



# HEALTH & SAFETY GUIDANCE VISITORS & CONTRACTORS

## INTRODUCTION

Welcome to Centronic Limited. We are committed to providing a safe and healthy working environment for our visitors and contractors. Please take a couple of minutes to read this information to familiarise yourself with our emergency procedures.

Centronic is a manufacturing environment. As such there are areas of the site where there are hazards with which a visitor may be unfamiliar.

This leaflet is intended to provide our visitors and contractors with the health, safety and environmental information they require to ensure their well-being for the duration of the visit.

Thank you for your assistance.

## Site access



### Centronic is a secure site.

To allow site access, all visitors are required to produce one form of photo ID from the following list:

- Driving licence
- Passport
- National ID card

## Hygiene



### High standards of cleanliness are essential for the protection of workers and visitors.

- Use sanitiser as you enter and exit the site (located in reception and other site entrances), and in meeting rooms.
- Wash your hands regularly.
- Do not share stationary or tools.

## Social distancing



### Please observe social distancing guidance and signage displayed around the site.

- Keep a 2m distance between yourself and others.
- Observe specific measures in canteen and other social areas.
- Meeting / training room numbers will be limited.

## PPE



### Visitors and contractors may be required to wear PPE.

This will be confirmed by your host(s) and displayed on signage throughout the site. Contractors should ensure that they have the correct PPE to meet our site requirements.

## Fire



### On discovery of a fire, sound the alarm by breaking the nearest call point.

This will activate a continuous ringing bell. You must leave the building immediately and report to the assembly point which is in front of the main building. Do not attempt to fight any fires unless you have been trained to do so.

## Evacuation



### Should the need arise to evacuate a building during your visit a continuous ringing bell will be heard.

Upon hearing the sound, the following actions must be taken:

- Report immediately to the fire assembly area which is immediately in front of the main building
- Do not collect personal belongings
- Ensure your host knows where you are
- Follow any instructions given by fire wardens

## First aid



### Centronic has a number of fully trained first aiders located across the site.

Medical welfare facilities are available to all visitors if required. There is a first aid room located in building 3.

## Accidents and incidents



### Should you suffer any form of accident or incident during your visit to Centronic (including near misses), please immediately report it to your host.

It is only by reporting that we can learn from incidents and continually improve our safety systems.

## Vehicle movements



### Please ensure that you remain within the marked safe walkways wherever possible.

In the event that the reason for your visit takes you away from safety of walkways please take care within interior routes and open spaces and remain observant for onsite traffic.

## Personnel identification/visitor movements



### Please remember to wear your visitor/contractor security pass at all times and return it to your host before you leave the site.

- Stay with your group and/or host(s) at all times.
- Do not stray from any marked safe walkways.

## Restricted areas



### Some site areas are restricted.

Before entering any of these marked areas, please ensure you are authorised to do so by your host(s).

## Monitoring and vigilance



### We are continually monitored by external organisations.

If you see any unusual/suspicious activity or objects, please report it to your host(s).

## Food and drink



### Eating and drinking is not permitted in production areas.

Please ensure that you wash your hands before eating or drinking.

## Smoking



### Smoking is not permitted other than in the designated smoking area.

This is located in the centre of the site.

## Corporate protection



### It is forbidden to film or take photographs on these premises without authorisation.

If provided with a tour, you may be required to leave recording devices such as phones or laptops in a secure meeting room. Your host(s) will discuss this with you.



## Car parking

### The parking immediately outside of the site is free, but is public.



Vehicles and contents are therefore left at the owners risk.

## Environment



### At Centronic we are very conscious of the environment in which we operate and the possible impact of our operations.

We endeavour to ensure that:

- We generate the minimum amount of waste
- We separate recyclable from non-recyclable waste
- Chemical waste is collected and disposed of on a regular basis
- Discharges to ground, air or drains are assessed and minimised