

EMPLOYEE / CONTRACTOR / VISITOR (Please Circle)		
NAME:	COMPANY:	DATE:
CONTACT DETAILS:		
ADDRESS:	EMAIL:	PHONE NUMBER:

## 1.0 PURPOSE

The purpose of this document is to clearly outline the requirements for access to site for all Guy and Wright employees, contractors and visitors, and to articulate the mandatory rules which must be obeyed when on site to ensure safe operations are continually maintained.

Your health and safety when on site is the primary concern for Guy and Wright, and you should **STOP WORK** immediately if you identify any genuine safety concerns which may adversely impact the health and safety of yourself or others. This also applies to any operations which may adversely impact the environment.

## 2.0 RESPONSIBILITIES

Every person attending site shall read and understand this document and sign and date the declaration on the final page to acknowledge the site requirements.

This shall be completed by every new starter, visitor, or contractor prior to accessing site for the first time.

**NOTE:** Failure to comply with the requirements outlined in this document may lead to access to site being restricted. This also includes the potential of disciplinary action for Guy and Wright employees.

### GUY AND WRIGHT SITE MANAGEMENT CONTACT DETAILS:

**Rob Jones – General Manager**                      **07855 494467**  
**Arek Dobrowolski – Site Manager**                      **07912 288750**

## 3.0 MANDATORY SITE RULES

In order to ensure safe operations on site for all employees, visitors and contractors, the following “Mandatory Site Rules” must be abided by at all times.

### 1. Fitness for Work

- I will not be under the influence of drugs or alcohol at any time on site.

### 2. Dangerous Substances and Explosive Atmospheres

Explosive Atmospheres exist on this site from Biogas Generation. To control the risks, the following rules apply:

- **Smoking is prohibited** in the Anerobic Digestion (AD) Plant, and must only take place in designated areas. Lighters, matches and other naked flames are not permitted on site.
- All portable, non-atex equipment (including mobile phones, laptops and tablets) **must not** be taken into the Anerobic Digestion area, unless switched off or accompanied by a gas alarm reading the lower explosive limit.
- Vapes **must not** be brought onto the AD area.
- All hot works and electrical works must be **strictly controlled** and agreed to by plant manager(s).
- E-bikes must not be stored in the AD plant area.
- Electric vehicles, including battery powered fork lifts are not permitted on site without additional controls.

This is because **Methane is explosive** in specific concentrations.

Biogas also contains **Hydrogen Sulphide (H<sub>2</sub>S), which is an asphyxiant** at high concentrations. H<sub>2</sub>S will smell like rotten eggs in low concentrations, but you **may not** be able to smell it at higher concentrations.

You must wear a gas alarm on the AD plant to protect yourself.

### 3. Licensed and Authorised to Operate

- I will only operate vehicles / equipment if I am appropriately licensed and trained to do so.

### 4. Vehicle vs Pedestrian Interaction

- Vehicles have the right of way at all times.
- There must always be a minimum 3m exclusion zone between pedestrians and vehicles. If this is breached, the vehicle must stop immediately.
- When approaching vehicles, you must make eye contact with the operator and the operator must stop the vehicle before you get within 3m.

## **5. Reporting Requirements**

- I must report all incidents and near misses to Guy and Wright site management immediately.

## **6. Visitor Access**

- All visitors must be accompanied on site by a designated Guy and Wright employee. *\*Unless agreed otherwise by Guy and Wright site management.*

## **7. STOP WORK Authority**

- You must “**STOP WORK**” if you see anything which is unsafe that can't be addressed immediately and notify Guy and Wright site management as soon as possible (once safe to do so).

## **4.0 SITE INDUCTION**

### **4.1 Company Overview**

Guy and Wright are a family-owned business who have been operating since 1928. The main focus of the company is year-round tomato growing in the six onsite greenhouses in an environmentally friendly and sustainable manner.

Guy and Wright have been incredibly successful in realising these objectives, which has resulted in ongoing tomato supply to Waitrose and the John Lewis Group. Furthermore, Guy and Wright are also incredibly proud to have been awarded the prestigious “Grower of the Year Award” for Business Initiative in 2009 for the implementation of a self-designed Anaerobic Digestion (AD) Plant on site.

### **4.2 Site Overview**

Site operations consist of two key operational practices. These are the AD Plant, and tomato growing in the onsite greenhouses.

The AD Plant ensures that here at Guy and Wright we can produce our own “green” bio-fuel to power the facility.

The AD Plant processes waste vegetable matter, which in turn generates heat, electricity and CO<sub>2</sub> to power and feed the greenhouses, ensuring best practice eco-growing conditions and a closed loop in regard to environmentally sustainable tomato production.

Due to the conditions created in our greenhouses courtesy of the AD Plant process, our “Eco Toms” can be grown all year round regardless of what the weather may be like outside.

