

Please read these brief instructions and complete the Visitor Questionnaire overleaf 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.

UPON ARRIVAL TO SITE

Use the intercom and request the Chloros host for whom you are meeting. In the foyer, sign in and scan the QR code using the NHS COVID-19 app. All visitors to site are subject to a temperature check. Should it be found that you have an elevated temperature, you will be politely requested to leave, and alternative arrangements made.

SITE SECURITY & RULES

- Do not visit if you or anyone in your household have had COVID-19 symptoms in the last 14 days.
- It is expected that visitors will have completed a Lateral Flow Test before their visit.
- Maintain social distancing and use hand washing/sanitising facilities frequently.
- Keep contact of Chloros property and equipment to a minimum. Use your own PPE and equipment wherever possible.
- 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 shelter is provided in the main 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.



- 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 break glass panel alarm 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)
- 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	V2.6
Document Reference	QMSM002a	Date Revised	02/09/2021
Responsible Person	Andrew Sawers	Status	Active

VISITOR QUESTIONNAIRE

Visitor Name			
Person answering questions (if different)			
Visitor contact email/phone			
Chloros Host			
Date of site visit			
Delete as appropriate			Details
1	In the last 14 days has the visitor, or anyone they have been in close contact with or cared for, tested positive for, had symptoms (a new and persistent cough, high temperature, loss of taste or smell) of or self-isolated due to COVID-19?	Yes / No	
2	Has the visitor or a member of their household travelled outside the UK within the last 14 days?	Yes / No	
3	Is the visitor complying with social distancing and personal hygiene in line with government advice?	Yes / No	
4	Do you have a process for notifying afterwards if the visitor, or anyone they have been in contact with, within 14 days of the visit, tests positive for, has symptoms (a new and persistent cough, high temperature, loss of taste or smell) of or self-isolates due to COVID-19?	Yes / No	
5	Has the visitor returned a negative Lateral Flow Test in the last few days?	Yes/No	Date:
6	Site control measures: <ul style="list-style-type: none"> • Sanitise hands on entry to building. • Physical distancing (minimum 2 metres separation) at all times. • Temperature check on arrival. • The visitor is responsible for providing any further measures they consider necessary for protection against COVID-19. 		
By signing this I acknowledge that the information above has been completed in full for personnel attending site and entering the building.			
Signed		Date	

Please complete and return to visitors@chloros.co.uk 1-2 working days before you are due to visit site. Completed forms will be held confidentially by the HR Manager.

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