

The following information should be read carefully as it refers to your safety and that of others whilst at Midland Road Depot. There are specific instructions detailed below which you are required to follow;

#### ◆ General rules for all depot users



#### **ARRIVING ON SITE**

All visitors and contractors must report daily to the reception desk in the main office in order to sign in and out



#### **PARKING and TRAFFIC ROUTES**

Please ensure that you park your vehicle in an appropriate parking space unless otherwise advised. The site has a one way traffic management system and speed limit.

Please refer to P04 Midland Road Depot Traffic Management Plan and observe these requirements.



#### **NO SMOKING**

Midland Road Depot is a No Smoking Area. (Smoking is only permitted in the designated smoking shelter in the corner of the yard)



#### **FIRE**

In the event of the fire alarm being sounded (siren) please leave the premises and report to the fire assembly point (adjacent to the weighbridge office). If you discover a fire activate the nearest fire alarm call point.

Bell tests are carried out every Monday at 9am



### **SPEED RESTRICTION and TRAFFIC FLOW**

Please observe the 5mph speed restriction at all times.

Please ensure that you are familiar with and follow the requirements of P04 Traffic Management Plan



### **PEDESTRIAN SAFETY**

The site has dedicated marked pedestrian walkways. For your safety please use these areas. Be aware of moving vehicles and plant.



### **PERSONAL PROTECTIVE EQUIPMENT**

All visitors and contractors are required to wear appropriate personal protective equipment. Contractors are required to supply their own PPE.

High Visibility clothing must be worn at all times.



### **ACCIDENT REPORTING**

All accidents however minor are required to be reported to a member of the management team immediately and recorded on the corporate "Health & Safety Incident Reporting" system.

The reporting of 'near miss' incidents is also required.



### **FIRST AID**

First Aid facilities are available at reception desk in the main office



### **ALCOHOL AND DRUGS**

No alcohol or drugs (except prescribed drugs) are permitted on site.



### **ACCEPTANCE OF WASTE**

No unauthorised waste can be tipped, sorted or stored on site. If unsure ask at site office

## ◆ Additional rules for contractors



### **CONTRACTORS WORK AUTHORISATION FORM**

Contractors are reminded that work on site is not permitted to commence until they have completed the '**Contractors Work Authorisation Form**'



### **HOUSEKEEPING**

Ensure your work area is kept in a tidy condition to prevent slips and trips.



### **ASBESTOS**

To minimise the risk of exposure to asbestos fibres, ensure you are familiar with the sites Asbestos Register before work commences. The register is available at the following location on the Intranet.

<http://asbestos.bathnes.gov.uk/incident.aspx?property=H002>