



HEALTH AND SAFETY

INFORMATION FOR VISITORS

Welcome to "The Charmandean Centre"

However brief your visit might be, we would like to ensure that your stay with us is a safe one, and that you know what to do if you need help or assistance in an emergency.

Entry to buildings

- All visitors to the Centre must ensure that they sign in at reception.
- The building is freely accessible to visitors but there are certain rooms or areas within the Centre where entry is restricted, requiring permission from a staff member, and where visitors will be accompanied for reasons of safety. Notices are displayed indicating these restrictions.

Children

- Children must be supervised at all times whilst on The Centres premises.

Road Safety

- The public roads around the sites are not under the control of the Centre and you should exercise care and consideration.
- Please observe the Highway Code whether you are walking or driving.
- A 10mph speed restriction operates within the car park and joining road around the Centre.

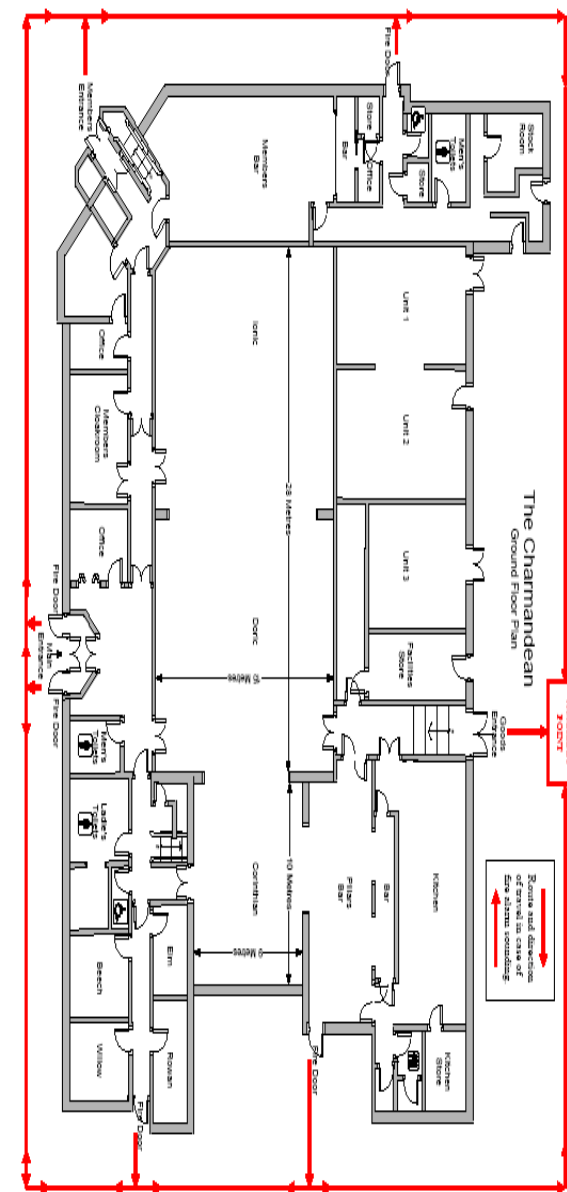
Smoking

The Centre has designated external smoking areas; smoking is **not permitted** in or near the Centre.

IF YOU NEED ADVICE OR INFORMATION ON ANY ASPECT OF GENERAL SAFETY, FIRE PREVENTION OR PERSONAL SAFETY, PLEASE CONTACT THE RECEPTION.

EMERGENCY NUMBERS: Reception Internal 202

External 01903 239349



Fire

If you discover a fire whilst you are in the building

- Leave the building without putting yourself at risk and make sure that doors and windows to the room where the fire is discovered are closed.
- On the way out, break the glass of a fire alarm call point. These are red, glass fronted boxes mainly found at the final exit doors to buildings.
- The fire alarm will sound and the fire brigade will be contacted via reception.
- Make your way to the building's assembly point which is situated in the rear car park and await instructions from the Centre manager.
- Fire evacuation routes and assembly points are indicated on notices displayed in corridors and other prominent places.
- DO NOT use a mobile phone to summon the emergency services because this can cause confusion. Any relevant information that will assist the emergency services must be reported to any member of staff.
- Do not use the lift – it could stop without warning.
- Do not re-enter the building until the Fire Brigade or site manager have declared it safe to do so.

inform the person you are meeting.

If you have a hearing impairment please inform the reception.

If you hear the fire alarm

The fire alarm is a continuous sounding of bells or sirens.

- Close doors and windows to the room you are in without putting yourself at risk.
- Leave the building by the nearest fire exit to the assembly point which is situated in the rear car park.
- Fire evacuation routes and assembly points are indicated on notices displayed in corridors and other prominent places through out the Centre.

Important:

- Do not stop to collect personal belongings.
- Do not use the lift – it could stop without warning.
- Do not re-enter the building until the Fire Brigade or site manager have declared it safe to do so.
- If you have mobility problems or are in any way unable to use the stairs, please inform the person you are meeting.
- If you have a hearing impairment please inform the reception.

If you have an accident

Report it immediately to the member of the Centres staff.

If you are alone, dial 202 on an internal phone, or, if using your mobile phone the number is 01903 239349 which will put you through to reception.

Make sure you and the member of staff, complete the Accident/Incident form and hand to reception to pass on to the Health and Safety adviser.

If you require first aid

Ask someone to contact a First Aider for you at reception – dial 202 on the internal phone or call 01903 239349 which will put you through to reception or inform duty staff member.

Suspicious objects or suspicious behaviour

Dial 202 to speak to reception or inform a duty member of staff.

DO NOT TOUCH THE SUSPICIOUS OBJECT OR APPROACH ANYONE BEHAVING IN A SUSPICIOUS MANNER.