



**Prospool LTD
Airedale House
Carlton Business Park
Cemetery Road
Yeadon
Leeds
LS19 7BD**

**Tel: 0113 2505881
Fax: 0113 2505882
www.prospool.co.uk**

Visitors

**HEALTH, SAFETY & HYGIENE
PROCEDURES**

INTRODUCTION

At ProSpool LTD we operate to the highest health, safety and hygiene standards and we need the cooperation of employees, visitors, contactors, tenants and carriers in order to maintain these standards.

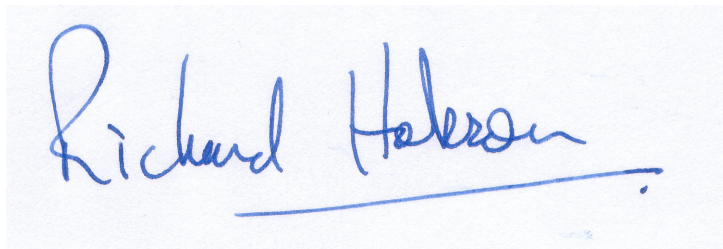
This Health, Safety and Hygiene procedures booklet sets out the procedures you must observe for ProSpool to maintain these high standards.

Many ProSpool LTD products are an important material for the food and healthcare industries. We manufacture our products with a HACCP approach to identify critical control points and define the hygiene measures applicable.

These health, safety and hygiene procedures are applicable to the manufacture and storage facilities at ProSpool LTD and are designed to bring to the attention of employees, visitors, contractors, tenants 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 LTD site, or any work you are carrying out on site.



Richard Hobson
Managing Director.

Visitors

- On arrival at Prospool LTD visitors must report to reception and “sign in”
- On leaving Prospool LTD visitors must report to reception and “sign out”
- Identity badges must be worn at all times

PRODUCTION & WAREHOUSE

Visitors are not permitted to enter Production & Warehouse without prior authorisation of either the Compliance Manager or the Operations Director and must be under the supervision of their host or a delegated Prospool employee at all times; all visitors must follow the personal hygiene procedures:

- In production and warehouse all visitors must wear clean protective clothing and hats provided by Prospool.
- Hands should be washed regularly and always after using the toilet or eating
- If worn, beards must be covered by a beard snood.
- **No** food or drink allowed including the eating of sweets and chewing of gum.
- **No** china, glass or hard plastic items to be taken into production or warehouse.
- **No** jewellery except for a plain wedding ring and small sleeper earring, without “butterfly” fasteners in production or warehouse.
- Personal belongs (bags, items of clothing etc) must not be brought into production and warehouse.

FIRE ALARM

If you hear the fire alarm, the sound is a CONTINUOUS WARBLE

- **You must** leave the building immediately by the nearest exit and assemble at the main entrance.
- **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.

FIRST AID

If you have an accident or need first aid, please ask a senior member of Prospool staff to contact a first aider for you. The names of first aiders are displayed on notices 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 spaces.
- The speed limit is **5mph** on the Prospool LTD site.

PHOTOGRAPHY

- The taking of photographs is prohibited in production and warehouse.

SMOKING

- A “**No smoking**” policy operates throughout the whole of the Prospool LTD site.

ANIMALS

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

ALCOHOL or DRUGS

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

ASBESTOS

- An asbestos report is held on site and access to this information can be provided via the Compliance Manager.