



# **Andover Office Visitors Induction (interim)**

**April 2024**

# Housekeeping

- ▣ Interim induction brief today
- ▣ No planned fire alarms today
- ▣ Toilets
- ▣ Kitchen
- ▣ Wifi
- ▣ Car parking

# Travel to site

- Please use the train where possible. The nearest station is Andover, approx. 0.8 miles (15 minutes walk) on the South Western Railway line to / from London Waterloo.
- Please be careful walking down the access road to the site, it is recommended to wear a high visibility vest, A dynamic risk assessment can be used to risk assess out the need.
- The site address is: The Grain Silos, Weyhill Road, Andover, Hampshire, SP10 3NT
- What 3 Words: <https://w3w.co/bike.tunnel.label>



# Car Parking

- Upon arrival to the site, turn immediately left (yellow arrow) , taking care of the barriers (turquoise on the image) and park in one of the car park spaces that are marked, albeit rather faded.
- Traffic Management / markings – in progress
- The exit from the car park is noted by the red arrows
- Reverse parking only
- Speed Limit 10 mph
- Electric charging points
  - - in progress
  - - keep bays free unless using them

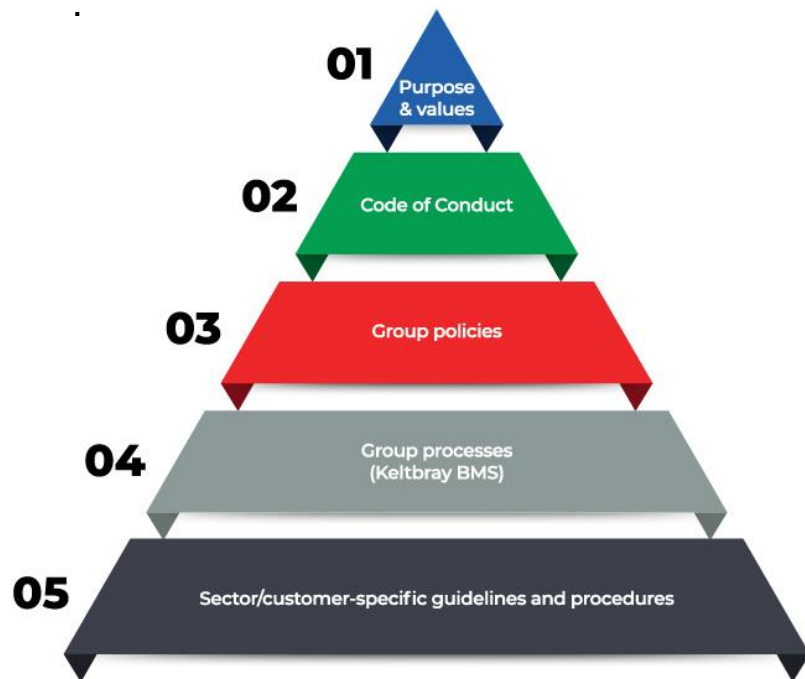


- Future development;
- If accessing the lay down concrete area, observe pedestrian walking routes and be aware of HGV, forklifts etc. in operation as the site preparation starts ( *in progress* )



# Keltbray Office Code of Conduct

The Code of Conduct sets out a clear set of standards for behaviour, maintaining our 'easy to do business with' approach and consistently promoting the 'Keltbray Way'.










At Keltbray, health, safety and wellbeing are at the heart of everything we do. Those who work for us and with us have the right to be treated safely, respectfully and with integrity.

- █ Please be respectful of others by keeping conversations within the office in line with Keltbray's equality and diversity policy and Code of Conduct
- █ Be mindful of your language and volume of conversation, especially when others are on Teams meeting in the office.
- █ Please adhere to the office seating plan, hot desks are provided for your convenience and don't require booking in advance
- █ If you're on a Teams Calls, please use headphones.
- █ Meetings - if you require a room for a meeting speak to xxx to book. If you no longer require it please cancel to allow others to use it
- █ Please clean up after yourself in the kitchen, placing items in dishwashers etc
- █ Tidy your room/desk before you leave it








# Keltbray Office - Dress Code

Dress Code in-line with Keltbray's Policy for an office "business casual".

