



ALUMINIUM SHAPES

VISITOR SAFETY GUIDELINES

PARKING

Visitors are requested to :-

- Ensure that their vehicle(s) are left in the approved parking areas and
- Ensure that they do not obstruct fire escape routes, private or public access, other vehicles or Company buildings

Please note that vehicles left on Company premises are left at the owner's risk.

ON ENTRY

Please sign the visitors book and remain in the reception area until collected.

Visitors must either be accompanied or authorised to enter the premises.

In the interest of security, nothing may be taken from the premises without authorisation by the Company representatives.

HEALTH AND SAFETY

Visitors must not enter any unauthorised areas or those that are declared hazardous without the permission of the Company representative.

PPE requirements for all visitors are:

- Eye protection
- Hearing protection
- Hi-vis Vest
- Safety Shoes

A small amount of visitors PPE is available, but please bring your own where possible.

All visitors must report any accidents, injuries or dangerous occurrences to the Company representative immediately.

FIRE

In the event of a fire emergency your host will instruct you in the correct evacuation procedure.

Please note Aluminium Shapes operate a no smoking policy throughout the buildings, a designated smoking area is available upon request.