



HADLEY PROPERTY GROUP

Mandatory Health, Safety & Site Information

Project Address

980 Great West Road
Brentford
TW8 9GS

Issue Date: 15 May 2016

Welcome

Welcome to site. This induction is mandatory for all operatives, contractors, visitors, and personnel working on or visiting the premises.

The purpose of this induction is to ensure that everyone on site understands the required health, safety, emergency, and operational procedures to maintain a safe working environment.

All personnel are expected to comply with the instructions contained within this document at all times.

Primary Site Contacts

Contact	Telephone / Email
24-Hour Security	07927 531871 / 0208 568 0074
Kenneth Bath	07725 598279
Email	Ken.bath@hadleypropertygroup.com

Site Boundaries & Restricted Areas

Perimeter Boundaries

- Site boundaries are clearly identified with fencing, barriers, and warning signage.
- Access beyond designated boundaries is strictly prohibited unless authorised.

Restricted Areas

- Certain areas may be designated as restricted due to hazardous activities, high voltage equipment, stored materials, or other risks.
 - Access to these areas is permitted only with prior authorisation.
 - Always observe warning signs and follow site instructions as Blocks B, C & D have been stripped and returned to Shell and Core.
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Site Access Requirements

Reporting to Site

All operatives and visitors must report to the Security Main Gate House upon arrival.

Security personnel will either:

- Permit access for authorised all operatives, contractors, visitors, and personnel working on or visiting the premises.

Pedestrian Access

- Use designated pedestrian walkways at all times.
- Follow all instructions provided by site security and management.

Vehicular Access

- Only authorised vehicles are permitted on site.
 - Site speed limits and traffic management procedures must always be observed, which is 10mph.
 - Drivers must remain alert to pedestrians, plant, and ongoing works.
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Site Safety Rules

General Rules

- Do not enter any area marked “No Entry” or protected by barriers.
 - If unsure whether access is permitted, consult the Site Operations Manager before proceeding.
 - Do not alter, damage, or interfere with the building fabric or site infrastructure without authorisation.
 - Take extra care in areas with uneven floor surfaces particularly Blocks B, C & D.
 - Smoking and vaping are prohibited inside the building.
 - Do not drink tap water unless specifically confirmed as potable.
 - No lone working.
 - No Power or Fire alarm detection or Water in blocks B, C D.
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Fire & Emergency Evacuation Procedures

In the Event of Fire

If you discover a fire:

1. Raise the alarm immediately.
2. Evacuate the building using the nearest available fire exit.
3. Notify the 24-Hour Security or Site Operations Manager.

Emergency Evacuation

- All personnel must proceed immediately to the designated assembly point 5 upon alarm activation.
- Do not delay evacuation to collect personal belongings, tools, or equipment.
- Do not use passenger lifts during an evacuation.
- Remain at assembly point 5 until instructed otherwise by the Site Operations Manager.
- Do not re-enter the building until permission has been given.

Site Operations Management and Security personnel will assist during any evacuation procedure.

All personnel must familiarise themselves with the evacuation routes relevant to their work area.

What Is Expected of You

- Health and Safety is everyone's responsibility.
 - Do not interfere with or misuse any safety equipment or systems.
 - Work in accordance with approved Risk Assessments and Method Statements (RAMS).
 - Wear all required Personal Protective Equipment (PPE).
 - Report any unsafe condition immediately.
 - Alcohol and illegal substances are strictly prohibited on site.
 - Report all accidents, incidents, hazards, and near misses to the Site Operations Manager immediately.
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Key Health & Safety Legislation

The following legislation applies to activities carried out on site:

- Health & Safety at Work Act
 - Construction (Design and Management) Regulations
 - Lifting Operations and Lifting Equipment Regulations (LOLER)
 - Work at Height Regulations
 - Provision and Use of Work Equipment Regulations (PUWER)
 - Control of Substances Hazardous to Health Regulations (COSHH)
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
 - Management of Health & Safety at Work Regulations
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Induction Confirmation

Please sign below to confirm that you have read, understood, and agree to comply with the contents of this Site Induction.

Full Name:

Signature:

Date:

Failure to comply with site rules or safety requirements may result in removal from site.