

Smoking

Smoking is not permitted anywhere within the building. There is a designated smoking area to the rear of the building where a smoking shelter is located.

Action on discovering a fire

If you discover a fire, activate the fire alarm bells using the nearest break glasses – these are located throughout the unit.

Only use fire extinguishers to facilitate escape.

Do not risk injury by attempting to tackle a fire.

Action on hearing the fire alarm

- Calmly leave the building by the nearest exit.
- Proceed quickly to the designated assembly point and report to your eaga employee contact.
- Designated assembly points, pathway at the front of the building or the car park at skip area behind the building.
- Please follow any instructions given to you by your eaga employee contact.
- Look out for the fire wardens and roll callers wearing fluorescent yellow jackets. Please obey any instructions that the fire wardens give you.
- You will be advised when you can return to the building.

Bomb threat action

In the unlikely event of a bomb warning you will be given instructions by your eaga employee contact. The fire procedures are to be followed.

General action on evacuation

- Do not stop to collect personal belongings.
- Do not re-enter the building until you are authorised to do so.
- Do not wander off-site without registering your presence first with your eaga contact.

Parking

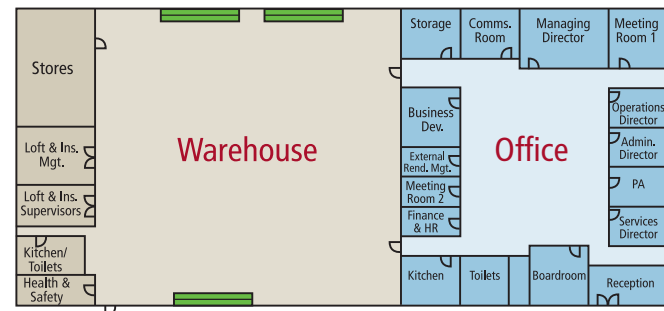
Only authorised vehicles are permitted to park in the car park. Visitor's spaces can be made available from reception in advance of your visit.

Traffic management

Access to warehouse unit must be by an accompanied member of staff, as this area is restricted access only it may also require you to wear a high-visual jacket.

It is important to observe traffic management signs as the warehouse unit has a production and storage activity, which involves fork lift truck and plant operation.

Building plan



WELCOME

eaga

Home Services Division
7 Oakbank Parkway
Oakbank Park
Livingston
EH53 0TH

Reception: 01506 417 111
Office fax: 01506 415 533

www.eaga.com

Oakbank

Visitor Guide & Site
Emergency Instructions

Welcome to Oakbank

eaga plc. Home Services Division Management Team and Staff wish you a pleasant visit at Oakbank.

Please take the time to read this leaflet – it provides useful information to accommodate your visit and details the action to take in the event of an emergency.

Please follow the building rules and comply with statutory duties, signage and communication whilst on our premises.

eaga plc is committed to the highest standard of Health, Safety & Environmental performance.

General information and security

The unit is separated into two areas, office and warehouse.

The reception is located at the front of the building and staffed from 0830hrs–1730hrs Monday to Friday.

The warehouse and delivery area is located to the rear of the building.

Whilst on site, you will be accompanied by a member of staff. If for any reason you are left unaccompanied, please do not wander off or enter any other areas. Please display your visitor badge at all times.

Should you have any issues, concerns and questions, your host will be your first point of contact.

Visitors are asked to respect the facilities provided and leave them in the condition in which they are found.

The consumption of non-medication drugs and alcohol is not permitted on site. Any prescribed medication should be stored safely.

Directions



By rail ...

Travel to Livingston train station and Oakbank is a short taxi ride away

By road ...

From the A1 (signposted Edinburgh)

At Old Craighall Junction branch left (signposted City Bypass, Forth Road Bridge A90), then at roundabout take the 1st exit onto the City of Edinburgh Bypass – **A720** (signposted City Bypass, Forth Road Bridge A90)
At Sheriffhall Roundabout take the 3rd exit onto The City of Edinburgh Bypass – **A720** (signposted Forth Road Bridge, Glasgow)

At Calder Junction branch left (signposted Kilmarnock, City Centre), then at Calder Junction roundabout take the 1st exit onto Calder Road – **A71** (signposted Kilmarnock)

At roundabout take the 2nd exit onto Calder Road – **A71**

Continue forward onto the **A71**, entering Wilkieston and then Livingston

At Oakbank roundabout take the 1st exit onto **Oakbank Park Road** (signposted Linhouse)

Turn left onto **Oakbank Park Way**

From West

From the **A8**, follow signs for Edinburgh

At junction three, exit towards Livingston/**A899**

At the roundabout, take the 1st exit onto **A899/Livingston Road**, heading to Livingston/W Calder/**A88/A71**

At Lizzie Brice's Interchange, take the 2nd exit onto **A71**

At the roundabout, take the 2nd exit onto **A71**

Turn left to stay on **Oakbank Park Road**

Turn left at **Oakbank Park Way**

From North

From the **M9** follow signs to Edinburgh

Take the exit onto **M8** towards Glasgow/Livingston

At junction 3, exit onto **A899/Livingston Road** towards Livingston

At Lizzie Brice's Interchange, take the 2nd exit onto the **A71**

At the roundabout, take the 2nd exit onto **Oakbank Park Road**

Turn left to stay on **Oakbank Park Road**

Turn left at **Oakbank Park Way**

Mobile telephones

Visitors are asked to switch off their mobile telephones or revert to silent whilst visiting the office area.

Environmental policy

This office runs an effective recycling programme; please do your bit by ensuring all waste is disposed of in the correct receptacle provided.

Welfare

Kitchen facilities with many white goods are provided for staff use along with a comfortable breakout area. Both food and drink vending machines are located in this area. We encourage the use of this area but expect users to keep them clean and tidy at all times.

Office and warehouse hazards

Regular inspection and hazard identification assessments are carried out daily with measures in place. We consider our unit to be low risk to you, however, if you feel there is anything in the office or warehouse that presents a hazard to you or others please report this to your eaga contact or reception immediately.

Substances

No chemicals should be brought on to site without authorisation.

Accessibility

Disabled toilets are situated in the office and warehouse area. Visitors who have disabilities or require assistance while in the office should advise their host, arrangements will be made to accommodate their visit.

Contractors working on site

Please do not start work until you have made arrangements with your eaga contact daily, and always inform reception on your arrival.

Contractors should be aware that a permit to work system is in operation and have their risk assessment and method statement available.

Contractors should familiarise themselves with all relevant site rules. Any queries should be sought from your site contact.

Equipment and tools

All electrical tools and equipment used within the company must have a current portable appliance test. No member of staff or visitor should bring electrical equipment onto site without authorisation.

Accidents and incidents

All accidents, near misses and incidents, including property damage must be reported immediately to your host or reception. This information will need to be recorded in the accident book located at reception.

All incidents must be reported to the Health & Safety Manager.

First Aid

First Aiders and first aid boxes are located throughout the office and warehouse; any member of staff should be able to locate a first aider.

In the event of an emergency contact reception or call 999 for emergency services.

