

HSE SITE RULES FOR VISITORS



Welcome to Balmoral

Your personal safety, and the safety of others who may be affected by your actions is very important to us.

This document outlines the safety rules to be followed by all visitors whilst on a Balmoral site.

Please take a moment to familiarise yourself with the following information.

General rules

- 1 All new visitors to the site must be inducted. During the induction process, all visitors are requested to declare any medical conditions or specific requirements such as mobility assistance.
- 2 All visitors must sign in upon arrival and sign out when leaving the site at either the gatehouse or main reception.
- 3 Visitor passes must be worn and clearly displayed whilst on site.
- 4 Smoking or vaping is only permitted in designated areas.
- 5 Visitors must not be under the influence or in possession of alcohol or prohibited substances.
- 6 Photos and Videos are to be captured using Balmoral equipment only whilst on site, unless approved by a Balmoral director.
- 7 Personal music players or similar devices are not permitted to be worn in operational areas, including walking through the site.
- 8 Mobile phones may only be used where it is deemed safe to do so.
- 9 Under no circumstances should food or beverages be consumed within factory areas. Designated areas are provided.
- 10 CCTV systems are in operation to ensure safe systems of work are applied in support of supervision, monitoring and investigation of incident and near miss events as well as to detect and deter intruders/unauthorised access.



Incident and near miss reporting

- 11 All incidents, near misses, dangerous occurrences or injuries sustained on Balmoral premises, must be reported immediately to the first available Balmoral representative and your host.
- 12 Intervene if you see an unsafe act or condition – only if it is safe to do so. You must share this with your host immediately. If applicable, fill out a SiFiRi card.



Personal Protective Equipment (PPE)

- 13 All visitors must wear the mandatory PPE determined by the agreed safe systems of work, or as directed by your host. Visitor PPE shall be provided by Balmoral.
- 14 Contractors are required to provide and correctly wear PPE as identified by the agreed safe systems of work in place. This shall be monitored by your host.

Housekeeping

- 15 All visitors must ensure work areas are kept clean and tidy during their site visit. Slip and trip hazards must be avoided.



Vehicles

- 16 Balmoral adopts a reverse parking policy where it is safe to do so. Vehicles must not obstruct roads, walkways, crossings, emergency provisions or breach parking restrictions.
- 17 Unless otherwise stated, the external speed limit is 15mph.
- 18 Unless otherwise stated, the internal speed limit inside all factory areas is 5mph.



Tools and equipment

- 19 Be aware of forklift and overhead crane operations and movement. Never walk underneath a suspended load. All forklift and crane operators are fully trained.
- 20 Tools and equipment must only be used for the purpose which they are designed for and be compliant with all applicable regulations.
- 21 Only trained and authorised personnel shall be permitted to use tools and equipment.
- 22 Protective guards must not be removed from any machinery unless fully isolated and prevented from use.



Working at height

- 23 Working at height should be avoided. If this is not possible, equipment such as mobile elevated work platforms shall be used, and a Permit raised. Only trained and authorised personnel shall be permitted to use such equipment.
- 24 Precautions to prevent a fall when working at height shall be taken including the use of fall restraint or fall arrest systems.
- 25 All ladders, steps and lifting equipment must not be used unless agreed by Balmoral.

Safe access and egress

- 26 Visitors and contractors shall only access areas they have been authorised to do so for that specific visit purpose and must not misuse Balmoral premises or equipment.
- 27 Visitors must be accompanied by their host or designated Balmoral representative unless agreed otherwise by a Balmoral Director.
- 28 Always observe safety information and/or signage detailing area specific hazards.
- 29 Marked pedestrian walkways and crossing points must be used where available.
- 30 Walking underneath open roller doors is strictly prohibited, always use an alternative means of access/egress.
- 31 Barriers or other protection should be used where appropriate. Do not cross barriers, enter areas of restricted access or enter areas that have been cordoned off.

Emergency response

- 32 Ensure you familiarise yourself with the area emergency response information.
- 33 Trained and qualified first-aiders are available across are areas and shift patterns.
- 34 First aid equipment including Automated External Defibrillator devices are located throughout the site, and regularly serviced and inspected.

Fire

- 35 In the event of a fire alarm notification, all persons must vacate the area immediately via their nearest exit and report to the designated muster point. Do not return to the building until informed it is safe to do so.
Fire alarm systems are tested every Monday morning. During this time there will be no need to evacuate the building unless instructed otherwise by your host.

Safe Systems of Work

- 36 All Contractors must carry out the scope of work in accordance with the approved and agreed Safe Systems of Work and all relevant legislation and regulatory requirements.
- 37 Signage must be displayed to warn people of any hazardous work in progress.
- 38 If a Permit to Work is required, your host shall discuss and agree this prior to arranging the Permits and carrying out any work.

Hazardous substances

- 39 All substances produced or used on site are done so in compliance with our safe systems of work, safe working processes and applicable COSHH regulations.
- 40 Contractors shall not bring any hazardous substances onto a Balmoral site without a valid and approved COSHH risk assessment.

Waste management

- 41 Waste segregation arrangements are situated around the facility. Please ensure waste is disposed of correctly. On-site disposal of any contractor produced waste must be authorised.

WORK SAFE

Always



Comply with site rules and keep up to date with safety board information



Ensure you are trained and competent for the job in hand



Use the correct tool/PPE for the job



Follow the permit to work system when required



Intervene if you see an unsafe act or condition - only if it's safe to do so



Be aware of forklift/crane movements - operator engagement

Never



Remove guarding, barriers or isolation equipment



Use equipment you are not authorised to use



Expose yourself or others to danger



Walk under a suspended load or roller door



Be under the influence of alcohol or drugs while working or driving



Work at height without safety measures in place