



# Visitor Safety and Site Rules

We have set out the following site rules for your safety and request you to comply with them while on the Morgan factory site. If you have any questions, consult a Morgan staff member before your visit.

## ARRIVAL

- Enter the Morgan site from the main entrance, off Spring Lane, Malvern, WR14 2LS (see map overleaf)
- Park in the visitor car park in front of reception
- Sign in at reception and await your Morgan staff member
- Do not walk unaccompanied outside of the car park or Morgan Experience Centre areas

## HAZARD AWARENESS

This is a working factory and, as such, cars, lorries, forklift trucks, and other vehicles move around the site. Keep vigilant, particularly for vehicle or machinery movements, take caution when crossing traffic routes, and stay with your Morgan staff member at all times.

## SITE RULES

- Adhere to 5mph speed limit
- Keep at least two metres away from running vehicles
- Use the red pedestrian walkways where available
- Safety footwear must be worn if visiting areas off the red pedestrian walkways
- Treat any fire alarm to be real and follow the fire evacuation procedure
- Hand back your visitor pass and sign out before leaving
- Do not re-enter the factory unaccompanied

## FIRST AIDERS








We have several first aiders on site. They have received recognised training in order to competently discharge their duties. Please do not hesitate to ask for them if you feel unwell.

**NEAREST HOSPITAL:** Worcester Royal Hospital  
Charles Hastings Way, Worcester WR5 1DD  
Tel: 01905 763 333

## ACCIDENT & MEDICAL EMERGENCY PROCEDURE

1. In case of a serious injury or other medical emergency, the first person at the scene should immediately call 999 and ask for the nearest first aider
2. The first aider will ensure that the scene is secure and reassure the patient that help is on the way
3. If the patient is inside a building or remote location, someone will be sent to meet and direct the emergency services to the location
4. The patient is not to be moved unless unavoidable
5. Only first aiders are required to provide care, as per their level of training, until the emergency services arrive

## EMERGENCY PROCEDURES - FIRE ACTION

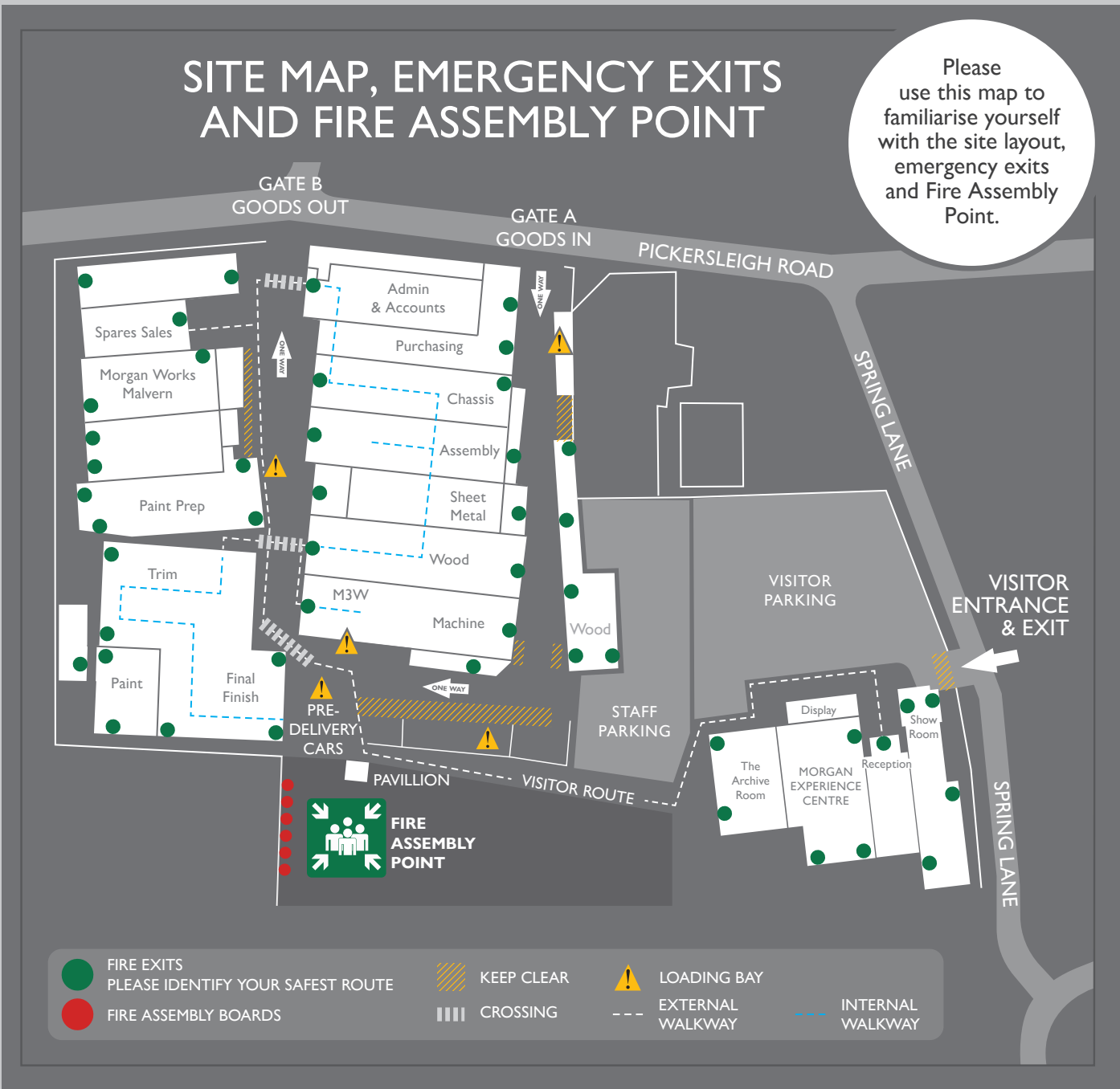
-  Shout 'FIRE'
-  Operate the nearest fire alarm call point
-  Call 999
-  Tackle the fire only if safe and trained to do so
-  Leave the building by the nearest exit. Close doors behind you. Leave your belongings
-  Report to your assembly point
-  Do not re-enter the building until instructed

We thank you for your co-operation and wish you a pleasurable and safe visit.

No exceptions to this policy are permitted unless with the express permission of the Chief Executive Officer or his nominated person(s).

# SITE MAP, EMERGENCY EXITS AND FIRE ASSEMBLY POINT

Please use this map to familiarise yourself with the site layout, emergency exits and Fire Assembly Point.



- FIRE EXITS PLEASE IDENTIFY YOUR SAFEST ROUTE
- FIRE ASSEMBLY BOARDS
- KEEP CLEAR
- CROSSING
- ⚠ LOADING BAY
- EXTERNAL WALKWAY
- INTERNAL WALKWAY

If you have any questions or concerns please contact Morgan reception on +44 (0) 1684573104 or by email [contact@morgan-motor.co.uk](mailto:contact@morgan-motor.co.uk)