Site operates with four employees looking after the facility itself (inclusive of the Anaerobic Digestion Plant operation), with a further 15 employees working in the greenhouses during tomato planting and picking seasons. Guy and Wright also have two

site management representatives and further administrative support to ensure a smoothly run operation.

### **4.3 Dangerous Substances and Explosive Atmospheres (DSEAR)**

DSEAR controls are in place on this site to mitigate against a catastrophic and potentially fatal incidents. Methane and Hydrogen Sulphide are primary constituents of biogas and have explosive and asphyxiant.

You must adhere to the site rules in section 2 to reduce the number of ignition sources coming onto site. Ignition sources are things like naked flames, batteries or faulty electrical equipment. Static electricity may also be an ignition source.

Hazardous Areas (DSEAR zones) are on site, and are identified by this symbol:



You must not enter an area which is marked by this signage without further instruction. You must refer to the Hazardous Area Classification drawings when working on the plant. Entry into the following DSEAR Zones is as follows:

- **Zone 0 – Entry is strictly prohibited.**
- **Zone 1 – Management authorisation required.**
- **Zone 2 – Entry is permitted only with a personal gas alarm.**

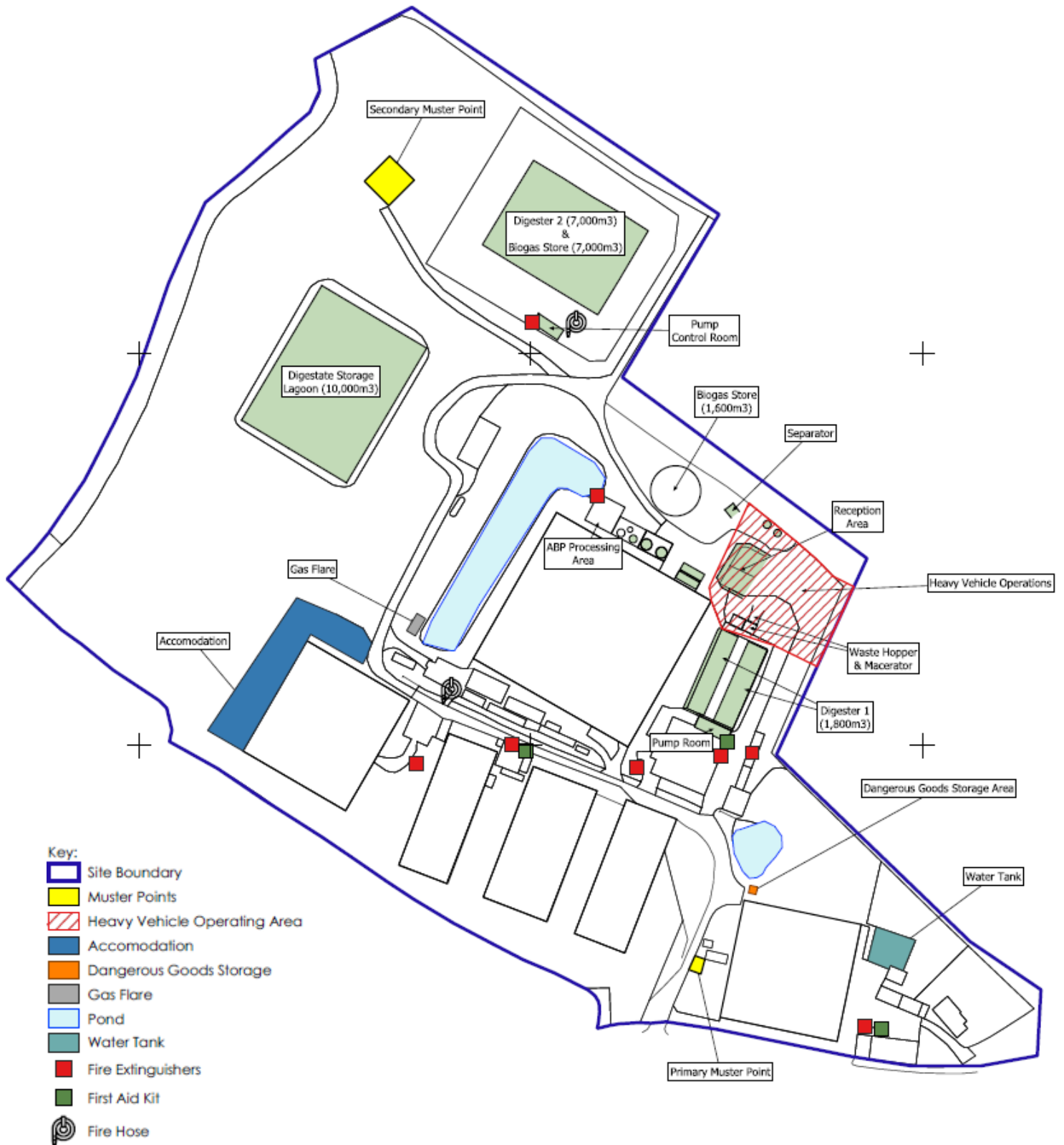
If you are required to take portable electronic equipment on site, such as a mobile phone or tablet to complete your work, it must be accompanied by a gas alarm that reads the Lower Explosive Limit (LEL). You must seek authorisation from the plant manager to do this. Should the LEL Alarm be sounded, you must switch off the device and remove yourself from the area.

