



Ash Road Site Induction for building contractors



Welcome to our Ash Road Site.

Proserve are committed to the health and safety of all those effected by our activities. Please read through this induction carefully and follow our procedures for yours and everyone's safety.





One-Way System

- Proserve operates a one-way system for vehicles and equipment needing to progress beyond the carpark
- Enter through the Goods In gate at 11 Ash Road
- Exit through the gate at 12 Ash Road



Speed limit on site is 5mph

Parking

- Please park in your designated car park bays in front of the building at 11 Ash Road (marked as contactors parking)
- Please leave visitor bays clear for any visitors attending site.
- You must **REVERSE** into the spaces as an extra safety precaution.
- Do not park on pedestrian paths or on the grass
- Your vehicle is parked at your own risk

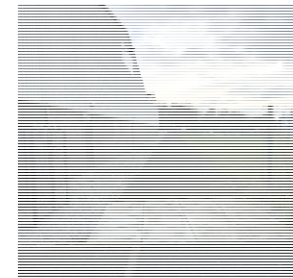


Speed limit on site is 5mph



Access to Site and Site office

- Please follow the path along side unit 11 for access to the site and site office.
- You must be wearing a hi-viz before attempting to access the site or site office.
- You must always report to the site office at the start and finish of your shift.



Site Office & CDM

- An area at the rear of Unit 11 Ash Road has been earmarked as the dedicated Site Office.
- Do not attempt to drive vehicles to or park outside this office area
- A register will be available for you to sign into and sign out of each day located in the site office
- D2 Architects are managing the CDM requirements for this site. All related documentation relating to CDM will be kept in the site office.



Welfare facilities

- This room should be used as the site office and for canteen / refreshment facilities.
- The washroom and toilets are accessed in this area.
- No Contractors are to access the warehouse or any other canteen facility.
- No contractor will be allowed to access the interior of 12 Ash Road unless accompanied and for inspection purposes.



Washroom & Toilets



- Only use those facilities that you are authorised to use and for the intended purpose.
- Hand basins should not be used for rinsing of mops or soiled rags etc.
- Ensure that spillages of water or other slip hazards are cleared up immediately.
- Do not leave spare toilet rolls or towels, etc on the floor. Keep them in their designated locations.
- Inform management of any special needs in relation to provision or use of sanitary or washing facilities.
- Do not smoke in toilets or washrooms.
- Clean up after yourself and ensure that all facilities are left clean and tidy.



Security

Proserve is a very busy logistics site with large goods vehicles and fork lifts operating.

- For your safety, please ensure that you remain within your areas of occupation.
- Please do not enter any part of Proserve's premises without authorisation or without being accompanied.
- For everyone's security, please close all doors.
- Please ensure that your area is locked and secured when you leave.
- Do not allow unauthorised visitors access to the site without them being accompanied and being signed in





Services

- The use of power can be obtained from 12 Ash Road – seek guidance from Warehouse Manager Harry Green
- This will need to be via an extension cable.
- There is an external water tap also at 12 Ash Road – seek guidance from Warehouse Manager Harry Green
- Please note that there is no external lighting for the build site area available for Proserve to provide.





CCTV & Alarms

- All of our sites are covered by Closed Circuit TV.
- These cameras are continually recording and can be consulted if an incident occurs.
- All Proserve buildings are linked to a monitored intruder alarm.
- If you lose issued keys – report this immediately.



Pedestrian Pathways

- Green marked walkways with yellow edges are provided for pedestrians
- Please remain on green walkways at all times where possible
- Pedestrians should be mindful at all times of vehicles reversing into the site
- Pedestrians should give way to all vehicles and FLT's, and be extra careful at zebra crossings
- **NEVER BLOCK A GREEN PEDESTRIAN PATHWAY**



**Pedestrians to stay on green marked walkways,
do not park on walkway crossings
or walkways**

Be Aware of Vehicles Operating

- Be aware of vehicles and Fork Lift Trucks operating at all times
- Do not create hazards for drivers i.e. items on the floor, or cars poorly parked
- Stand clear of any vehicle that is reversing. Listen for the reverse warning alarm



BE AWARE
Fork lifts in operation - Pedestrians give priority

Plant Operation & Security

- Please do not approach Proserve staff regarding usage of Fork lifts or any Proserve plant and equipment.
- Never use any Proserve Plant or equipment without the approval of Proserve Senior Management.
- Never leave plant running whilst un-attended.
- Ensure all plant is locked and secured at the end of each working day.



**Mobile phones are not to be used
whilst driving**



SMOKING POLICY

- Under current legislation smoking is banned in all company buildings, yards and company vehicles.
- Smoking is permitted in the designated area by the car park.
- Access the smoking hut by following the dedicated paths.
- Please ensure that cigarette butts are placed into the smoking bin.