**Acceptable** business casual attire includes, but is not limited to :

-  Shirts with a collar, blouses
-  Formal trousers, skirts, culottes and dresses
-  Keltbray branded T-Shirt, polo shirt
-  Smart jeans
-  Jumpers
-  Blazers
-  Footwear must be safe, sensible and clean. No work boots to be worn in any office, covers may be worn if provided.

**Unacceptable** attire includes, but is not limited to:

-  Tracksuits
-  Shorts
-  Ripped Jeans
-  Sports wear
-  Clothing with inappropriate slogans
-  Revealing clothing
-  Flip Flops or anything open with open toes

# General Arrangements and Office Hours

- Access via main door only. This requires a key fob which is personally issued. Do not allow others to use it or copy it.
- Sign in and out book for visitors and anyone without a pass.
- All staff shall meet visitors at reception & issue a visitor's induction
- When you depart the building, assist by securing office by closing windows & doors on departure.
- Do not leave valuables unattended or on display.
- Main Office Opening Times 07:30 -17:00 hrs Monday-Friday
- Please ensure you manage your time to work your contracted hours within this window.
- Anyone required to work outside these hours will be responsible for securing the office and must be authorised to do so

# Key and Fob Security

- Keys and Fobs will be issued and recorded to name individuals, their usage will be monitored against CCTV footage.
- Do not lend or share Fobs and Keys
- Do not make copies of Keys and Fobs.



## CCTV

- CCTV is operational externally around the buildings
- CCTV and the alarm has a direct link to the Police.
- CCTV may be reviewed for security issues and used as evidence if required.
- CCTV footage is protected under GDPR and will not be shared unless in the event of an incident.





# Welfare and General Site Rules

🚻 Toilet – disabled, ladies and gents all on ground floor

## Kitchen

- 🚪 Fridge - please don't leave food in the fridge past its storage life.
- 🚪 On Friday the cleaner will clear out fridge - do not leave food.
- 🚪 Cleaner will only clean what's in the kitchen, not on your desk.
- 🚪 Ensure fridge/freezer door is closed fully after use.
- 🚪 Pots/Sink/Cups - Please put in dishwasher
- 🚪 Put your litter in the correct bin



# Health and Wellbeing

- There are shops within a 10 minute walk of the site (be careful walking along the road) including an (excellent !) local bakers and a Tesco Express. You are encouraged to use local shops and services to support the local area we work in. This also applies to booking hotels, lunches, buying goods and use of local transport.
- We are looking at enhancing the site for bio-diversity and wellbeing, e.g. a picnic area and vegetable patch. Please contact Etienne if you have any ideas or wish to provide support for this.
- Please utilise the areas provided outside and, in the kitchen, to take time away from your desk to eat lunch
- No Smoking or vaping inside the building as per the Company Policy.
- Use the designated smoking area away from rear of the building.