If your gas alarm sounds, you must retreat from the area you are working in and retrace your steps. Never continue to walk forwards towards a potentially hazardous atmosphere. **Do not stop to check your alarm- this could be the difference between life and death.**

If you are performing hot works or electrical work, you must be suitably trained and have the correct authorisation to work in the AD Area. Note- hot works must never be undertaken within the AD area unless the risk of Biogas has been removed (i.e tanks empty and isolated).

# SITE INDUCTION / MANDATORY SITE RULES

## 4.4 Site Map



#### **4.5 Entry to Site**

##### **Site Sign In:**

Upon attending site, all personnel must report to the site office at the front gate and sign into the Site Attendance Register. Everyone must also sign out upon leaving site.

##### **PPE Requirements:**

All visitors and contractors must as a minimum wear a hi-vis vest, shirt or coat and safety boots when on site.

##### **Site Access:**

No children or animals are allowed on site.

#### **4.6 General Site Requirements**

##### **Smoking:**

Guy and Wright operate a strict **No Smoking Policy** when on site. The designated smoking area can be found outside the front gate.

##### **Site Amenities:**

Toilet facilities are available on site by the Grading Shed.

##### **Site Instructions:**

Please follow the directions received from Guy and Wright site management (or employees) when on site.

##### **Incident and Injury Reporting:**

Should you experience / witness an incident, injury or near miss when on site, you must report it to Guy and Wright site management immediately and preserve the scene where possible (and where safe to do so).

##### **First Aid Facilities:**

First Aid facilities are available at several locations on site including the Site Office, Biogas Office, Grading Shed and Welfare Areas.

Please inform Site Management immediately if you require First Aid and they will organise and administer this for you.

#### **4.6 Emergency Information**

##### **Emergency Alarm:**

In the event of an emergency, an air horn will sound in a “BEEP BEEP BEEP” pattern. Upon hearing this, you must make your way to the nearest Muster Point immediately.

##### **Muster Points:** *(Shown on the Site Map in Section 4.3)*

The Primary Muster Point is located outside the Front Gate.

The Secondary Muster Point located at the bottom of the facility past the Digestate Storage Lagoon.

In the event of an emergency, please make your way to the Primary Muster Point immediately unless it is unsafe to do so (e.g. fire between you and the Muster Point). If this is the case, please immediately proceed to the Secondary Muster Point. Always follow direction from Guy and Wright site management.

**4.7 Travelling on Site** *\*If relevant to your scope of work*

**Vehicle Movements on Site:**

Always drive to the conditions when on site.  
Travel only on recognised roads, keeping to the left (unless advised otherwise by Guy and Wright site management due to operational requirements).  
Observe all speed limits (the maximum speed on site is 10 mph).  
No overtaking is to occur on site.  
Obey all signs and instructions on display.  
If your vehicle breaks down, you must notify Guy and Wright site management immediately.

**Tipping Area Activities: (Third-party vehicles attending site)**

Take special care when reversing into tipping areas / decant points.  
Always be alert to other vehicles, plant, structures and pedestrians.  
Be alert to unstable / slippery ground conditions.  
Follow all instructions given by Guy and Wright staff.  
Do not interfere with the operation of any plant, equipment or machinery.  
Do not get out of your vehicle in the tipping area unless it is for duties essential to performing your task, and through consultation with Guy and Wright staff.

**WARNING** – Vehicles will often start and stop with no prior warning, so it is important you do not encroach on their space, or in their blind spots.

**ALLERGY DECLARATION:**

If operating in the glass houses, you may be exposed to bees which are used to pollenate the plants. Please confirm below if you have any known allergies to bites / stings (or any other allergies which require you to carry an EpiPen).

**KNOWN ALLERGY:**            **YES / NO**    *(Please Circle)*

**DESCRIPTION OF ALLERGY:**

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.....

**NOTE:** *Should you have any questions or would like to comment further on site and / or site practices, please speak with a member of the Guy and Wright management team.*

**Thank you for taking the time to undertake the Guy and Wright Site Induction**

<b>AUTHORISATION:</b>	
Name of Person Completing Form:	
Signature:	Date: