

# MTC Northwest Ltd

Gores Rd, Knowsley Industrial Park, Kirkby, Liverpool, L33 7XS  
Tel: 0151 545 4750 Fax: 0151 545 4760  
www.mtcnorthwest.co.uk

## Visitor Health and Safety Policy

### Welcome to MTC Northwest

All visitors should report to reception on arrival, sign into the visitors' book and agree to a thermal scan. Also, please use the provided hand sanitiser on arrival

During your visit we will take suitable steps to ensure your wellbeing and advise on appropriate safety requirements.

The member of staff you are visiting will show you the fire evacuation procedure for the building. Always take note of the fire escape routes and emergency exits for the area you are located.

### Contractors on Site

Contractors carrying out works on MTC Northwest site must report to Reception to confirm details of their intended works and provide a copy of their employers' insurance certificate prior to commencement. MTC Northwest cannot accept responsibility for loss or damage to personal property belonging to contractors on site.

### Emergency

#### Fire Safety

If you discover or suspect a fire:

- ✓ Shout 'FIRE' and sound an alarm by activating the nearest fire alarm
- ✓ Evacuate the building by the nearest fire exit
- ✗ Do not stop to collect personal belongings
- ✓ Report to the assembly point
- ✗ Do not re-enter the building until authorised to do so.

Fire alarms are tested regularly. You will be advised if testing is to be carried out during your visit.

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## First Aid

If you require first aid:

✓ Contact reception to locate and provide first aid or dial 999 if an ambulance is required and inform reception you have done so to assist in directing the ambulance staff to you.

✓ If you have a medical condition you think we should be aware please advise upon your arrival.

## Parking

Only park in designated car parking spaces.

## Personal

Please ensure that appropriate action is taken to secure any valuable or personal items.

MTC Northwest cannot accept responsibility for loss or damage to personal property belonging to visitors.

Please sign to confirm you have read and understood the above.

Print Name: .....

Signature:

Date:

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## Covid-19 Guidelines

### Customers / Visitors

All visitors should report to reception on arrival, sign into the visitors' book and agree to a thermal scan. Also, please use the provided hand sanitiser on arrival

Under no circumstances should access be permitted to the workshop or any other part of the building, unless permission is given from a Director.

Please also pay attention to the following

- We strongly recommend that you follow any Government guidance published on self-isolation/quarantine as it changes
- ensure that if you have any infectious disease symptoms or diarrhoea or vomiting that you do not enter our premises.
- ensure you pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing as required

In order to restrict and reduce the risk of infection in the workplace, the Company will:

- have systems in place that assess the risk of and prevent, detect and control the risk of infection.
- will prioritise cleaning, paying particular attention to the cleaning and disinfecting of toilets, handles, support handrails, taps and wash basins and ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition. This applies also to equipment.
- ensure sufficient resources are available to secure effective prevention and control of infection, such as antibacterial wipes and hand gel.
- ensure employees, contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow.
- audits are carried out to ensure policies and procedures are being implemented
- a suitable and sufficient risk assessment is carried out with respect to prevention and control of infection.
- ensure that a suitable cleaning schedule is in place and followed.
- ensure there is suitable and sufficient hand washing facilities.
- ensure all staff co-operate with our control of infection procedures.
- provide regular suitable training, including induction training to all staff.
- deal with clients/customers by phone and email as possible.

Please sign to confirm you are not displaying any symptoms associated with Covid-19.

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