

Safety Arrangements:



Restrictions on the Type or Size of Vehicle the site can safely handle

There are no restrictions on size or type of vehicle.

Site Access

If you are in a HGV or LGV you must enter the site via Altham Lane, you must park in the Counters Loading Bay as indicated on map A.

Should you require assistance loading and require our personnel to board your vehicle you must correctly position the vehicle, turn the engine off and use your handbrake. Once the vehicle is safely in position you will be requested to release your keys to a member of our Warehouse Management Team, who will safely store these for you until the vehicle has been safely loaded.

Should you wish to leave your vehicle to use the welfare facilities i.e. use the toilets or go to the canteen for a drink, you must state your request to a member of our Warehouse Management Team.

Reversing

All Vehicles must reverse with a Banksman.

Accidents

All accidents and injury, however slight, which occur whilst on our company premises, must be reported to a member of our Warehouse Management Team before leaving site.

Full details must be given as to how the injury happened, together with its nature and extent. These must also be recorded on an accident form, which will be completed by a First Aider.

All accidents and near misses must be reported.

Fire

Upon hearing the alarm everyone must evacuate the building, customers/visitors should report to Fire Point 1, located in the car park adjacent to the reception. Contractors may report to either Fire point 1 or Fire point 2 (as directed by the Head of Buildings and Maintenance).

The Fire warden appointed will then confirm your attendance at the fire point and the Chief Fire Warden (Graham Firth) will confirm when it is safe to return to the building.

Smoking

Anybody found smoking in prohibited areas will be asked to leave the site.

Smoking is only permitted in the designated areas.

Yard Safety

All visiting drivers/contractors must wear a high visibility vest and safety footwear.

The Speed limit in the yard is 5mph.

Please be aware of reversing vehicles, trailers and fork lift trucks.

CCTV surveillance

A CCTV system monitors the exterior of the building and the car park, the reception area, the showrooms, the warehouses, the trailers and the gardens. Images are recorded and retained for a limited period of time. This is primarily for security purposes, although in rare cases we may use CCTV footage in investigations into allegations of misconduct by employees, for example if a fight or vandalism is alleged to have taken place outside the building.

Mobile Phones

The law states that drivers must have proper control of their vehicles at all times and you can be prosecuted for careless or dangerous driving. Therefore you are not permitted by law to use hand held telephones whilst driving.

Map A

