

INTRODUCTION

Welcome to Midland Lead. The well-being and satisfaction of our many customers, visitors and contractors is our highest priority. Please take a couple of minutes to read this information to familiarize yourself with our emergency procedures.

Midland Lead is a heavy manufacturing environment. As such there are areas of the site where there are hazards with which a visitor may be unfamiliar.

This leaflet is intended to provide our visitors and contractors with the health, safety and environmental information they require to ensure their well-being for the duration of the visit.

CONTRACTORS

Our contractor procedure has been issued to your company and a copy is available in the Contractor Onsite Register.

DELIVERY, UNLOADING AND HOISTING OF MATERIALS



The contractor or sub-contractor is responsible for the delivery unloading, hosting and storage of their own materials. At no time should these works impede or make dangerous normal access and egress to Midland Lead.

ELECTRICITY



All electrical equipment on site to be used in a safe and approved manner in accordance with current Electricity at Work Regulations. All portable electrical tools shall operate at 110 volt A.C., from a double wound transformer having a center tapped earth on 110 volt winding. All portable appliances brought onto site must have been tested and be within the validity period.

HOUSE KEEPING



All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the contractor's, or sub-contractor's own authorised skip.

All surplus materials and/or rubbish should be cleared from the site on completion of the contract. The burning of rubbish on company's premises is prohibited. Good housekeeping is to be maintained at all times.

CONTROL OF POLLUTION



Contractors may not deposit any waste, chemicals or any other substances whatever into drains or waste containers on the company's premises unless express permission has been given by the operations team.

Arrangements should be made to prevent liquids and solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

MOBILE PHONES



The use of mobile phones in operational areas is not permitted. If contractors need to use a mobile phone whilst working on site they should make sure they are in a place of safety before doing so.

SUITABLE STAFF ALLOCATION BY CONTRACTORS



Contractors employees must be aged 18 or over in order to be permitted to work on Midland Leads site.

INFORMATION AND GUIDANCE FOR VISITORS AND CONTRACTORS



FIRE



On discovery of a fire, sound the alarm by breaking the nearest call point, this will activate a continuous ringing bell. Leave the building immediately and report to the assembly point which is adjacent to the main gates in the visitor's car park. Do not attempt to fight any fires unless you have been trained to do so.

FIRST AID



Midland Lead has a number of fully trained first aiders located across the site. Medical welfare facilities are available to all visitors if required. There is a first aid room located in the operations office.

EVACUATION



Should the need arise to evacuate a building during your visit a ringing bell will be heard. The following actions must be taken:

- Report immediately to the fire assembly area which is adjacent to the main gates in the visitor's car park.
- Do not collect personal belongings
- Ensure your host knows where you are
- Follow any instructions given by fire officers or members of the incident response team.

ACCIDENTS AND INCIDENTS



Should you suffer any form of accident or incident during your visit to Midland Lead (including near misses), please report it immediately to your host, who will record it in the accident book. It is only by reporting that we can learn from incidents and continually improve our safety systems.

VISITORS

Stay with your group and or host at all times, do not stray from the safe walkways.

ENVIRONMENT



At Midland Lead we are very conscious of the environment in which we operate and the possible impact of our operations.

We endeavor to ensure that:

- We generate the minimum amount of waste
- Office recycling waste is co-mingled and then segregated off site
- Chemical waste is collected and disposed of on a regular basis
- Discharges to ground, air or drain are properly assessed and minimized
- We endeavor to ensure we work within the limits of our IPPC permit at all times.

SMOKING



Smoking is not permitted anywhere on site other than the designated smoking area which is located in the visitors car park.

TRAFFIC



Please ensure that you stick to the safe walkways wherever possible in the event that the reason for your visit takes you away from the safe walkways please take care in logistic routes and open spaces and remain observant for factory traffic. Some of our forklifts are electrically powered and therefore difficult to hear.

EATING AND DRINKING



In the interests of health eating and drinking on site is strictly **PROHIBITED**. Please ensure that you wash your hands thoroughly before eating, drinking or smoking.

HOT SURFACES



Please be aware that when visiting the refining plant all surfaces and equipment have the potential of being extremely hot and could result in severe burns if touched. Lead has the same properties when hot as when cold, to avoid the risk of burns please do not touch. The right side of this page is perfect for a summary of key products or services.

CORPORATE PROTECTION



It is forbidden to film or take photographs on these premises without authorisation.



Mobile phones with camera function must not be used on these premises.

PPE

Visitors and contractors are required to wear PPE at all time which will be provided for visitors. Contractors should ensure that they have the correct PPE to meet our site requirements in addition to the task specific PPE documented in the Risk Assessment and Method Statement (RAMs) for the task being performed.

1. MINIMUM SITE REQUIREMENTS

Safety footwear and Hi-vis jacket

2. MANUFACTURING

As above plus safety glasses

3. REFINING PLANT

As above plus mask and hard hat

