



Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

H&S Responsibilities:

Section 7 of the Health and Safety at Work Act states: All employees must take reasonable care of their own safety and that of other people who may be affected by their acts or omissions. All staff are also required to co-operate with their employer over safety matters. Section 8 states that no person shall interfere with or misuse anything provided in the interest of health and safety or welfare. Virtue Aerospace Ltd maintains certification to ISO 45001 as part of our commitment to the Health, Safety and Wellbeing of our employees as well as on-site contractors. Please read the below information and guidance in relation to your work-related activities.

General Site Rules:

- No alcohol or drugs may be brought onto or consumed on site.
- No person under the influence of alcohol or drugs may work at or enter the site.
- The use of mobile phones within site is restricted to work related activities only.
- Smoking/Vaping is **NOT** permitted anywhere, except in the designated smoking/vaping area.
- Bags, holdalls, boxes, etc may not be left unattended at any time, except inside your work area.
- Waste must be cleared and secured at the end of each working day.

Site Safety Rules:

- **ALWAYS** wear head protection in any area where there is a risk of injury to the head. This can include areas where you are working at height, in ceiling spaces or where there is overhead work going on above you.
- **ALWAYS** wear eye protection and ear defenders during drilling, grinding, or similar operations where noise and ejected particles are a risk factor.
- **ALWAYS** wear Ear defenders when working with hazardous noise generating plant such as compressors.
- **ALWAYS** consult your COSHH assessment when working with hazardous substances.
- **ALWAYS** consider the needs of the Company's employees whenever you are working.
- **ALWAYS** report accidents even if they are minor.
- **DO NOT** leave switchgear or distribution boards open and unattended.
- **DO NOT** climb on chairs or furniture or use anything as a makeshift ladder
- **DO NOT** run or indulge in horseplay.
- **DO NOT** misuse compressed air or other gases.
- **DO NOT** wash paintbrushes in toilet areas.
- **DO NOT** pour any hazardous substances down the drain
- **DO NOT** allow rubbish to accumulate in your work area.

Site Familiarisation:

Contractors/visitors are required to sign in before starting work and sign out on completion. Before you start work, you should familiarise yourself with your surroundings. Establish the way to the nearest fire exit and identify the nearest fire alarm call-points and fire extinguishers (see emergency plans). Also, take a moment to check that your risk assessment and method statement are still valid for the task.



Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

Keys:

If a key is required for access to any work area, this may be drawn on application from the quality department. You may be required to explain precisely what you intend to do before a key can be issued. Keys are to be returned to the quality department at the end of each working day.

When conducting the task:

Make sure that your working area is secure at all times. You should erect barriers and warning notices to ensure that any members of staff or the public do not stray into your working area. Make sure that any gangways or pedestrian areas are not obstructed. Only carry out work in your designated area and only carry out the work that has been agreed. Similarly, only use those routes to and from your work site that have been agreed. Make sure that you and your fellow workers abide by any special precautions or procedures required by your risk assessment and method statement. Also make sure that you know and abide by the Site Rules. If you do not follow the requirements, you may be requested to stop working.

Accidents, Dangerous Occurrences, Near Misses and Hazards:

If you have an accident, witness any dangerous acts, near misses or security breaches while on site, you are to report this, without delay, to a site manager or the H&S representative.

Cables and Hidden Services:

The site contains a very high density of services (electrical, gas, high pressure pipelines, etc). These present hazards such as electrical shock, burns or explosion unless treated with sufficient caution. In addition, walls, floors and ceiling voids can contain electrical, gas or other services which could have an impact either on you or on the functioning of the site should these be inadvertently damaged or otherwise disrupted. The existence of these hidden services must be fully considered when planning site works.

Asbestos:

The only location of known asbestos in all units is in unit 1 (textured coating to stairway). A copy of the Asbestos Risk Assessment is available on request. If you suspect the presence of asbestos, please contact a site manager or the H&S representative.

