

SITE SAFETY



General

- All visitors are subject to the Health & Safety at Work Act 1974 and company regulations whilst on the premises.
- Smoking is not permitted in any building on these premises. Please smoke in the designated area provided.
- PPE must be worn when advised by staff members.
- Please use common sense when moving around the site. Large Goods Vehicle and Forklift Truck training is carried out throughout the centre.

Emergency

- In the event of a fire/emergency you will hear a continuous ring as an alarm
- Leave the building by the nearest available exit and proceed quickly to the assembly point in the car park. Follow any instructions given by your trainer
- The fire alarm may be tested during training
- In the event of an accident please report to the General Office. A first aid box and accident book are located there. Your First Aiders are listed next to all first aid boxes

Site Safety

- All visitors must park in the designated visitor car park
- Speed limit on site not to exceed 5mph (walking speed)
- Observe all safety signs whilst on site
- All staff and visitors to wear high visibility vests in the designated areas
- All visitors to wear the appropriate personal protective equipment as outlined in the LTS' course details
- If you observe any breaches of Health & Safety please report them immediately to the General Office.
- All personal equipment including cars are the owners responsibility and LTS does not take any responsibility for any loss, damage, theft or consequential loss.

Code of Conduct

We wish to ensure you are comfortable and respected whilst visiting us and request that you follow the guidelines below. The list is not exhaustive and it does not attempt to replace common sense and good manners.

- Show courtesy, consideration and respect to other people at all times
- Do not use offensive or aggressive behaviour at any time
- Do not treat any person less favourably on the grounds of race, colour, nationality, ethnic origin, gender, sexuality, age, marital or parental status, disability, creed, political belief, social belief or economic class or national origin
- Bullying and harassment will not be tolerated by learners or staff
- No clothing should be worn displaying any kind of controversial or offensive message that could cause offence
- Always maintain a good level of personal hygiene so as not to cause offence to anyone
- Contribute to a clean, safe, tidy and secure environment
- It is your responsibility to take care of your own property and to not leave it unattended
- Use facilities and equipment with care and respect
- Vandalism and writing graffiti will not be tolerated and offenders will be asked to leave immediately
- Switch mobile phones off in classrooms and training facilities
- We have a zero tolerance policy for possessing, or being under the influence of drugs and/or alcohol

Breaches of any of these guidelines may result in you being asked to leave the site.

Further Guidance and Policies are displayed within the Trainee Common Room.

A handwritten signature in black ink, appearing to read 'Richard W Little', is written over a light blue horizontal line.

Richard W Little – Chairman

Document Control

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