

Connevens Limited Health & Safety Information for Visitors

Welcome to Connevens Limited. We hope that your visit to us will be enjoyable and informative. Please take a few moments to read this sheet as it provides useful information about health & safety matters.

Your host should accompany you (as far as is practicable) and take appropriate steps to ensure your health & safety during your visit.

We ask that all visitors to the site comply with the following information, which is intended to ensure your health and safety and our security whilst on Connevens Limited premises.

All visitors are requested to:

- Sign in/out in reception
- Take reasonable care of the health & safety of themselves and other people
- Co-operate with Connevens Limited in complying with health & safety legislation
- Report any hazards or incidents that have or may lead to accidents
- Wear personal protective clothing where appropriate (and as instructed by a member of Connevens Limited staff)
- Only enter parts of the building where permission has been granted by an employee

Fire & Evacuation

There are several fire exits situated around the building on the ground floor. The assembly point is located in the car park by the shed.

If you discover a fire:

- Operate the fire alarm by activating the alarm located at the fire exits - alternatively notify a member of staff

On hearing/sounding the fire alarm:

- Evacuate the building by the nearest fire exit (all signposted)
- Do not use the lift or spiral staircases.
- Move away from the building and proceed directly to the fire assembly point
- Do not stand in doorways or block the escape route for others
- Remain at the fire assembly point and do not re-enter the building until the all-clear is given by the Fire Brigade or Fire Warden.

There are fire extinguishers located throughout the building to fight minor fires. These should be operated by a member of staff, as per their training. Please only operate a fire extinguisher if you have been trained to do so.

Do not put yourself at risk. If in doubt, do not attempt to fight the fire – sound the fire alarm and evacuate the building.

Fire alarm tests and drills take place routinely. A member of staff will notify you if a test is scheduled during your visit.

People with impaired mobility/other disabilities – on arrival you will need to inform a member of staff that you will need assistance to evacuate the building safely. This will allow us to make appropriate arrangements for you.

First Aid

There are First Aid boxes located throughout the building, including in reception. Please report any injuries that occur while you are with us to a member of staff or a First Aider.

If you require a First Aider, please contact any member of staff who will be able to send one to you.

All accidents must be reported in our Accident Book, ideally by the person who sustained the injury.

Smoking

Smoking is NOT PERMITTED inside or directly outside the building.

Security

We accept no responsibility for items which are lost or stolen from the premises or car park. All items are left at your own risk.



David Evans
Managing Director
January 2016