



**ProSpool Limited
Airedale House
Carlton Business Park
Cemetery Road
Yeadon
LS19 7BD**

VISITORS

**HEALTH, SAFETY
& HYGIENE RULES**

INTRODUCTION

At ProSpool Limited we operate to the highest health, safety and hygiene standards and we need the co-operation of employees, visitors, contractors and carriers in order to maintain these standards.

This Health, Safety and Hygiene Rules booklet sets out the rules you must follow in order for us to maintain these high standards.

Many **ProSpool Limited** products are an important material for the food and healthcare industries. We manufacture our products with a HACCP approach being used in their production to identify critical control points and define the hygiene measures applicable.

These health, safety and hygiene rules are applicable to the manufacture and storage facilities at **ProSpool Limited** and are designed to bring to the attention of employees, visitors, contractors and carriers, the major areas concerning the hygiene and safety of our products.

Confidentiality

You **MUST NOT** discuss or otherwise communicate with anyone outside your Company anything you have seen on the **ProSpool Limited** site, or any work you are carrying out on site.

A handwritten signature in blue ink that reads "Richard Hobson". The signature is written in a cursive style and includes a horizontal line with an arrow pointing to the right at the end.

Richard Hobson
Managing Director

VISITORS

On arrival at **ProSpool Limited** **ALL** visitors **MUST** report to reception and 'sign in'.

On leaving **ProSpool Limited** visitors **MUST** report to reception and 'sign out'.

Identity badges **MUST** be worn at all times.

Whilst in the production or storage areas visitors **MUST** be accompanied at all times by their host or a delegated employee.

All visitors to the production and storage areas must enter through a specially designated area and must follow the personal hygiene rules.

In production and storage areas **ALL** visitors **MUST** wear clean protective clothing and hats as provided by **ProSpool Limited** or suitable clothing they provide themselves.

If worn, beards should be short and well trimmed and must be covered by a beard snood.

NO food or drink is allowed in production or storage areas, (including the eating of sweets and chewing of gum).

NO china, glass or hard plastic items should be taken into production or storage areas.

Visitors **are not** permitted to wear jewellery (including wristwatches) except for a plain wedding ring and small sleeper earrings without 'butterfly' type fasteners in production and storage areas.

Personal belongings (bags, items of clothing, etc) must not be brought into production areas.

If you hear the fire alarm

The sound of the fire alarm is a **CONTINUOUS WARBLE**.

Your host will ask you to leave the building and escort you to the assembly point.

DO NOT stop to collect personal belongings.

DO NOT re-enter the building until the Fire Service or the Senior Person Present have declared it safe to do so.

If you are disabled or in any way unable to exit the building you will be assisted by delegated members of staff.

If you have an accident

Report it immediately to the member of staff accompanying you.



If you need first aid

Ask your host or a member of staff to contact a first aider for you. The names of first aiders are displayed on notices in prominent positions throughout the premises.

Road safety

Although the road and yard are on private property we would ask you to exercise the same care and consideration as you would if you were on a public highway.

Please do not park your car so that it obstructs free movement of other vehicles or emergency exits, use the car parking areas.

Please observe the pedestrian walkways when walking around the premises.

The speed limit on the **ProSpool Limited** site is 5mph.

Photography

The taking of photographs is prohibited in production and storage areas.

Smoking

A '**No Smoking**' policy operates throughout the whole **ProSpool Limited** site.



Animals

No animals are allowed on the premises (including the car park).

Alcohol or Drugs

Anyone found to be under the influence of drugs or alcohol or to have consumed drugs or alcohol on **ProSpool Limited** premises will be asked to leave the site immediately and will be prohibited from returning.



ProSpool Ltd

Produced for



by

JPNS
Health and Safety
Consultancy and Training
0113 2673647
www.jpns.co.uk