

# OFFICE EHS INSTRUCTIONS FOR VISITORS

- ▶ Visitors must be accompanied by a host at all times.
- ▶ On hearing the alarm, leave the building immediately by the nearest available exit. Please see the Fire Plans displayed in the office for the procedure.
- ▶ The Fire Assembly point is **grassed area to the side of the lake between the office and Eco Power Stadium** and it is signposted as the Fire Assembly Point. Please see the fire plans displayed in the office for the location.
- ▶ Names of the Fire Marshals are displayed on posters on the office noticeboard. Fire Marshals will be wearing orange vests in the event of an evacuation.
- ▶ The Fire Marshal will take the visitors book and staff signing in and out records to the Fire Assembly Point.
- ▶ It is your responsibility to report to the Fire Marshal to ensure your name is ticked off on the list and this will ensure everyone is accounted for. The Fire Marshal is the only person authorised to tell you when it is safe to return into the building.
- ▶ Reminder – Fire exits must be kept clear at all times.
- ▶ We aim to evacuate the building in three minutes. The Fire Marshal will be responsible for timing this. A review will take place following every drill and event.
- ▶ First aid boxes are located on each floor – one at each end of the office and the First Aiders are responsible for checking and the maintenance of the first aid boxes. Posters showing names of the first aiders are displayed on the office noticeboard.
- ▶ If you have any questions, please contact the office manager – Carolynne Hanson  
07973 909100