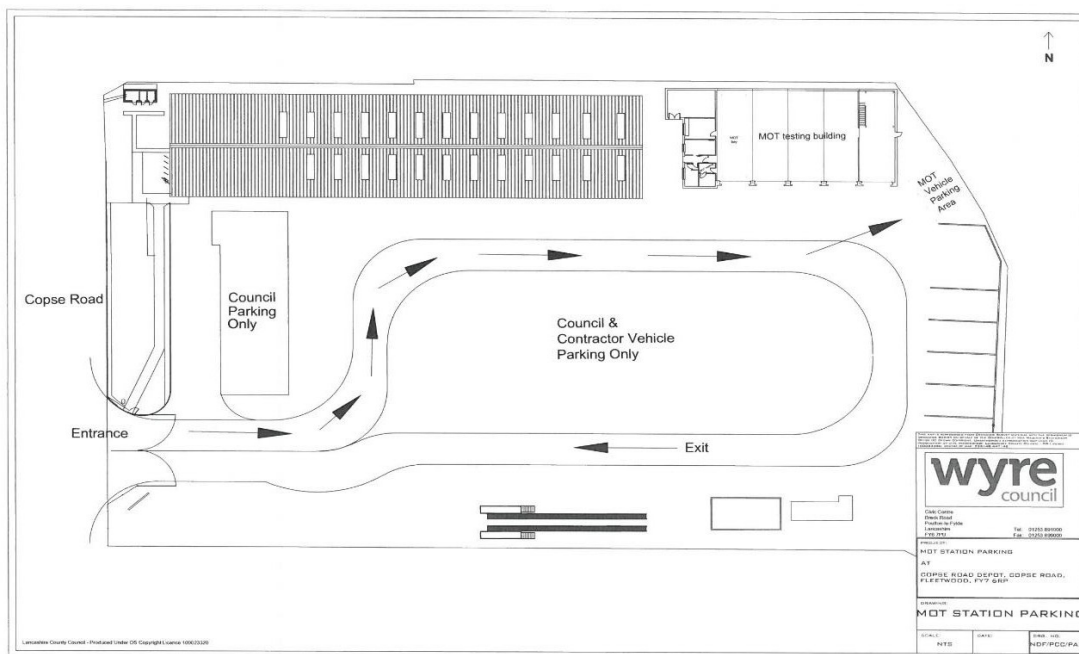


# Copse Road Depot Information for site visitors during MOT/taxi testing

## 1. Introduction and overview

This document is to be read by all visitors to the Cope Road site. Please follow the direction arrows on the map and park (front into, rather than reverse into) the MOT Parking Area. A member of staff will meet you and guide you to the waiting room.



Every individual entering the site for the first time must read and understand the site rules.

## 2. Site rules

- Always read the signage on site, it is there for your benefit
- Always adhere to designated traffic route, access and emergency exits, keep them clear and accessible at all times
- Be aware of emergency and evacuation procedures, as displayed in the waiting area
- The site operates a strict speed limit of 5 MPH
- This is a no smoking site – therefore no smoking anywhere on this site

**Failure to comply with any of the above may result in removal from the site.**

### **3. Fire alarm and emergency procedures**

The fire alarm is tested on a **Wednesday at 11:00 am**. This test is carried out every week as part of the routine maintenance of the system. The alarm is tested for 45 seconds and during this time you are not expected to evacuate the premises.

In the event of an evacuation you will be informed by a member of staff and evacuated to the Fire Assembly Point which is: Adjacent the main entrance gates (as per sign on fence) in preparation for evacuating the site, a designated fire marshal will be there to meet you.

### **4. First aid provision**

We have a number of trained first aiders located on the site during operational hours. Please see notice board in the waiting room.

### **5. Traffic management on site**

The Depot currently operates the following restrictions:

- A strict one way system in and around the depot
- Members of the public / taxi drivers must stay in the MOT waiting room at all times during the MOT inspection / Taxi Compliance Test
- Give way signage to ease the flow and avoid collisions
- All vehicles permitted to park on site have a designated parking bay
- When walking and operating in the depot Hi-Viz jackets must be worn at all times with no exceptions
- Visitors wishing to leave the site will be escorted off site by a member of staff. On returning to the site the visitor should make contact with a member of staff who will escort them back to the MOT waiting area.

### **6. CCTV**

Please be aware that CCTV recording takes place on the site.

### **7. Bookings and payments**

- All MOT tests need to be booked and paid for in advance.
- Customers who are late for their appointment or fail to cancel their appointment, will lose their fee. The full fee must be paid for another appointment.
- Where possible, cancellations should be made 24 hours prior to the appointment time.
- Refunds will be made directly to the Credit Card or Debit Card, originally used for the payment.