

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

Hours of Work

Our normal hours of work are as follows:

Monday to Thursday 08:00 to 17:00 and Friday 08:00 to 13:00. During the normal working hours of the company any customers on site will be supervised by the engineer assigned to their project.

Out of hours working:

Out of hours working is defined as before 08.00 on any day, after 17.00 Monday – Thursday, after 13.00 Friday 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.

In the event of a FIRE please leave by the nearest fire exit and make your way to the fire assembly point sited outside the main entrance gate. Please refer to the diagram in the reception area indicating fire exits and location of assembly point. Your allocated Test Engineer will advise.

Health Issues

Customers should be aware that some plant used with our facility has related health risks, in particular our vibration systems. Specifically, any person benefiting from the use of implanted medical devices, such as pacemakers, should err on the side of caution keeping at least 2 metres away from the electrodynamic vibration systems when the power supply is turned on, as DC and low frequency electromagnetic fields can be produced.

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 and sandals. If a customer does arrive on site dressed inappropriately they will be requested to change and if this is not possible, the matter shall be discussed with the Quality Manager and entrance to the test area may be refused. Any customer wishing to witness Environmental Testing MUST wear the appropriate safety footwear. Protective overcoats are provided upon request by the company for customers to wear and are located on hangers near the entrance to the test area. Some Personal Protective Equipment (PPE) is made available for customers to use upon request, such as dust suits, disposable gloves and safety glasses.

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 Warwick, 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

If a customer is required to be on site at the weekend it is the responsibility of the assigned engineer to ensure that they sign in and out at Reception. No customer shall be left unattended in the test area and it is the responsibility of the assigned engineer to ensure their customers are not left unattended.

- It is the responsibility of the customer to provide any tools, in particular specialised tools required during the preparation of specimens for testing
- Customers will supply equipment and personnel for function testing
- Customers are expected to advise Element if preparation of their specimens or function testing equipment is likely to tie up Element 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
- It is the customer's responsibility to supply all relevant COSHH data sheets relating to the specimen
- 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 8m cable lengths for seismic testing, 5m for sand and dust tests and at least 3m for all other tests
- Element will supply standard 230V, single phase or 400V, three phase, 50Hz power supplies
- Please ensure that all test specimens are clearly identified by type / part number and serial number. This information will be included on the test certificate to provide full traceability.

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
- Television
- Wi-Fi.

Catering

During 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 are local shops and a Sainsbury's store within walking distance.

Smoking Facilities

Element premises are non-smoking. If you are a smoker then this activity must be undertaken outside, and away from the main buildings.

Hotels

Please follow the links below:

Premier Inn – Warwick <http://www.premierinn.com/en/hotel/WARTHY/warwick>

The Hilton – Warwick <http://www3.hilton.com/en/hotels/united-kingdom/hilton-warwick-stratford-upon-avon-WARHNN/index.html>



Element Warwick

Travel Information

By Car

From M40, Junction 15

Exit the M40 at junction 15 and follow the signs for the A46 towards Warwick (Warwick Bypass). After 2 miles take the slip road for Warwick A425 / Solihull. At the roundabout take the third exit towards Warwick on the A425 (Birmingham Road). At the next roundabout take the first exit

onto Wedgcock Lane, then second right into Rothwell Road. Element is at the end of the road through the gates on the right.

From Coventry

Leave Coventry travelling south on the A4114 (London Road), and continue on the A444 which leads into the A46 (Warwick Bypass). After 8 miles take the slip road for Warwick A425 / Solihull. At the roundabout take the first exit onto the A425 (Birmingham Road). At the next roundabout take the first exit onto Wedgcock

Lane, then second right into Rothwell Road. Element is at the end of the road through the gates on the right.

By Rail

The nearest train stations are Warwick and Warwick Parkway where taxis are available.

Parking

Ample customer parking is available on site.

