



SITE RULES

Welcome to The Pirbright Institute. Before you enter site, take a few minutes to familiarise yourself with the rules which must be followed during your visit. If you have any questions about these rules, ask your host.



GENERAL SITE INFORMATION

- The vehicle speed limit is 10mph.
- Where possible you must always use pedestrian routes.
- No food and drink are to be consumed in laboratories and other work areas. Canteen facilities are available.
- No alcoholic drinks are to be consumed on site.
- Smoking/vaping is only permitted at designated smoking points. Contact your host for further information.
- Use the recycling facilities for general recreational waste where possible.



INCIDENTS

- In the event of an emergency, call 1000 on any site telephone; 01483 231000 from any mobile phone; or contact the Gatehouse via radio channel 8.
- First aiders and first aid kits are available across site.
- Inform your host if you have an accident, a near-miss, or you see something that is dangerous while on site.



FIRE

- If you hear the fire alarm in any of the buildings on site, leave the building by the nearest exit point and meet at the fire assembly point notified to you by your host.
- Remain at the fire assembly point until the fire warden says it is safe to leave.
- If you discover a fire, activate the nearest red break-glass call point then exit the building by the nearest exit point.



SECURITY & ACCESS

- Always display your security pass at all times.
- Do not follow another person through an access door which you do not have access to, unless it is your host and you have permission to do so.
- Do not access any laboratory or high containment (restricted) area without authorisation.
- Additional training is required, and quarantine restrictions are in place for accessing the high containment (restricted) areas on site. Contact your host if access is required. No under 18s are allowed access to our restricted areas.
- Media devices shall only be permitted for use at the appropriate time. Personal radios are not permitted. Personal electronic devices must NOT be connected to Pirbright equipment.
- Photos can only be taken with permission from Security.



ENERGY EFFICIENCY

Please help the Pirbright Institute maintain low energy consumption by:

- Switching off electrical items when they are no longer in use.
- Not leaving electrical items charging longer than is necessary.
- Switching off lights when you leave the room.



CONTRACTORS

- Follow and apply controls as per your company Risk Assessment and Method Statement (RAMS) for planned work.
- You must have a permit to work.
- Wear Personal Protective Equipment (PPE) as per RAMS and as directed by your host. Any conflicts must be discussed with your host before starting work.
- It is your responsibility to ensure that all waste material generated is correctly and safely disposed of, unless otherwise agreed with your host. Ensure that the work area is left clean when you have finished.
- In no case must materials and equipment block gangways, roadways or exits, unless agreed under RAMS.
- Only portable electrical tools 110 volts or below shall be used unless agreed otherwise by your host.
- Use of ladders and other height access equipment must comply with the Working at Height Regulations and any current HSE Guidance Notes. Ladders must be Class1 for industrial use.
- No harmful polluting substances may be discharged into the drains or ground.
- If contamination does occur, your host and the Pirbright Environmental Advisor must be informed immediately.
- Please ensure that you have asked about the Asbestos register before working (if applicable to your RAMS).



Approved contractors only (those who have completed personnel screening):

- Are allowed to escort up to maximum of 3 non-approved contracted individuals/visitors at any one time.
- Must wear pink tabards and return after use.



COVID-19 PROCEDURES

- Please follow social distancing arrangements, sanitise/wash hands frequently and wear a face covering where directed to, or according to your own work practices.
- If you receive a positive COVID-19 test result within 72 hours of attending site please inform your host.