Work at height:

This will invariably require a scaffold tower, cherry-picker or similar equipment. Ladders are not normally recommended for working at height unless the task is of short duration and the ladder can be safely erected and stabilised. Scaffolding requires full protection around all working platforms including double guardrails and toe-boards. The area around the base also needs to be cordoned off with barriers. Those erecting scaffold towers or handling Mobile Elevating Work Platforms must be qualified and certificated to do so.

Foreign Object Debris (FOD):

This is the term given to any loose object or wastes that may interfere with correct operation of our manufactured products. FOD can be screws, small tools, debris from walls or ceilings, things fallen from your pockets. You MUST ensure that you control these items and they do not find their way into our product. Keep your work area clean and tidy; ensure you leave the site with tools you arrived with, and you have cleared any debris that you have generated.



Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

COSHH:

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provides the requirements governing the use of any substance containing hazardous chemicals or dusts. Your employer should have carried out a COSHH assessment that will provide details of the precautions to be taken when using any such materials and have passed this information on to you. If you have not been provided with this information, you may be restricted from working. You must also make staff in the area you are working aware of any chemicals you use, or dusts you may generate, that present a hazard to health or the environment. COSHH assessments and Safety Data Sheets of hazardous products held on site are available on request.

Personal Protective Equipment (PPE):

Your employer is required to provide you with any Personal Protective Equipment (PPE) you require to work safely. This could include Hard hat, goggles / safety glasses, ear defenders, safety gloves, respiratory protective equipment (RPE), safety footwear or harnesses. You are required to use PPE equipment whenever the risk assessment requires or the hazards have been realised. If you do not have this equipment or fail to wear it, you may be stopped from working and asked to use PPE suitable for the task. Please note that safety glasses and ear plugs are available on request.

First Aid:

Your employer is required to make adequate arrangements for first aid in the event of an accident or injury. However, In the event of an injury, help can be requested by contacting one of the company's First Aiders. Please note there is also a first aid station located in each unit as shown on the emergency plan.



S.Binny



P.Wallis



P.Mead

Toilets:

Toilets for general use are situated around the site. Please leave the facilities in a clean state after use.



Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

Fire Evacuation:

If you discover or create a fire, raise the alarm immediately by activating the nearest fire alarm call point (see emergency plans)

Be prepared to give the following information to the emergency services.

- location of incident
- incident type (e.g. fire, accident, etc)
- other services if required
- number of casualties
- extent of injuries

Extinguishers should only be used to aid the evacuation of the building (Do not fight fires unless trained to do so)

- **DO NOT STOP TO COLLECT BELONGINGS.**
- **DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD THAT IT IS SAFE TO DO SO.**

Site Emergency Plans:

Please familiarise yourself with the emergency arrangements and fire assembly plans for each unit shown below.

Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		





Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

Unit 1, 1st Floor



Fire Call Point

Fire Extinguisher

Gas Inlet

Electrical Board

Escape Route

Air Receiver

First Aid Station



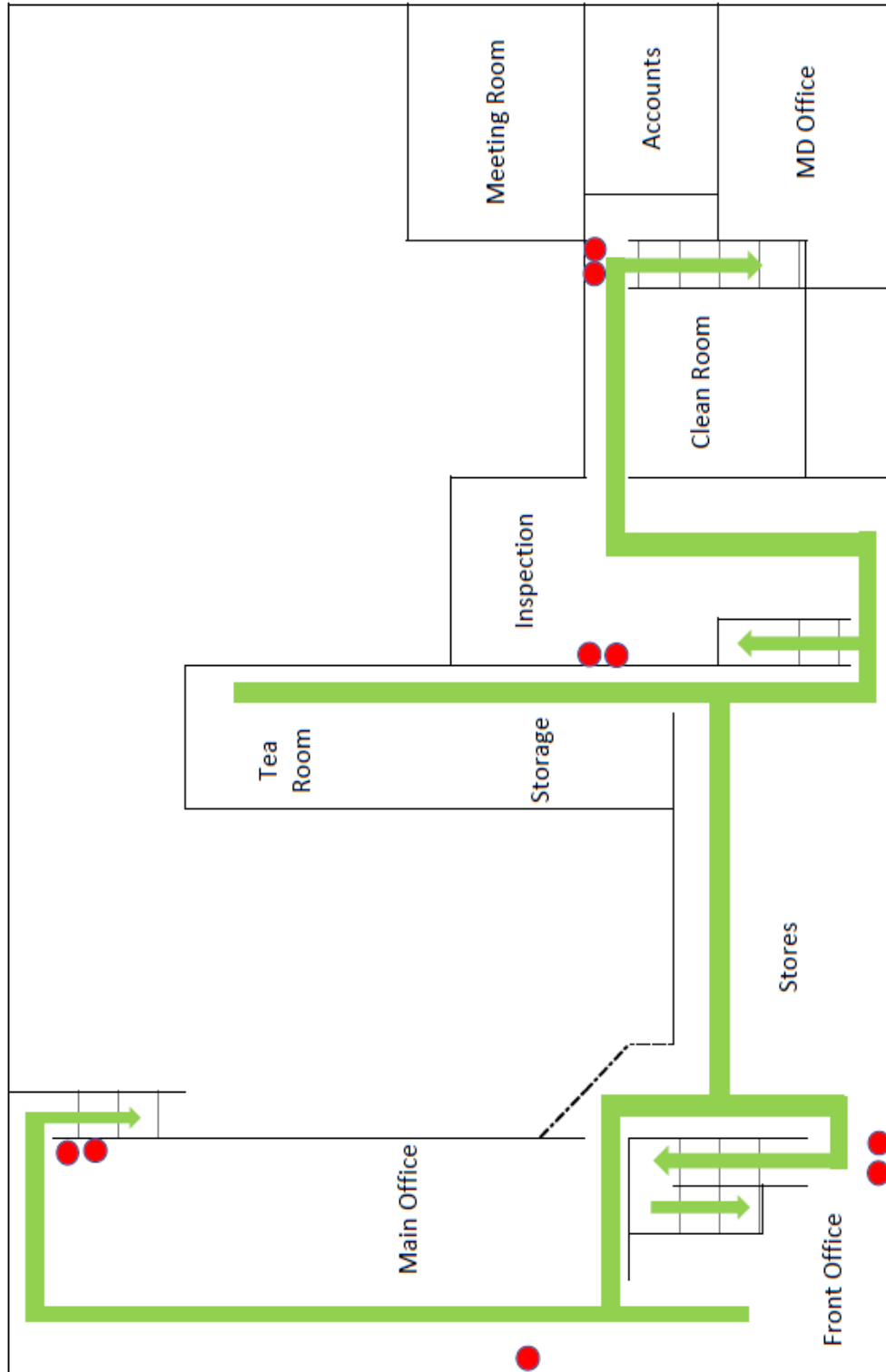
Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		





