

Site Layout

Emergency assembly point

Designated Smoking area

WSOH reception

Main carpark

Waste transfer station



WSOH & Waste transfer station entrance

Reuse shop & Recycling centre entrance

Reuse shop
Recycling centre

West Suffolk Operational Hub (WSOH)

Bury Road, Fornham St Martin, Suffolk, IP31 1FE
alternative postcode IP31 1SJ



Training record

Site induction and site rules

Name of Organisation	Name of Person	Signature	Date

Site Induction and site rules

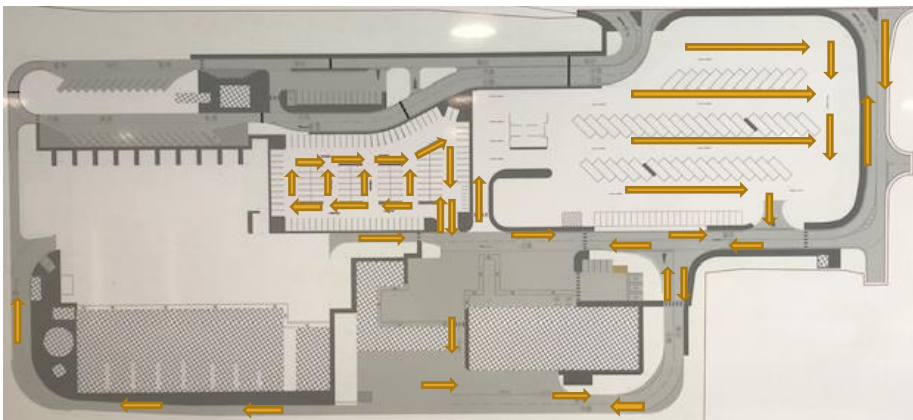
Site induction and site rules are in place to ensure that all employees, contractors and visitors can remain safe at all times during their visit to WSOH.

These rules **DO NOT** replace the requirement for a site induction at the waste transfer station office or the recycling centre office.

In addition to these site rules, contractors must confirm they have read, understood and agree to comply with all risk assessments and safe systems of work relating to the tasks they are completing.

Site Rules

1. Vehicle access to the site is via the entry barrier. This is opened by ANPR or security access card; otherwise, the intercom is to be used to contact WSOH office or waste transfer station office. If the barrier is open as a vehicle in front has been allowed access, then you must wait for the barrier to fully close and wait for the barrier to rise for you before proceeding. DO NOT TAILGATE THE VEHICLE IN FRONT
2. The speed limit at WSOH is 10mph and at the Waste Transfer Station it is 5mph. These must be adhered to at all times.
3. There is a site traffic management plan. Please ensure you always follow it and keep to the one-way systems.



4. Park your vehicle in the main carpark (see site map on back page). Parking in front of any buildings or blocking other vehicles is prohibited. There may be occasions when we agree alternative parking arrangements with you, but this will be at the discretion of a manager.
5. All site users must always follow the designated pedestrian walkways and crossings and be aware of any moving vehicles.
6. Contractors and visitors including staff whose permanent base is not WSOH must report to reception and sign in on arrival.
7. A site induction must be completed by all and be refreshed annually.
8. When entering high risk areas; visitors including contractors must wear appropriate PPE including safety footwear, high visibility jacket/vest and long trousers. When in the Baler Building or the Waste Transfer Station a hard hat must always be worn. Shorts are not permitted to be worn on site.
9. Contractors must have read and understood their risk assessments and safe systems of work. Only carry out work you are trained and qualified to undertake. If a permit to work is required, it must be obtained from Property Services prior to commencing any tasks.

10. Visitors and contractors are strictly PROHIBITED from entering high risk areas without being accompanied unless you have been authorised to do so by a West Suffolk Council appointed Manager; these areas are:
 - Fleet carpark
 - Workshops
 - Mechanical plant room
 - Server/comms room
 - Chemical store
 - Baler building
 - Electrical plant room
 - Or any other operational areas
11. Access to the fleet carpark is by authorised staff and authorised contractors only. At the exit gate please give way before exiting. All pedestrians must only access and leave via the pedestrian gate.
12. In accordance with legal requirements, mobile phones must not be used whilst operating or driving any vehicles or plant machinery.
13. Always be aware of your surroundings and do not approach any plant, equipment or machinery in operation.
14. No smoking or vaping on site; please use the designated smoking area by the entrance gate.
15. If you require first aid, please contact a member of staff or report to reception.
16. In the event of a fire or other emergency, immediately go to the emergency assembly point (see site map on back page) and await further instructions. Fire alarm tests are carried out every Friday between 2.45pm - 3.00pm.
17. You must report any accidents, incidents/near misses, spillages or any hazards to a member of staff as soon as possible.
18. We prohibit any unauthorised audio and video recordings on any part of the site.
19. Good conduct is expected of all staff, contractors and visitors; threatening or abusive behaviour will not be tolerated.
20. All visitors must sign out in the visitor's book before leaving site.
21. Anyone failing to comply with these site rules will be asked to leave the site until they are able to fully meet the requirements. This site operates a red stamp policy. If you receive three red stamps, you may be banned from site.

West Suffolk Council reserves the right to refuse access to any person they feel may put themselves or others in danger or in breach of the Health and Safety at Work Act 1974 or the site Environmental Permit. Please speak to a member of staff if you have any queries.