

Action on discovering a fire

If you discover a fire activate your nearest fire alarm by breaking the glass and pressing the button – these are located throughout the building on each floor level. Alternatively call reception (Ext.0).

Only use fire extinguishers to facilitate escape.

Do not risk injury by attempting to tackle a fire.

Action on hearing the fire alarm

- Calmly evacuate the building by using the stairs;
- Proceed quickly to the designated assembly point and report to your eaga host;
- The designated assembly point is the main car park to the right as you leave the front of the building;
- Please follow any instructions given to you by your eaga host;
- Fire Marshals and the Emergency Services Liaison Officer will be wearing hi-vis vests. Please obey any instructions that they give you;
- You will be advised by your eaga host when it is safe for you to re-enter the building.

Bomb threat action

In the unlikely event of a bomb warning you will be given instructions by your eaga host.

General action on evacuation

- Do not use lifts;
- Do not stop to collect personal belongings;
- Do not re-enter the building until authorised to do so;
- Please inform your eaga host before leaving the building.



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WELCOME

eaga

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Partnership House Corporate Offices

Visitor Guide & Site
Emergency Instructions

Welcome to Partnership House

Please take the time to read this leaflet – it has been produced to ensure your visit is as safe, enjoyable and productive as possible. It provides useful information about Partnership House and the action to take in the event of an emergency.

Please respect our building and site rules at all times whilst visiting Partnership House.

eaga is committed to the highest standard of Health, Safety, Environment and Security performance.

We welcome your comments.

General Information and Security

If you are returning to the building there is an intercom door entry system in operation at the main entrance to the building. Reception is located on the ground floor, on your right-hand side as you enter the building.

**The reception is staffed from
0830hrs–1730hrs Monday to Friday.**

During your visit, you will be accompanied by a member of staff (eaga host). If for any reason you are left unaccompanied, please display your visitor badge at all times.

Should you have any issues, concerns or 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-medicated drugs and alcohol is not permitted on site.

Smoking

Smoking is not permitted anywhere within the building and only in designated areas within the grounds.

Parking

Only authorised vehicles are permitted to park in the car park. Visitor spaces can be made available from reception in advance of your visit. Please do not leave your vehicle overnight without first seeking permission from reception.

Accessibility

Lifts allow access to each floor. Disabled toilets are situated on the ground, first and second floor. Visitors who have disabilities or require assistance whilst in the office should advise their host. Wherever possible, arrangements will be made to accommodate all requirements.

Accidents/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 Partnership House accident book located at reception.

First Aid

First aiders are located throughout the office and any member of staff should be able to locate a Partnership House first aider. In the event of an emergency please contact reception on Ext.0 or dial 9 for an outside line then 999.

Office Hazards

Partnership House is an office environment and hence is generally considered to present a low risk to you by way of hazards. However, if you feel there is anything in the office that presents a hazard to you or others please do not hesitate to report this to your host.

Working on Site

Please do not start work until you have made arrangements with your Partnership House contact. Contractors should be aware that a permit to work system is in operation.

eaga will require all contractors to both provide and be fully conversant with the detail of risk assessments and method for work being undertaken.

Contractors should familiarise themselves with all relevant site rules prior to the commencement of work. Any queries should be sought from your site contact.

Equipment & Tools

All electrical tools and equipment used at Partnership House must have a valid and in-date portable appliance test. No Partner should bring electrical equipment onto site without similar authorisation.

Environmental Policy

eaga has introduced a comprehensive environmental management system.

We are committed to best practice and this office incorporates a solar thermal and photovoltaic power system.

This office also operates an effective recycling programme; please ensure you support us disposing of all waste in the correct receptacle provided.

Welfare

Kitchen facilities and appliances are provided for staff use throughout the building, along with rest areas. Please help us to maintain these areas by keeping them clean and tidy at all times.

