

Health & Safety Introduction to Cromwell BRC



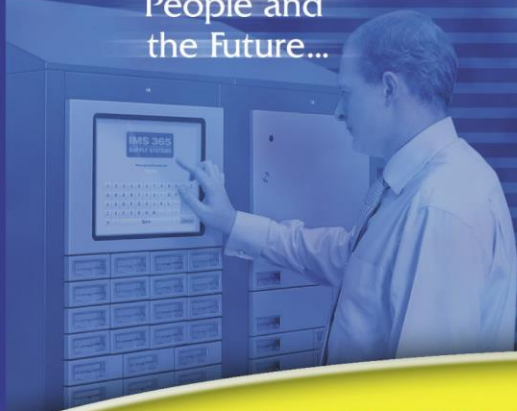
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WELCOME TO CROMWELL BRC

Visitors to BRC

On arrival, all visitors should remain in the reception area and await their host. All visitors are required to sign the visitor's book on their arrival and on their departure, this is an important H&S requirement.

Visitors will be escorted at all times whilst visiting our site.

BRC Warehouse

To minimise the possible risk of injury within the Warehouse environment, all employees and visitors are required to wear Hi-Vis clothing and safety footwear in the majority of this area. The only exceptions to this guideline are, the GREEN route, where no PPE is required and the BLUE route, where only Hi-Vis vests are required.



If you are required to enter into the High Bay Racking, it is mandatory that a hard hat is worn.

There is a one way system with is clearly signed, operating between the Low Bay Warehouse and the High Bay Warehouse, this instruction will be observed at all times.

Non-Warehouse employees and visitors should only enter the Warehouse by prior arrangement with the Warehouse Manager or one of his deputies.



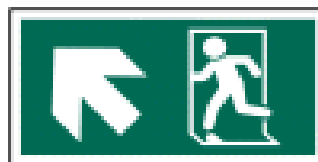
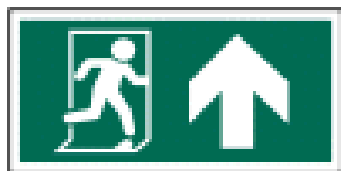
Fork Lift Trucks (FLT)

FLTs are used throughout the Warehouse and the Service Yard. Please ensure that when you are in these areas, you are conscious of the traffic at all times. Only authorised, qualified drivers are permitted to operate any form of machinery, without exception.

Fire and Emergency Evacuation

The Fire Alarm at BRC is tested every Monday at midday (Bank Holidays, this will be the following day), should you hear the alarm at this time, no action should be taken unless the alarm continues to ring for more than 5 seconds.

In the event of an emergency evacuation, all employees and visitors will leave by the nearest fire exit, this can be identified by the white running man on a green background.



These signs should be followed until you have exited the building

Once you have exited the building, there are 2 fire assembly points.

If you are exiting from the warehouse, as you leave the building, head for the far right hand corner towards the Service Yard Gatehouse, this is the fire assembly point. When you arrive at this point, please do not block the gateway, as this is the route that the emergency services will be using.

If you are exiting from the Main Reception, as you leave the building, you will see that in the middle of the car park, there are a number of islands, if you look one island to the right of the reception entrance you will see the fire assembly point clearly signed. Please make your way to this point.

In the event of an emergency evacuation you should:

- Exit the building immediately, if you have been using any equipment e.g. a Fork Lift Truck, please ensure that you do not leave it blocking an evacuation route and remove the keys.
- Make your way calmly to your nearest assembly point.
- Never return into the building once you have left, unless you have been advised that it is safe to do so by the person in charge.
- Under no circumstances will any employee or visitor leave the site, unless they have been advised it is safe to do so by the Fire Officer in charge.

Should an employee be experiencing difficulty to evacuate due to mobility problems, an Evac chair can be found in the main corridor, near to the lift, on the first floor, near to the IT Department. Assistance will be provided by a Fire Warden.

Should the alarm be activated, the lift is strictly out of bounds.

The safe evacuation of visitors will be the responsibility of the person they are visiting, or another nominated person.

Up to date information regarding evacuation procedures and the people responsible are displayed on all notice boards. Please ensure that you are aware of this information.

First Aid

BRC has a First Aid room situated on the Ground Floor and First Aid kits are provided throughout the site.

During core hours, first aid cover will be maintained on site, with representatives being available in the office and warehouse areas.

Should you require assistance by a First Aider, you should contact your host, a Manager / Supervisor or a First Aider directly.

Full, up to date information regarding First Aiders, contact numbers and hours of availability can be found on the notice board. Please ensure that you are aware of this information.



First Aid boxes are located throughout the Warehouse, in the IT Dept and the First Aid Room.