



Tenants, visitors and contractors should adhere to the following rules:

- 1. Estate roads** Follow designated routes. Do not enter tenanted areas, especially the operational container yard areas where lorries and container box lifters are operating. This is a commercial site with a high level of vehicle movements. Please exercise due diligence.
- 2. Pedestrians** There are few pavements on site and grassed areas and hardstanding areas are uneven. Hi-vis vests are to be worn at all times.
- 3. Road closures** Under no circumstances should you pass a road-closed sign.
- 4. Disused/redundant buildings** Do not enter redundant buildings/areas.
- 5. South Runway** This area is for use by emergency services and by express permission of the Estate Manager only.
- 6. Speed limit** Ensure that the speed limit is adhered to at all times. The maximum speed limit is 30mph unless otherwise stated. Forklift operating areas and pedestrian crossing areas are 5 mph. Please be advised that frequent speed checks are carried out by Security.
- 7. Security** 24-hour security is provided to the airfield. Security Gatehouse 01480 431568 / 07717 477528.

All Vehicles may be subject to random searches when entering/leaving site.

No goods or items that are the property of Urban & Civic Alconbury are to be removed from site without prior permission.

- 8. Accident reporting** In the event of an accident or incident (on site) to yourself or another person, immediately report it to Security who will notify the appointed First Aider to assist you (if necessary). If Emergency services are called to site please inform Security 01480 431568 / 07717 477528 as soon as possible to ensure that on arrival they are directed to the correct area.
- 9. Drinking water** We advise all tenants and visitors to the site not to drink the tap water, unless it has been boiled first.
- 10. Toilet facilities** Toilets are located on the south side next to Building 16 and on the north side adjacent to Building 4105 (Vindis).
- 11. Sleeping on site** is not permitted.
- 12. Weather** High winds and fog can be a problem on the airfield affecting operations on site. Please ensure you make adequate provision for this as part of your planning and operations on site.
- 13. Groundworks/services** No digging or excavations or connection to existing infrastructure is to be carried out without first consulting the Estate Manager. Service drawings are held in the Estate Office Full written risk assessment and method statements are required seven days in advance of agreed works taking place. A permit to work system is in place and the ground subject to CAT scanning for HV supplies by contractors T-Clarke. This at cost to the applicant.
- 14. Photography/filming** Photography or filming is prohibited. Requests subject to Estate Manager approval.

- 15. Health & Safety** This site has regular visits from internal/external bodies. All co-workers, whether temporary or permanent, should know what is expected of them as regards standards of conduct, quality and professionalism. We have established rules and regulations which apply to everyone on site. Mutual respect and trust is expected of everybody. In line with our values we expect the following at all times:
 - Site rules and regulations to be respected
 - Good housekeeping
 - Health and Safety responsibilities to be respected
 - If there is anything you don't understand, please ask.
- 16. Fire evacuation** Please be aware of where you need to assemble in the event of an evacuation of a building or area. If you have any doubt at all please ask your Fire Officer for advice.

In the case of an emergency raise the alarm and evacuate the building or area.
 - Leave the building by the nearest emergency exit
 - Report to your designated assembly point immediately
 - Your name will be marked off for a roll call.
 - DO NOT run
 - DO NOT stop to collect personal belongings
 - DO NOT use any lifts
 - DO NOT re-enter your building until safe to do so.
- 17. Liability** Vehicles may be driven on the designated access roads and parked in designated areas only on condition that the landlord shall not be liable for any loss or damage to any person, vehicle or property thereon.



Contacts

- Estate Manager** Andy Brading (Urban&Civic) 01480 413141/07967 555634 Estate Office, The Incubator
 - Press/Media** Rebecca Britton (Urban&Civic) 01480 413141 Estate Office, The Incubator
 - Security Gate** 01480 431568 / 07717 477528
 - Hospital** 01480 416416 (Hinchingbrooke)
 - Doctor** 01480 890281 (Alconbury Surgery)
 - Police** 01480 456111 (South)
 - Emergency** 999 (Police/Fire/Ambulance)
 - Taxi** 01480 263263
- Urban&Civic, The Incubator
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