indicates an emergency and you must leave the building by the nearest available exit as quickly and calmly as possible.

Emergency exits are located:

- in each corner of the shop floor
- through the main door in the front office.



-  The Fire assembly point is located in the side car park where a roll call will be taken. Please stay with your host at all times.

-  Do not return to the building unless advised to by your host.



-  Your host will advise you of any further emergency procedures in case of a fire.









Safety matters

www.wesltd.com



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Health and Safety Information

-  Do not enter any production area unless authorised by your host.
-  Safety shoes and safety glasses are compulsory in all production areas. Ear plugs & high visibility vests are recommended.
-  There is no requirement for Personal Protective Equipment (PPE) to be worn in Office areas.
-  Please report any hazards or injuries to your host who will arrange any First aid requirement.
-  Smoking is prohibited within the building, smoking areas are provided in designated external areas.
-  Your host will advise of the First Aider on duty and any further Health and Safety information if required.



Essential information in case of an emergency

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National Grid Reference:
SW 70106 43303

Our Health and Safety Officer is:
Paul Emmerly
ext 224

**It is your responsibility to read this guide and adhere to the instructions given.
Failure to do so will result in your removal from site.**



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