

ELECTRICITY

All electrical equipment on site is to be used in a safe and approved manner in accordance with the Electricity at Work Regulations. All portable appliances brought onto site must have been PAT tested and be within the validity period.

CONTROL OF POLLUTION

Contractors may not deposit any waste, chemicals or any other substances into drains or waste containers on the company's premises unless express permission has been given by the Facilities Manager.

Arrangements should be made to prevent liquids and solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

SMOKING

Smoking is not permitted anywhere on site other than the designated smoking area which is located at the far end of the car park.



TRAFFIC

Please ensure that you stick to the safe walkways wherever possible, marked by the shaded flooring. In the event that the reason for your visit takes you away from the safe walkways please remain observant of operations going on around you.

EATING AND DRINKING

Any liquids must be in a bottle. Food is not permitted in any of the production areas or laboratory.

CORPORATE PROTECTION

It is forbidden to film or take photographs on these premises without authorisation.

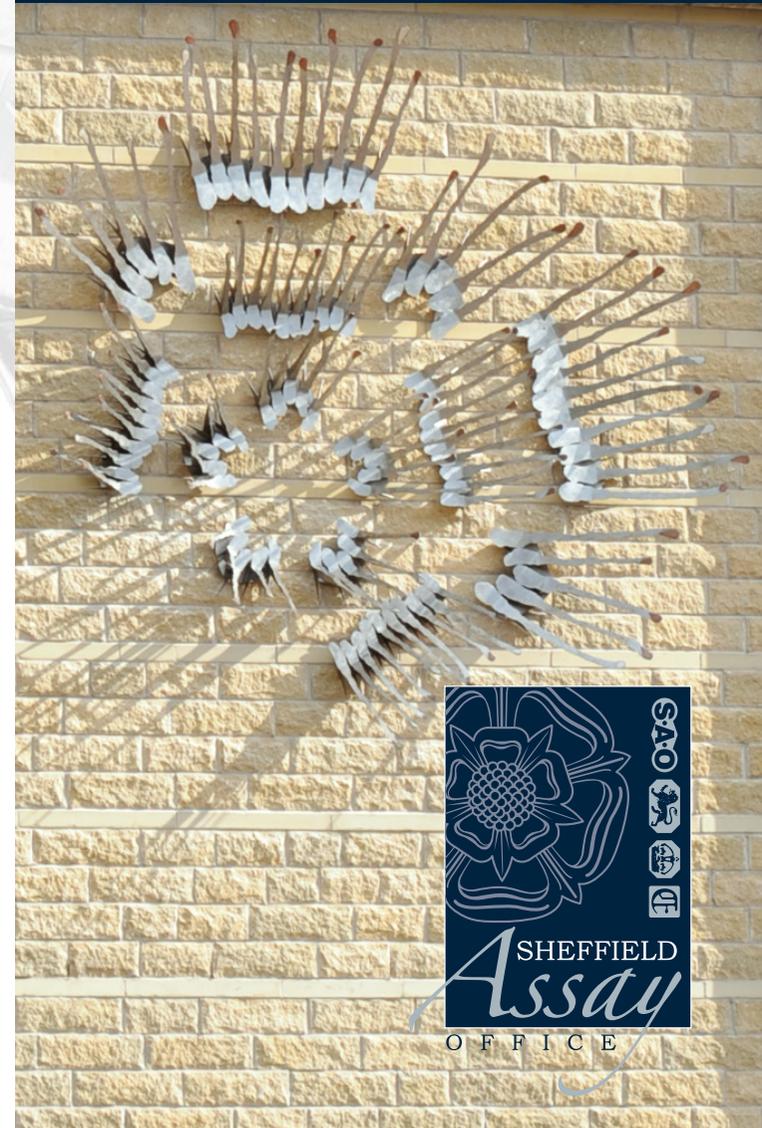
Mobile phones with camera function must not be used on these premises.

PPE

Visitors and contractors are required to wear PPE when stated by local signage. Contractors should ensure that they have the correct PPE to meet our site requirements in addition to the task specific PPE documented in the Risk Assessment for the task being performed. PPE will be supplied by SAO subject to availability.



SAFETY INFORMATION AND GUIDANCE FOR VISITORS AND CONTRACTORS



Introduction

Welcome to Sheffield Assay Office, established in 1773 with a proud history of integrity and innovation. The well-being and safety of all of our employees, visitors and contractors is our top priority. Therefore please take a few moments to read this information and familiarise yourself with our safety procedures.

CONTRACTORS

DELIVERY, UNLOADING AND HOISTING OF MATERIALS

The contractor or sub-contractor is responsible for the delivery, unloading, hoisting and storage of their own materials. At no time should these works impede or make dangerous normal access and egress, particularly around fire exits.

HOUSE KEEPING

All contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the contractor's own authorised skip or once permission is acquired from the Facilities Manager.

All surplus materials and/or rubbish should be cleared from the site on completion of the contract.



CONTRACTORS & VISITORS

SUPERVISION

Contractors and visitors should be supervised by an SAO member of staff at all times.

FIRE

On discovery of a fire, sound the alarm by breaking the nearest alarm point, this will activate a continuous ringing bell. Leave the building immediately and report to the assembly point which is outside reception in the car park. Fire alarm tests usually take place every Monday at approximately 09:30am. Your host will make you aware if there are any changes to the test schedule.

FIRST AID

Sheffield Assay Office has a number of fully trained first aiders located across the site and the names of current first aiders are displayed around the building. A first aider will always be on site. There is also a first aid room located on the ground floor, which houses all standard first aid equipment including a defibrillator.

EVACUATION

Should the need arise to evacuate a building during your visit a ringing bell will be heard. The following actions must be taken:

- Report immediately to the fire assembly area which is outside the main entrance in the car park
- Do not collect personal belongings
- Ensure your host knows where you are

ACCIDENTS AND INCIDENTS

Should you suffer any form of accident or incident during your visit to Sheffield Assay Office (including near misses), please report it immediately to your host, who will record it in the accident book.

It is only by reporting that we can learn from incidents and continually improve our safety systems.

Never perform any process if you are concerned about the risk. Raise your concern with your host or the Facilities Manager.

ENVIRONMENT

At Sheffield Assay Office we are very conscious of the environment in which we operate and the possible impact of our operations.

We endeavour to ensure that:

- We generate the minimum amount of waste
- Recycling bins are effectively utilised
- Chemical waste is collected and disposed of on a regular basis
- We always strive to reduce our impact on the environment as far as is practical.