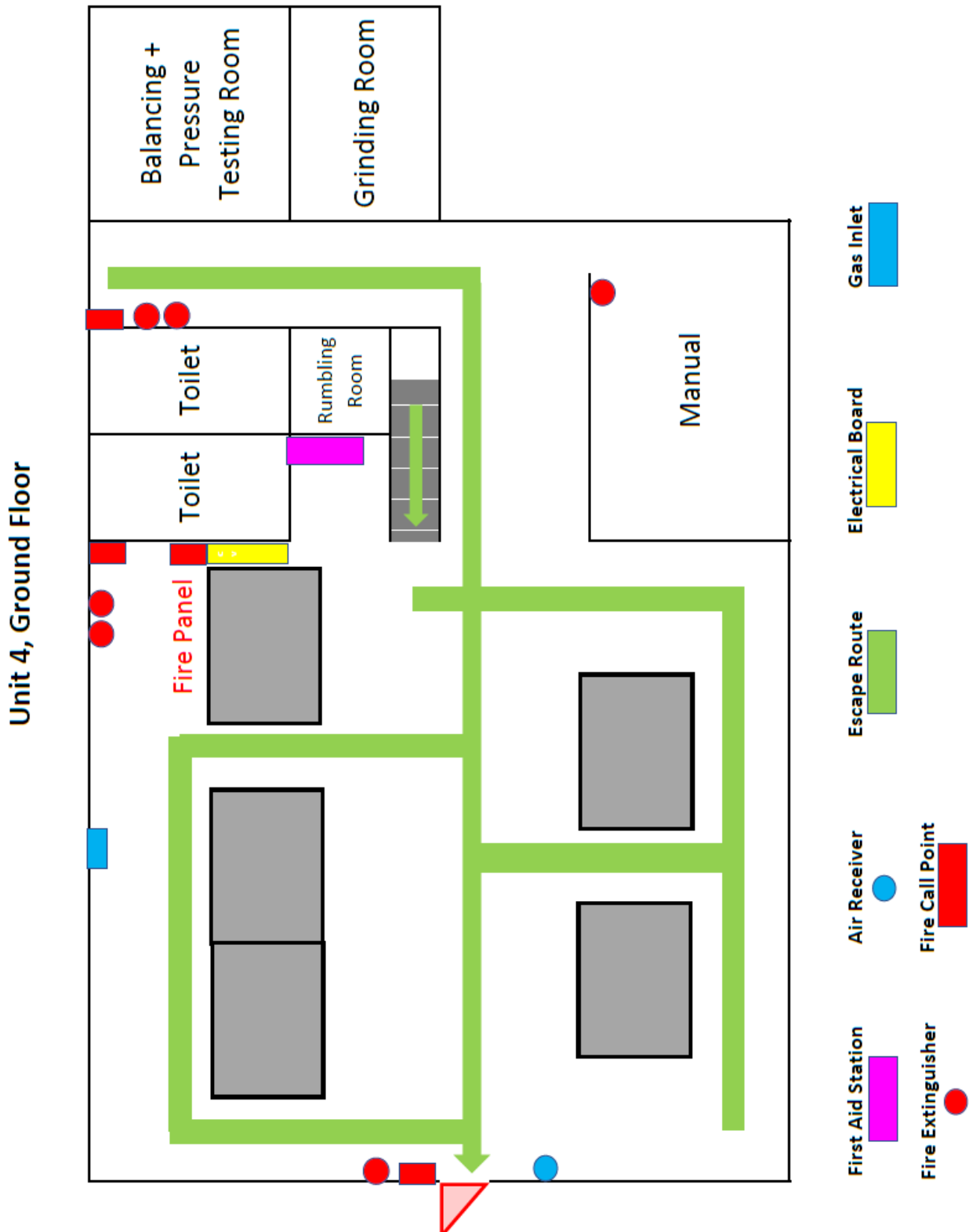
Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

Unit 3, 1st Floor



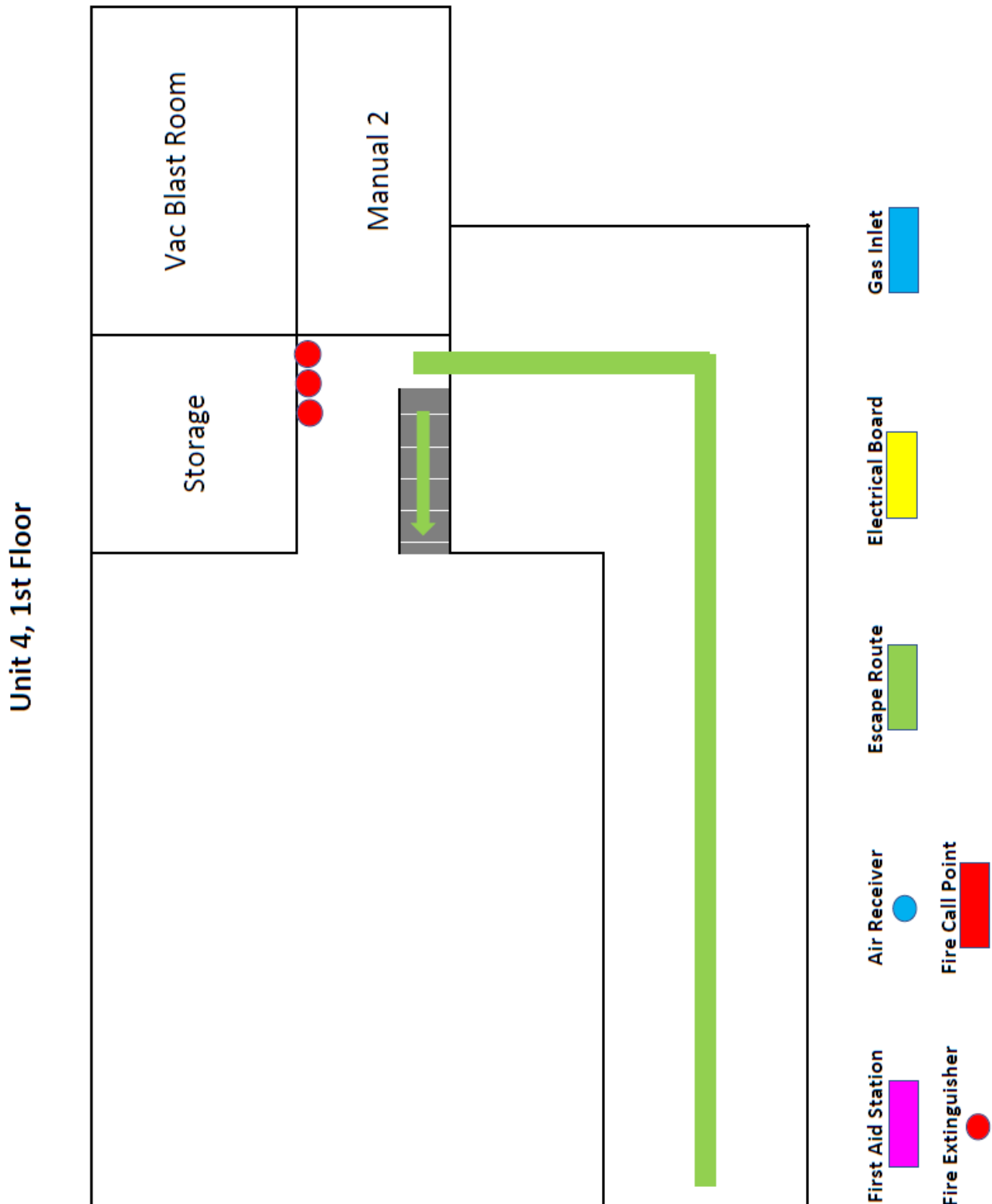
- Fire Call Point
- Fire Extinguisher
- Gas Inlet
- Electrical Board
- Escape Route
- Air Receiver
- First Aid Station

Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		





Health & Safety Guidance for Visitors & Contractors				
Document No		HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22	
Approved By	S. Moulding	Date	08/11/22	