**Strictly no smoking except for
designated smoking area**

Looking after our Environment

- Do not discard waste carelessly. Please use bins provided.
- Avoid making unnecessary noise, and promptly report all situations which may lead to increases in noise.
- Report any leakages, damages immediately.
- The control of hazardous substances is paramount, please liaise with Proserve if your operations involve volumes that need special measures.
- Please be aware of our pest control measures at the rear of the building. These need to remain in place during the build process.
- Please speak with Proserve Management if building works require their short term removal.



Electrical Safety

- All tools and equipment brought onto site should be tagged to show it has been PAT tested, with planned testing in place.
- Electrical works should only be carried by a qualified electrical engineer with the prior approval of Proserve.
- Never leave tools and equipment unattended or leave switched on.
- Do not overload plug sockets or circuits.
- If you are using an extension cable, ensure that it is fully unwound.
- Never use an electrical item with a damaged plug or cables.
- Never use an electrical item near water.



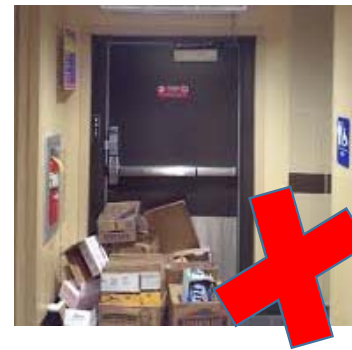
Fire Prevention

- Ensure that there is a clear space around appliances that are sources of heat.
- Ensure that all equipment used is inspected and tested.
- Switch off all electrical equipment when not in use.
- Do not leave equipment unattended.
- Only smoke where it is permitted.
- Keep your work area clean and dispose of waste regularly and safely.
- Do not attempt any works near the sites bulk gas tanks.



Fire Exits

- Fire exits should only be opened in case of an emergency.
- Only use the appointed doors for entry and exit into the buildings.
- Some of our fire doors are alarmed and the siren will sound if they are opened.
- NEVER BLOCK A FIRE EXIT.
- Please ensure that all fire doors remain operational throughout the build. Do not block external fire escape routes with equipment.



Fire Action Plan

Please be aware of our fire action and evacuation procedure.

Please also familiarise yourself with the locations of Fire Extinguishers.

Please be aware of the different types of fire extinguishers and how to use them.

Only tackle a fire if you feel able and confident to do so.

A vertical fire action sign with a white background and a black border. At the top is a blue circle with a white exclamation mark. Below this is a blue horizontal bar with the text "Fire action" in white. The sign contains six rows of instructions, each with an icon on the left and text on the right. The first three rows have blue backgrounds for the text, while the last two have red backgrounds. The icons are: a hand pressing a fire alarm button, a green running figure, a green group of people, a red circle with a black figure and a diagonal line, and a red circle with a diagonal line.

Fire action

-  **Sound the alarm**
-  **Leave building by nearest available exit**
-  **Report to assembly point**
-  **Do not return to the building until authorised to do so**
-  **Do not take risks**



Fire Assembly Point

The Assembly point for this Ash Road Site is on the grass at the front of the building. Please take time to identify its location.

Proserve will carry out a weekly fire alarm check. We will let you know in advance.

Proserve will carry out a fire drill every 6 months. You will not be informed of the timing for this, but you should participate. Please appoint a member of staff who will be able to confirm that all persons are clear from your area of the building.



Fire Extinguisher Chart						
Extinguisher		Type of Fire				
Colour	Type	Class A (wood, paper, cloth, etc)	Class B Petrol, Diesel, Oils	Class C Butane, Methane, propane	Computers, switchgear, fax	CLASS F Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✗ No
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO ₂)	✗ No	✓ Yes	✗ No	✓ Yes	✗ No
	Wet Chemical	✓ Yes	✗ No	✗ No	✗ No	✓ Yes



FIRST AID

If you suffer an injury

ALWAYS:

Have it treated immediately by the qualified first aider
Make sure you have the details of the injury placed in the site first aid book
Inform your appointed person immediately

NEVER:

Ignore an injury; failing to get proper treatment could lead to infection
Treat yourself or let an unqualified person treat you
Fail to report it; the next person might suffer a far more serious injury that could have been prevented if reported and investigate



First Aid



Accidents & Near Misses

All accidents and near-miss incidents should be reported. In order to achieve this, the following procedure should be adopted.

- Report all near misses/accidents to your appointed person as soon as possible, so they can inform Proserve management.
- Assist the company as all accidents and near misses will be investigated to identify the root causes and to implement corrective actions to prevent a recurrence.





Proserve Telephone Contacts

Main	01978 664630
Chris Wood	07772 821287
Jon Kelsall	07530 105532
Sam Arnold	07800 571948
Out of Hrs	07508 641395