

# Visitor induction

Lingley Mere Offices

Nothing we do is worth getting hurt for



This visitor's induction guide is for use by the UU employee receiving the visitor. It must be used to support the information given on the visitors pass

All visitors to Lingley Mere Business Park are required to report to the building reception to sign in and be directed to the office they are visiting.

1. Please ensure that your visitor pass is visible at all times. The person you are visiting will be your guide in the event of an incident or emergency. Please follow their instructions particularly in the event of emergency.
2. Please note our car parks have CCTV installed. You will be contacted and asked to move your car immediately if you have parked on a red line or outside of a designated parking place.
3. A no smoking policy is in operation in all our offices and on site. You may only smoke in the designated areas. Please ask your host where these are if you smoke.
4. In the unlikely event you suffer an injury or become ill, your host will summon first aid assistance from the nominated first aider in the locality. Alternatively call the UUFM Help Desk: 0345 0720830 (Ext: 20830)
5. The Fire Precaution Arrangements are displayed throughout our offices. We test our alarms every Thursday. Please make your host aware of any disability that may impede your prompt evacuation from the premises.
  - If you discover a fire raise the fire alarm
  - In event of the alarm sounding evacuate the premises immediately as instructed by the fire warden
  - Lifts can't be used in an emergency
  - Your host will accompany you to the fire assembly point in the car parks
  - The fire service will be summoned by the ICC Monitoring and Control: 0345 509 486 (36759)
6. External access doors have security card readers to enter and exit the building. In an emergency security access doors will default to automatically open. In the event a door will not open use the green break glass box to exit or leave via alternative exit door.
7. Do not leave bags, cases or other personal belongings unattended. In the event of the business being warned about SUSPECT PACKAGES the fire warden will be notified by security and requested to evacuate the building. If you discover a suspect package inform the ICC Monitoring and Control: 0345 509 486 (36759).
  - You will be requested to assemble either at the Eastern Gate, marked on the site plan; or the Southern Gate (by the Reception Lodge) marked on the site plan.
8. If you have any questions or concerns regarding health, safety or security please ask the person you are visiting.