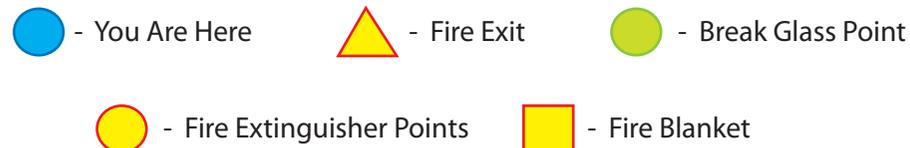
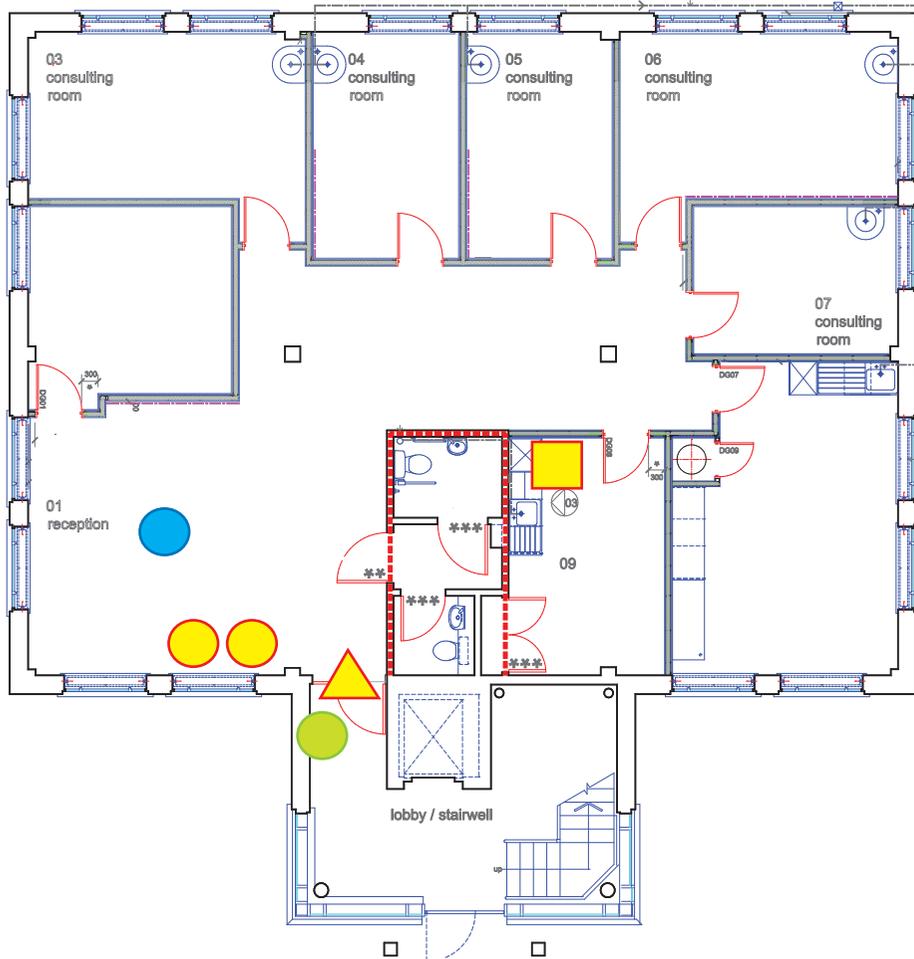


SECURITY & FIRE INSTRUCTIONS

FLOOR PLAN - GROUND FLOOR



FIRE EXITS

Please familiarise yourself with all means of escape

BUILDING EVACUATION

In case of an emergency, an alarm will alert you to evacuate the building.

When the fire alarm sounds, vacate the building using the nearest available fire exit route.

All visitors must accompany their host to the nominated assembly point.

To activate the alarm, break the glass at the nearest fire alarm call point.

If safe to do so and you have been trained in using fire extinguishers - try to extinguish the fire using the nearest fire extinguisher.

DO NOT TAKE ANY PERSONAL RISK

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT ATTEMPT TO RE-ENTER THE BUILDING

HEALTH & SAFETY

Visitors have a legal responsibility to take care of their own and other people's health and safety whilst on the premises.

All accidents must be reported to a member of staff, who will write a report in our accident report book.

First Aid kits are available at reception.

SECURITY

Packages, briefcases, etc., must not be left unattended.

SMOKING

Please observe our no smoking policy

THANK YOU