

NORTHERN TRUST COMPANY LIMITED

ESTATE REGULATIONS

1. No external storage is permitted anywhere on the estate except in such areas as the Landlord may expressly agree.
2. No skips are permitted anywhere on the estate unless approved in writing by the Landlord and subject to any conditions which the Landlord imposes.
3. To deposit rubbish in the Tenant's bin and in no other place on the Estate.
4. Not to allow any fires (controlled or otherwise) to be lit on the Estate.
5. To use any parking areas solely for the purpose of parking a reasonable number of motor cars and light vans in connection with the Tenant's business. Other vehicles e.g. caravans, HGV's, coaches/buses, forklift trucks, etc. will not be permitted on any part of the Estate unless approved in writing by the Landlord.
6. Not to park vehicles in such a way that they cause an obstruction to other tenants and visitors to the Estate.
7. Not to allow any vehicle to be abandoned on the Estate.
8. Not to erect any signs, temporary or other wise, on any part of the Estate without the Landlords written agreement.
9. Not to play any music or other sounds at such volume that they can be heard outside the Tenant's unit.
10. To lock the main gates (where installed) on entering/leaving the estate between the hours of 7pm & 6am each day.
11. Not to use the drains on the Estate to dispose of any substances whatsoever.
12. To report to the Landlord anything on the Estate which may appear suspicious or threaten the security of the Estate or any of the individual units on it.
13. To observe any speed limits and traffic signs on the Estate.
14. Take all appropriate measures for the security of the Tenant's unit against theft and/or vandalism.

- 15.** To ensure that the gas emergency regulations have been read and understood and to put in place a system for briefing visitors and staff of the warnings and procedures in relating to a gas emergency.
- 16.** To make reasonable endeavours to promote the sites travel plan to your staff and visitors.

SITE SAFETY INFORMATION

The Earls Gate Business Park Estate forms part of the larger Kemfine chemical site with the common areas being managed by Kemfine. All the utilities are also provided via Kemfine.

As such residents of Earls Gate Business Park must be aware of and comply with Kemfine's residents safety information.

All issues relating to Grange Court should be directed to Northern Trust in the first instance on telephone number - 01257 238 555. However outlined below are the salient contact numbers from the Kemfine safety plan

Emergency (Fire, etc)	Tel: 999
Kemfine facilities management	Tel: 01324 494949
(Issues associated with common areas or utilities)	E-mail – Estates@kemfine.co.uk

Emergency Response Requirements

In the unlikely event of an emergency at the Kemfine plant it is important that occupiers of Earls Gate Business Park are aware of the required procedures.

Kemfine have informed us that the buildings will form an adequate shelter in the event of a gas emergency so long as the following is observed:-

In the event of the gas alarm sounding the building should be sealed by closing all the windows and doors and isolating all venting equipment and air conditioning units. Clear and unambiguous labelling of equipment important to the safety of occupants in an emergency e.g. switches for isolating ventilation systems is strongly advised.

Staff should be made aware of the emergency response requirements.

Gas Emergency

In the event that a gas release occurs from the Kemfine plant, the Gas Alarm will sound (oscillates like an air raid siren)

On hearing the Gas Alarm return to your building and close all windows doors and isolate any ventilation equipment as described above. If you are a long distance from your building we suggest you make your way to the nearest building and inform your colleagues of your whereabouts. Remain in the building until the "All Clear" sounds (a constant tone).

If you need clarification as to whether the event is real or a test, or you are uncertain whether the all clear has sounded, you may dial 01324 494961 where a recorded message will provide further information.

Gas Alarm Testing

The Gas Alarm is tested every Tuesday at 11:00am for 1 minute when no action should be taken, unless the alarm continues for longer than 1 minute when you should follow the emergency response procedure.

Gas Emergency Frequently Asked Questions

- Q1 How likely is a gas emergency on site?
A1 Kemfine has no history of gas emergencies but health and safety regulations require that occupants on Earls Gate Business Park are aware of the emergency procedures.
- Q2 How do I tell the difference between a Tuesday test (11am) and a real gas alarm?
A2 The test alarm is of a shorter duration followed immediately by the continuous all clear alarm.
- Q3 What happens when I hear the gas alarm (Not a Tuesday test)?
A3 Go immediately to your building (or the nearest building if you are a distance from your own premises and inform your colleagues of your whereabouts) and follow the procedures for sealing the building.
- Q4 When can I leave my building / gas shelter?
A4 You can leave only when the all clear alarm (continuous) has sounded. Dial 01324 494961 if you have any doubt over whether this has sounded.
- Q5 What happens when the all clear alarm sounds?
A5 the whole site can leave their relevant buildings and return to normal duties.

Gas Emergency Checklist (Suggested by Kemfine)

1. Check all windows and doors have been closed.
2. Check air conditioning and mechanical ventilation has been isolated.
3. Check ID card rack if available.
4. Check for unaccounted persons.
5. Check if any visitors were in the building. Are they present?
6. Monitor conditions in building (heat, air quality, occupiers health). Consider a request for evacuation if an occupant appears unwell. Liaise with Kemfine control room only if necessary.
7. Once all-clear has sounded allow people to leave the building.

Visitors

- There must be a system in place to manage visitors
- All visitors must be made aware of the relevant information from this safety pack.
- The host is responsible for the safety and conduct of their visitors at all times.
- It is suggested a signing in and out of visitors is operated, so that if an emergency occurs all people can be accounted for quickly.