A Guide to Health and Safety for Site Visitors

On Arrival

- Please park in the designated spaces at the front of the building.

- On entering our premises you will be required to sign in and will be allocated a visitor badge, you are asked to wear this badge at all times during your visit. Upon leaving please return the badge to Reception and sign out.

- On arrival you will be told who your host will be for your time on site. This person is responsible for your well-being and you should refer to them for any queries. Do not leave your host unless you are told to do so.

- Please comply with all safety signs and notices whilst on site.

Fire Safety

- Weekly Fire alarm testing is scheduled for 10:30 every Tuesday.

- A continuous sounding siren indicates an emergency and you must leave the building by the nearest available exit as quickly and calmly as possible.

Emergency exits are located:
- in each corner of the shop floor
- through the main door in the front office.

- The Fire assembly point is located in the side car park where a roll call will be taken. Please stay with your host at all times.

- Do not return to the building unless advised to by your host.

- Your host will advise you of any further emergency procedures in case of a fire.
Health and Safety Information

- Do not enter any production area unless authorised by your host.
- Safety shoes and safety glasses are compulsory in all production areas. Ear plugs & high visibility vests are recommended.
- There is no requirement for Personal Protective Equipment (PPE) to be worn in Office areas.
- Please report any hazards or injuries to your host who will arrange any First aid requirement.
- Smoking is prohibited within the building, smoking areas are provided in designated external areas.
- Your host will advise of the First Aider on duty and any further Health and Safety information if required.

Essential information in case of an emergency

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Unit 3
Treleigh Industrial Estate
Redruth
Cornwall
TR16 4AX

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sales@wesltd.com
www.wesltd.com

National Grid Reference: SW 70106 43303

Our Health and Safety Officer is:
Paul Emmery
ext 224

It is your responsibility to read this guide and adhere to the instructions given. Failure to do so will result in your removal from site.

www.wesltd.com