



Subject: Important Visitor Health and Safety Information for **PMW Dynamics Ltd.**

Dear Visitor,

We look forward to welcoming you to PMW Dynamics Ltd. at **Newman Lane, Alton, Hampshire, GU34 2QW.**

Please read the key visitor safety requirements below before you arrive.

Key requirements before you arrive

- Bring safety shoes and any other relevant PPE with you
- Sign in at reception when you arrive
- Ensure your visitor pass is visible at all times
- Stay with your host whilst on site
- Follow all safety signs, notices and instructions
- No photography is permitted whilst on site
- Ask your host if you are unsure about anything during your visit

When you arrive

- Report to reception, sign the visitor book and collect your visitor pass
- Keep your visitor pass visible throughout your visit
- Before leaving, return your pass to your host and sign out at reception

Staying with your host

- Your host will meet you at reception and escort you whilst you are on site
- Your host will highlight key health and safety requirements, including the location of fire exits, any site specific risks and PPE requirements
- You are not authorised to walk around the site unattended

Safety rules

- Follow all safety signs, notices and instructions.
- Smoking and vaping are not permitted on site.
- Tell your host immediately if you have any medical conditions or mobility needs that may affect your visit.
- Safety glasses or footwear must be worn when entering designated areas. Your host will advise you if this applies.

**Emergency procedure**

- If you hear the fire alarm, leave the building immediately by the nearest safe exit.
- Follow your host to the fire assembly point in the front car park.

Questions before your visit

If you have any questions or need any special arrangements before your visit, contact your host or call **+44 (0) 1420 594140** or email ib@pmwdynamics.com.

We look forward to seeing you soon. If you are unsure about anything during your visit, please ask your host.

Best regards,

Ian Brine
Quality Manager
PMW Dynamics Ltd