

Please read these brief instructions before visiting Unit 145. If you have any questions, ask the member of staff you are visiting or contact the head office on 01285 721110. Please do not visit if you have had a positive test result for COVID-19 in the last 5 days.

UPON ARRIVAL TO SITE

Use the intercom and request the Chloros host for whom you are meeting. Once your host has greeted you, you will be asked to fill out the visitor signing in sheet.

SITE SECURITY & RULES

- You must not enter any area unless accompanied by your Chloros host.
- Drivers are only permitted to enter the building to use welfare facilities and must be escorted by a member of Chloros Staff.
- No person is permitted to access the rear load bed of flat bed or curtain sided vehicles (when the curtain is unfastened) without a fall prevention system in place.
- Smoking is NOT allowed in ANY of the buildings. A smoking area is provided in the car park to smoke in and that is the only area that shall be used by visitors.
- Site speed limit is 10mph, please observe.
- Please do not use your mobile phone within the transfer station. You can use your mobile phone in the main office area.
- Personal Protective Equipment shall be worn while visiting the transfer station and surrounding area. Please provide your own PPE and equipment wherever possible.



- Report any accidents or hazardous situations to your Chloros host.
- CCTV is in operation for your personal safety and security.

FIRE & SAFETY EVACUATION

To report a fire on site – use the nearest call point or report to any member of staff. When the fire alarm sounds:

- Stop the task you are doing & remain with your Chloros host.
- Make your way to the nearest emergency exit.
- Leave the building and report to the nearest assembly point (Assembly point 1 in the main car park in front of reception).
- Wait until you receive further instructions – DO NOT RE-ENTER THE BUILDING.

The fire alarm is tested periodically. You will be informed if a test is due via your Chloros host.

Title	Site Rules for Visitors – Unit 145	Revision	V2.8
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Responsible Person	Andrew Sawers	Status	Active