

Welcome to MK Consultants Ltd



Contractor Site Safety Sheet

MK Consultants Ltd

CAIR Building

Hanson Lane

Halifax, HX1 4SD

(If driving to our premises, please input 'Hanson Lane' onto your Satnav device rather than the postcode).

Tel: 01422 399 155

Site operating hours are:-

Monday to Wednesday 7.00am to 5.00pm

Thursday 7.00am to 4.30pm

In order to ensure your health and safety whilst on the premises, please read this leaflet and comply with the instructions given.

Prior to your visit on site, you will be assigned a site contact.

P Contractor parking is to the front of the building. Vehicles and contents are left at owners risk. Please park in an available marked bay in the car park and then make your way to the glass entrance doors on the left hand side of the building and press bell for attention.

On arrival at the premises all contractors must sign in using the Visitors Book at Reception. A visitor's pass will be issued to you which must be kept visible at all times. Please hand it back when you sign out at the end of your visit.

Emergency Response

The building is equipped with an automatic fire alarm system. All floors are fitted with extinguishers. Fire exit routes are clearly marked with fluorescent signs.



We have a trained fire marshal team on site.

The fire alarm is tested every Thursday morning between 7.30am and 9.00am. If the alarm sounds at any other time (this will be a continuous alarm bell), you must adhere to the follow evacuation procedure:-

IN THE EVENT OF AN ALARM:



Leave the building using the marked escape route.



Go to the assembly point at the car park gates to the front of the building. Do not stop to collect personal belongings.

Emergency Numbers

Police

Emergency - 999 / Non Emergency 101

Halifax Police Station 01422 337 292

Fire Service

Emergency - 999

Halifax Fire Station 01422 386820

Ambulance Service

Emergency - 999 / Non Emergency 111

First Aid



We have trained first aiders and mental health first aiders on site.

The first aid box is kept in Production canteen on the ground floor.

All accidents and near miss incidents must be reported to your on site contact and logged in our accident book.



A defibrillator is located in Production canteen on the ground floor.

Important Information



Whilst visiting our site, there are clearly signed areas where you will be asked to wear an ESD protective lab coat.



Whilst visiting our site, please do not touch machinery, plant, parts or materials (other than required by the job you are carrying out)



Photography and filming is generally forbidden.



Smoking is prohibited in all buildings. There is a designated smoking area outside the Production canteen.



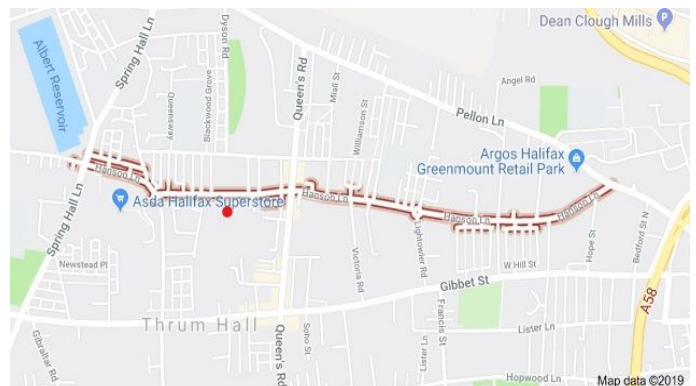
There are toilets located on each floor.



There are canteen facilities on site. All food and drink is to be consumed within these areas. Please use the rubbish bins provided.



We care about the environment, please use the different bins provided in the building to recycle your waste.



Site Rules

The following site rules are to be adhered to at all times:

- All contractors must sign in and out of the site in the Visitors Book in reception. This should be done individually and never on behalf of other persons.
- Appropriate personal protective equipment (PPE) is to be worn by all persons on site at all times.
- Inform your site contact immediately should you discover any hazardous materials or activity.
- Ensure that all materials brought onto site are handled, stored and disposed of in a safe manner.
- Always ensure that your work area is tidy and free from any rubbish or trip hazards.
- Please use the appropriate General Waste / Mixed Recycling / Hazardous Materials bins for any waste materials generated.
- Only suitably trained employees are permitted to use the plant and equipment on the site.
- Misuse of equipment or unsafe practices will not be tolerated.
- Drugs and alcohol will not be tolerated on this site. Anyone found under the influence will be removed from site immediately.

Prior to Visit

Prior to your visit on site and dependant on the work to be carried out, could you please provide us with the following documents:

Relevant Insurance Details:

- Employee Liability Insurance Documents
- Public Liability Insurance Documents
- Any other insurance documents which are relevant...

Risk Assessment & Method Statements:

- Relating to work you are undertaking on our site
- Relating to Health and Safety while on our site

Copies of statutory competences:

- Gas Safe
- Electrical Safety
- Any other documents which are relevant...

These documents can be posted to your site contact or emailed to joanne@mkconsultants.eu

Any questions?

Should you have any questions, or any specific requirements during your visit to our site, please do not hesitate to contact your on site contact.

*We wish you a safe and pleasant visit to
our site*



Contractor Site Safety Sheet

**Please sign and return
to MK Consultants Ltd**

I confirm I have read the Site Safety
Sheet

Signed

Dated

Name

Company Name:

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