

SITE SAFETY - KINGSTON PARK

SAFEGUARDING

- ✚ Visitor's badges must be worn at all times. If you are not wearing a TTS visitors badge you may be challenged by a member of staff in line with the companies safeguarding policy.
- ✚ We run a number of programmes for young people under the age of 18 and through our safeguarding policy have made a commitment to ensure their safety whilst at TTS. For your own safety and that of the young people at TTS please ensure that you:
 - Do not spend time alone with young people
 - Do not have any physical contact with young people
 - Do not go on a car journey with young people (offer lifts)
 - Do not arrange to meet with our learners away from the training centre
 - Do not give your personal contact details to young people or ask for theirs
 - Do not offer gifts, lend to or borrow from young people money, cigarettes etc.
- ✚ If you have any questions regarding safeguarding issues or have any concerns regarding the safety or welfare of a young person on any of our training programmes, please ask to speak to our designated safeguarding officer Allan McNaught, or either Tracey Forshaw or Matt Parker. The TTS safeguarding policy is published on our website

GENERAL

- ✚ ALL visitors are subject to the Health & Safety at Work Act 1974 and the company regulations whilst on the premises.
- ✚ **Smoking** is not permitted in any building on these premises. Please smoke in the designated area provided.
- ✚ **Personal Protective Equipment (PPE)** must be worn when advised by staff members and as stated in the Tyneside Training Services course outlines. All staff and visitors to wear high visibility vests in designated areas.
- ✚ **Please** be aware whilst moving around the Kingston Park Training Site, that heavy goods vehicle and fork lift truck training is being carried out.

EMERGENCY PROCEDURE

In the event of a fire/ emergency, a continuous ringing alarm bell will sound. Leave the building by the nearest available exit and proceed to the assembly point situated near the rear of the canteen and wait instructions.

Please be aware that the fire alarm may be tested on a Thursday between 8.00am and 9.00am.

Continued overleaf

ACCIDENTS

- + In the event of an accident, please report to reception.
- + Kingston Park Training Centres first aiders are:
 - + Sandra Williamson
 - + Nicola Large

SITE SAFETY

- + All visitors to park in designated parking areas
- + Speed limit on site not to exceed 10 m.p.h
- + Observe all safety signs whilst on site
- + Any breaches of Health & Safety rules to be reported immediately to reception.
- + All personal equipment, including cars, is the owner's responsibility and Tyneside Training Services is not liable for any loss, damage or theft

Code of Conduct

We wish to ensure you are comfortable and respected whilst visiting us and request that you follow the guidelines below. The list is not exhaustive and it does not attempt to replace common sense and good manners.

- + Show courtesy, consideration and respect to other people at all times.
- + Do not use offensive or aggressive behaviour at anytime
- + Do not treat any person less favourably on the grounds of race, colour, nationality, ethnic origin, gender, sexuality, marital or parental status, disability, creed, political belief, social belief or economic class or national origin.
- + Bullying and harassment will not be tolerated by learners or staff
- + No clothing should be worn displaying any kind of controversial or offensive message that could cause offence.
- + Contribute to a clean, safe, tidy and secure environment
- + It is your responsibility to take care of your own property and not to leave it unattended.
- + Use facilities and equipment with care and respect
- + Vandalism and writing graffiti will not be tolerated and offenders will be asked to leave immediately
- + Switch mobile phones off in classrooms and training areas.

Breach of any of these guidelines may result in you being asked to leave the site.