

Health & Safety Dos and Don'ts for Visitors

Do

- Watch the site safety video;
- Comply with ALL safety signage;
- Report to Range Control (at Landwick Gate) if you need access to batteries, or operational areas;
- Observe the site speed limits;
- Give way to emergency vehicles (amber warning lights), trains, tractors, ammunition vehicles and traffic exiting the site;
- Use the passing places provided;
- Report environmental hazards (e.g. oil / chemical spillages);
- Ensure you have, and use, the required Personal Protective Equipment;
- Always follow procedures and if unsure **"STOP"** and seek assistance;
- Report ALL accidents or incidents to your host or Range Control;
- Remember YOU have a LEGAL "Duty of Care" to yourself and to others
- If unsure **ASK**.

Don't

- Leave your designated route/work area;
- Touch any unfamiliar objects;
- Pass any type of closed barrier;
- Misuse equipment;
- Leave any bags or belongings unattended;
- Behave in an unsafe manner;
- Speed.

Contractors

- Report to QinetiQ Facilities Management in building K17 for Permits to Work and associated passes.

If you are on site and are unsure about anything, please contact Landwick Gate on 01702 383388.

Further information can be found at
www.shoeburyness.qinetiq.com

Site Address and Telephone Number

QinetiQ Ltd
MOD Shoeburyness
Southend-on-Sea
Essex
SS3 9SR
Tel +44 (0)1702 383200

www.Shoeburyness.QinetiQ.com

Visitor Site Safety Information

MOD Shoeburyness

For more information please contact:

Customer Contact Team
QinetiQ
MOD Boscombe Down
Salisbury
Wiltshire
SP4 OJF
United Kingdom
Tel+(0)8700 100942
www.QinetiQ.com



On arrival and departure

Always book in and out with reception at the main gate at Blackgate road. Out of hours, with the QinetiQ Guard Service at Landwick gate.

Please ensure you return the following:

- Visitor pass;
- Vehicle pass;
- Maps and/or documents.

Access:

No person may enter MOD Shoeburyness unless authorised to do so, or by prior arrangement with an approved QinetiQ host. No persons under 18 years of age are permitted on site without prior permission.

All visitors must;

- Report to Reception on entry;
- Keep personal belongings with them at all times unless otherwise advised;
- Remain with their host and escort as instructed;
- Comply with all safety signs, site notices and health, safety & environmental requirements or procedures;
- Display visitor pass at all times;
- Only smoke in designated areas;
- Respect local residents and farmers;
- Respect our wildlife flora and fauna.

Prohibited items

The following items are **NOT** permitted without prior permission of a suitably authorised person.

- Explosives in any form;
- Firearms;
- Sources of ionizing/non ionizing radiation;
- Pets or animals;
- Active radio transmitting devices;
- Unregistered portable IT equipment;
- Cameras or recording equipment.

In an Emergency dial 2222 (01702 383202)

FIRE



If you discover a fire raise the alarm by using the nearest fire alarm “**BREAK GLASS**” call point. If there is no alarm call point, shout “**FIRE FIRE FIRE**”, leave your belongings and evacuate the building to the designated muster point. From a safe place dial ext **2222** stating location, nature and extent of the fire.

First Aid



First Aiders are available across the site. In an emergency situation, dial **2222** and state the location, nature and extent of the incident.

Please make someone aware if you have a pacemaker (strong electromagnetic fields on site)

Injuries, Accidents or Near Miss

All incidents must be reported to your host, or to one of the site Health, Safety and Environmental Advisers as soon as possible on 3338 or 3231.

Security

The Official Secrets Act applies at MOD Shoeburyness. Only persons appropriately security cleared are permitted to access the site or official information.

Access to information and buildings will require suitable permission, facilitated by your host and in accordance with QinetiQ Security procedures.

Mobile Phones

These can be taken onto site, but must be switched off in areas designated as a “No Telephone” area and when instructed by your host. Wireless technology, such as Bluetooth equipment, can be used in designated areas, but must be agreed by your host.

Laptops and Personal Digital Assistants (PDAs)

Visitors may bring their company laptops and PDAs onto the site. However, such items must not be used in the vicinity of, or connected to, any QinetiQ computer equipment or communications ports under any circumstances.

Unsafe acts or behaviours will not be tolerated:

Actions or behaviours in contravention of health, safety or environmental procedures may result in;

- Harm to yourself or others;
- You being excluded from this and or other QinetiQ sites;
- Legal or disciplinary procedures.

Useful Contacts

The following are sources of advice and guidance; 01702 38 followed by extn number:

	Extn	Extn
Health & Safety	3231	3338
Environmental	3486	
Community Liaison	3468	
Site Security Manager	3250	
MOD Site Representative	3319	
Range Control	3211	3212