

VISITOR & CONTRACTOR INFORMATION



DIRECTIONS

Our address is:

- **Advantex Europe Ltd**, Glaisdale Drive West, Bilborough, Nottingham. NG8 4JY. ☎ 0115 9293931

PERSONAL PROTECTIVE EQUIPMENT

- When arranging a visit to our factories and offices please be aware of our Personal Protective Equipment requirements. You will need to bring Safety footwear, safety glasses and hearing protection with you.

NO SMOKING

- Smoking is **NOT** permitted on the premises except in designated areas outside the building.



CAR PARKING

- Visitors should park in the designated car park at the front of the building and sign in. Contractors shall use the rear car park and make their way to reception. If going through the building you will need the following P.P.E.



Safety
Glasses



Hearing
Protection



Safety
Footwear



Safety
Helmet



High Viz
Vest

Notes on P.P.E., hearing protection worn in identified zones, safety helmets required in storage racking areas and high visibility vests in external traffic areas where traffic is moving.

VISITORS TO OUR PREMISES – BILBOROUGH SITE

- Please advise the names of personal who will be visiting our premises in advance.
- All visitors and contractors must report to reception, sign in and collect a pass. Visitors must be accompanied at all times. **Before entering the production areas you must wear your P.P.E.**
- Sign out and leave your pass upon departure.

ACCIDENTS

- If you have an accident please report it to the **Operations Manager** and request an entry to be made in the Accident Book. A member of staff shall make arrangements for First Aid treatment.

FIRE DRILLS

- Fire alarms will be tested each Friday morning; an announcement will be made beforehand. Unless the alarm continuously rings no further action is required.

ACTION IN THE EVENT OF FIRE

- If you see a fire, raise the alarm by reporting it immediately to a member staff;
- If you hear the alarm, go immediately to the assembly point. **DO NOT WAIT TO COLLECT YOUR BELONGINGS;**
- Follow the direction signs to safe fire exit. Please refer to assembly point overleaf.
- Answer your name on the role call;
- Wait at the assembly point until you are authorised to return to the building.



CONTRACTORS

- You must provide a task specific Method Statement and associated Risk Assessments, submitted at least 3 days before commencing work. **YOU CANNOT WORK UNLESS IT IS APPROVED BY MANAGEMENT;**
- Check the Asbestos Register, a copy of the Asbestos Register is maintained in reception. **YOU MUST NOT DRILL, CUT, BREAK, DAMAGE OR REMOVE ASBESTOS;**
- You must be inducted on your first visit and at least annually;
- All electrical work equipment must be P.A.T. tested
- Use the designated pedestrian routes to your destination;

- You must wear P.P.E. in designated areas, particularly production areas.
 - You will need a Permit-to-Work for:
 - Work on Electrical Systems;
 - Hot Works;
 - Working on gas systems and appliances;
 - Work in confined spaces.
 - No waste can leave the premises without **Advanex Europe Ltd.** Receiving a Waste Transfer/Consignment Note from a licensed and registered waste carrier. Any contractor removing waste must provide **Advanex Europe Ltd.** a copy of their Waste Carriers License.
- DECLARATION**
- By signing the **Visitors Book** you are confirming that you have read and understood the information provided.

FIRE ASSEMBLY AND PARKING