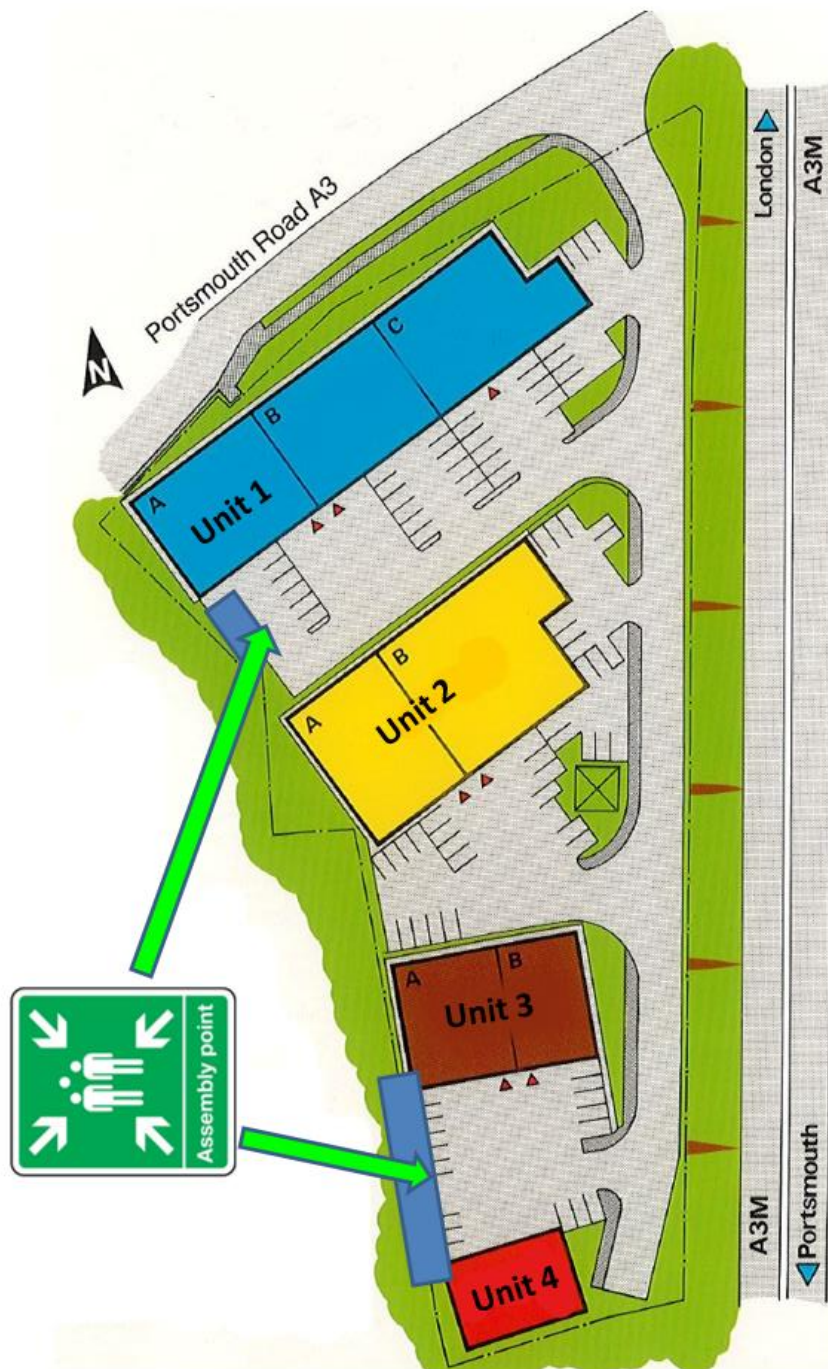


Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

Unit 1- Assembly point located in front car park

Unit 3A & 3B- Assembly point located adjacent to entrance to swarf area

Unit 4- Assembly point located adjacent to entrance to swarf area





Health & Safety Guidance for Visitors & Contractors		Document No	HSE0006	Iss No	1
Compiled By	S. Moulding	Date	07/11/22		
Approved By	S. Moulding	Date	08/11/22		

Contacts:

The following contact numbers may be called from any internal phone

First Aid-

S.Binny (Ext 3107, 6107)

P.Wallis (Ext 6121)

P.Mead (Ext 3114)

Site Manager-

A.O'Conner (Unit 1) (Ext 3120, 6120)

P.Wallis (Unit 3A/3B & Unit 4) (Ext 6121)

I.Smith (Quality) (Ext 3105, 6105)

J.Eves (Operations) (Ext 3100, 6100)

H&S Representative-

S.Moulding (Ext 3115)

Document Revision History				
Revision	Date	ECN No	Comments	Approved
1	08/11/22	N/A	First Issue	SM