



TOMRODS LTD
STEEL STOCKHOLDERS

HEALTH & SAFETY INSTRUCTIONS

Visitors

Tomrods Ltd

To help maintain the good health and safety practices to which Tomrods Ltd is fully committed and ensure your safety whilst on our premises, please could all Visitors follow the rules below:-

All Visitors

- ❑ Please ring when you arrive on site, contacts are Alex Clancy 07714 454919 / Andy Mather 07809 656448.
- ❑ Face Masks must be worn by all visitors at all times.
- ❑ On arrival you will be asked to use the automated temperature checking system located in reception and answer the Self-Declaration Questionnaire. This can be done in the main entrance providing the 2m distancing rule can be applied at all times. Access will be approved if your temperature is below 37.3 degrees and the Self-Declaration is approved.
- ❑ All visitors must keep to the 2 metre distancing rules at all times and use the hand sanitizer provided at all doorways.
- ❑ Where practicable visitors should be accompanied by Tomrods Personnel at all times whilst on Tomrods property.
- ❑ If entering the Works you must wear Hi-Vis and a helmet, in addition to your face mask.
- ❑ Walkways must be used at all times, visitors must not enter production areas unless accompanied by Tomrods Personnel.
- ❑ Visitors should not handle any material without the permission of Tomrods Personnel.
- ❑ Visitors can use the toilet facilities and to wash their hands regularly.
- ❑ Visitors must not enter or use the canteen facilities.
- ❑ Please observe all Health and Safety signs and notices.
- ❑ In the event of hearing any alarms consult with the nearest Tomrods employee regarding what action to take.
- ❑ When driving onto the site please follow the one way system and observe the 5mph speed limit.
- ❑ Members of staff are working on and around the roadways so please stop and wait to be moved on if you see anyone working to ensure everyone's safety.
- ❑ If entering the warehouses in your vehicle please stop at the entrance and sound your horn, please wait for someone to guide you in as they will ensure the way is clear for you to enter.
- ❑ At the conclusion of your visit please let a member of the Works Office Staff know you are leaving.

Andrew Shakespeare
Managing Director

Thank you for helping us make our Warehouse and Site a safer place

Tomrods Ltd

