

Atrium Suite

Notes for Trainers & Facilitators

Security

As each attendee arrives for the meeting they must sign in at reception. This is a useful register of occupants in the event of a fire and also for security purposes.

Once the meeting has finished each individual must ensure that they sign out as they leave. It is the meeting organiser's responsibility to ensure that all attendees are safely off the premises at the end of the session and that the Atrium suite is left clean, tidy and reception staff are informed of your departure.

Health and Safety

The meeting organiser must explain the basic fire procedures in the event of the alarm sounding.

In the event of a fire, attendees must leave as quickly and safely as possible.– DO NOT USE THE LIFTS.

Upon activation of the fire alarm please evacuate via the highlighted escape routes to the designated fire assembly point as shown on the map displayed on the doors in the Atrium Suite. A fire register will be taken by the Redwither Tower fire marshal.

There is no Fire Drill scheduled to take place, so in the event of the fire alarm being raised please evacuate the building by the nearest exit (fire procedures attached for you to read).

The Fire alarm in Redwither Tower is tested every Monday morning at approximately 8:00am. The alarm will sound for approximately 30 seconds. Any fire alarm sounding for longer than this or at any other time must be considered a warning of a fire and evacuation procedures put into place.

A First Aid Kit is available at the Main Reception Desk.

Smoking

Redwither Tower is a NO SMOKING building. The smoking area for Redwither Tower is at the front of the building and is found by turning right out of the main doors. We would respectfully request that people do not smoke at the main entrance and that they use the bin provided at the smoking area for the safe disposal of cigarettes etc

Toilet Facilities

Attendees should be advised by the meeting organiser of the location of the toilet facilities which are signposted down the corridors accessible via the side doors of the Atrium Suite

Other Information

The meeting organiser is responsible for ensuring that the room is left clean and tidy.

Please do not move the plant displays in the Atrium Suite.

Do not open or close the roof blind in the Atrium Suite. If you require the roof blinds to be opened or closed, please contact reception.