

# Site Rules






The Appliance Recycling Group, George Henry Road, Tipton, DY4 7BS






**Important Information:**

Site Manager	Mr Simon Edwards
Health and Safety Officer	Mr Chris Huckfield
Technical Competent Persons	Mr James Farmer
Fire Drill Schedule	First Friday of every Month (10am)

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1		<p>Stop means STOP. <b>Do not pass</b> the barrier at the site entrance until a member of staff has opened it for you.</p> <p>If you cannot see a member of staff, you should call them on their designated number or James on 07739-635-502 so that a member of staff can be sent to open for you.</p> <p>Failure to get a staff members attention does not constitute permission; there is no instance where entering site without staff authorisation is permissible.</p>
2		<p>Visitors must always be accompanied around site and aware of the forklift presence prior to arrival</p> <p>FLT operators must cease activity where pedestrian activity is present in working areas.</p>
3		<p>Mandatory site speed limit for all vehicles.</p> <p>The site operation is limited to one contractor at any one time.</p> <p>Contractors waiting for access should park in the bays outside of the entrance gates</p>
4		<p>Safety Boots and Hi-Viz Garments are mandatory onsite, access is not permitted without.</p>

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5		<p>Smoking is not permitted onsite; this includes the use of e-cigarettes.</p> <p>A designated smoking area has been established at the entrance gates for convenience.</p> <p>(For support in helping to stop smoking, please contact the office who will be able to guide and support your application).</p>
6		<p>The fire muster point is located at the yellow entrance gates.</p> <p>In the event of a fire, a shout of 'FIRE' and a 30 second ringing of the fire bell shall occur</p> <p>Fire drills during your visit will be communicated to you prior to your visit.</p>
7		<p>The first aid box is in the staff canteen.</p> <p>If first aid treatment is required, please inform a member of staff.</p>
8		<p>Delivery drivers and crew <b>must</b> always stay inside their vehicle, whilst on site.</p> <p>A key control system is in place for forklift trucks</p> <p>Key control is in place for the entrance barrier (if the barrier is locked and you cannot see a member of staff, <b>do not enter</b>)</p>
9		<p>COVID-19 awareness requires staff and contractors to wear gloves whilst on site</p> <p>Regularly wash hands (when arriving and leaving site)</p> <p>Keep a social distance from other persons</p> <p>The washrooms are limited to one person per cubicle</p> <p>Where possible, meetings should be held virtually.</p>

Thank you for following site rules and helping to keep everyone safe