# First Aid/Accident & Incidents



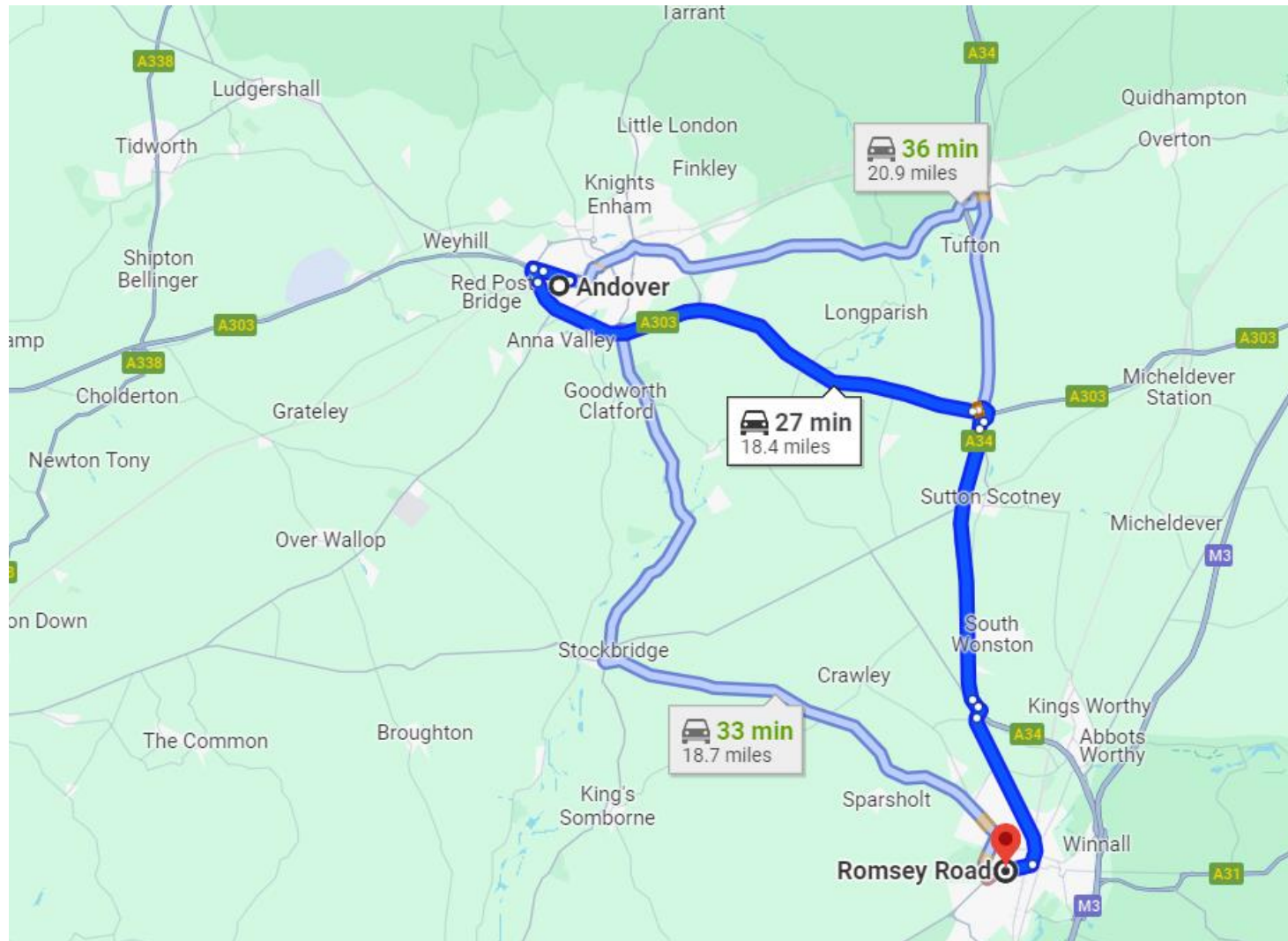
The current First Aiders and Mental Health First Aiders are:

Name	Type of First Aider	Location
Jake Jay	Full First Aid & Mental Health First Aider	Andover
Moe Younes	Mental Health First Aider	Andover

- █ A First aid kit is in the main office
- █ Details of emergency numbers and hospitals are found on the noticeboards.
- █ There is a defibrillator on the board in the kitchen
- █ ALL accidents & incidents are reportable, even minor ones, report to Jake Jay/David Wilson
- █ Prevent accidents by reporting Contributions (unsafe acts & conditions) either via the Intalex system on the Keltbray Intranet
- █ Support signposting details are on the H&S notice board

# Nearest Hospital

In an emergency always phone 999 for advice on the best place for treatment. The nearest A&E is at Royal Hampshire County Hospital, Romsey Road, Winchester, Hampshire, SO22 5DG. 01962 863535



# Fire Safety

In the event of a fire please follow the instructions of your Fire Warden.

Fire Warden	Location	Fire Warden	Location
Jim Sutton	Andover		

**Keep all fire exits clear from obstructions**

**Fire Alarm will be tested every Friday at 10:00hrs**

## If you discover a fire

- Raise the alarm by operating the nearest alarm or by shouting FIRE FIRE FIRE
- Leave the building immediately by the nearest exit and proceed to the designated Assembly Point **(refer to next slide)**
- Wait at the assembly point until instructed by the Fire Marshal and/or Fire Officer that it is safe to re-enter the building.
- You should only tackle a fire to aide your exit and then only if you are trained in the use of fire extinguishers. Fire extinguishers are provided.
- Evacuation Plans are displayed on the notice board, please follow the instructional signs



# Fire Exits, Routes and Muster/Assembly Point

