

Guidance notes relating to customer visits for Environmental Testing at Element Materials Technology Hull facility.

It is the intention of this document to answer any potential questions that you may have about the site and to enable you to be better prepared for your test programme, to also make you aware of any Health and Safety issues and to advise you of the facilities available to you during your visit to our Hull facility.

Hours of Work

Our normal hours of work are as follows:

Monday to Friday 09:00 to 17:00 unless agreed prior to the start of testing with Element.

Out of hours working defined as follows:

Before 09.00 and after 17.00 during the week and any time at the weekend.

If a customer is required to be on site out of hours, they must be supervised and escorted to sign out when they have completed their tasks, by their assigned engineer.

We try to be as flexible as possible and therefore by prior arrangement we may be able to accommodate your testing during the evening or weekends if your project is particularly urgent.

Health and Safety

Customers should be aware that there are unseen health risks associated with specific plant used within our facility; in particular Element's vibration systems can produce DC and low frequency electromagnetic fields and present significant risk to persons who benefit from the use of implanted medical devices, such as pacemakers. The customer shall advise the assigned Test Engineer or in his absence, the Test Manager on arrival (this information is treated in strictest confidence), and err on the side of caution keeping at least 2 metres away from the Electrodynamics Vibration systems when the systems have their power supplies turned on. Element cannot accept responsibility for the results of such electromagnetic fields.

On arrival please familiarise yourself with the site plan in the reception area, indicating fire exits and location of assembly points. In the event of FIRE please leave by the nearest fire exit and make your way to the fire assembly point sited along from the Reception against the perimeter fence. Your allocated Test Engineer will advise you on the whereabouts of fire exits, fire assembly points, fire call points, first aiders etc.

Clothing and Personal Protective Equipment (PPE)

Customers are expected to come onto our site dressed suitably for an engineering environment. Examples of clothing considered to be unsuitable are shorts, vest tops, sandals. If a customer does arrive on site dressed inappropriately they will be requested to change and if this is not possible then entrance to the test area may be refused.

Any customer wishing to witness Environmental Testing MUST wear the appropriate safety footwear.

Personal Protective Equipment is provided upon request by the company for customers' use, and includes disposable gloves, safety glasses and hard hats.

Noise control and the use of relevant hearing protection

The noise levels within the test area at Element sites can often exceed the maximum exposure levels recommended for an 8 hour day under the Noise at Work Regulations 2005. In order to give an indication when there is a risk of exceeding the recommended maximum exposures, the company has installed a Noise Level Monitoring System. At Hull, the monitoring system warns of high noise levels via lighted notices and orange flashing lights. When notices are lit and / or the lights are flashing, ALL persons in the area MUST wear ear defenders or ear plugs.

Ear plugs for visitors' use are provided close to the doorway entrance into the test area. Ear defenders may also be available upon request, for prolonged noise exposure.

Visitors must observe local safety arrangements and be aware of the risks associated when wearing ear protection including the dangers of fork lift truck movement.

Responsibilities

It is the responsibility of the customer to provide any specialised tools required during the preparation of specimens for testing.

- Customers are expected to advise Element if preparation of their specimens or functional testing equipment is likely to tie up Element's facilities for more than 2 hours in total. Element reserves the right to charge for excessive set-up time that prevents facilities from being used for another customer
- Customer will supply both equipment and personnel for functional testing
- Any such equipment or equipment used to power the specimen during testing will bear the relevant electrical safety marks / certification
- For functional testing equipment, please provide 5m cable lengths for sand and dust, and at least 3m for all other tests
- Element will supply a standard 230V single phase or 400V 32A three phase 50Hz power supply
- Please ensure that all test specimens are clearly identified by part number / type and serial numbers. This information will be included on the test certificate to provide full traceability
- If your equipment is particularly heavy, difficult to handle or presents potential health and safety issues for our staff, please advise us prior to arrival. This may require you to perform a risk assessment before handing the equipment over to us.

Control of Substances Hazardous to Health (COSHH)

The objective of COSHH is to prevent or to adequately control exposure to substances hazardous to health so as to prevent ill health. If you are to bring any COSHH-related substances to the Element site, please submit the Safety Data Sheet so that any possible control measures can be assessed and / or your risk assessment completed (if possible prior to your visit).

Customer support facilities

Whilst you are on site to witness your Environmental Testing, we offer the use of the following facilities:

- Customer lounge
- Tea / coffee, cold drink facilities
- Microwave oven and fridge / freezer
- Television
- Wi-Fi
- Catering: for the duration of your visit with us, we can offer cold sandwiches / baguettes ordered daily; please ensure that you order your lunch from Reception during your signing in process. There is a public house within walking distance and shops within a short drive.

Smoking Facilities

Element premises are non-smoking. If you are a smoker then this activity must be undertaken in the designated smoking area at the rear of the building; this is outside and away from the entrance and from sources of flammable materials.

Hotels

Please follow the links below:

- Premier Inn – Hull <http://www.premierinn.com/en/hotel/HULBAR/hull-city-centre>
 - Premier Inn – Hull <http://www.reservationcounter.co.uk/hotels/show/264743/holiday-inn-express-hull-city-centre>
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Element Hull

Travel Information

By Car

From M62, Junction 38

Follow the M62 to junction 38 and continue on the A63 towards Hull. Continue past the Humber Bridge staying on the A63, and at the next roundabout take the second exit for Hedon. Take the next exit for South Orbital Trading Park A1033. At the roundabout take the first exit on to Hedon Road. Element is on the left.

From M180, Junction 5

Exit the M180 at junction 5 onto the A15 towards Hull and continue across the Humber Bridge. At the roundabout take the first exit for Hull (Boothferry Road), and then at the next roundabout take the second exit signposted Hull A15 (A63). Bear left, take the exit for Hull and merge on to the A63, then follow the directions from the A63 as above.

By Rail

The nearest train station is Hull where taxis are available.

Parking

Ample customer parking is available on site.

