

Site/Area: Lake View Office (Annesley)

The following items, based on the procedures in place at the time of the induction, have been explained to the inductee:

❖ **The building**

- A tour of the Lake View building and facilities – Location of toilets, kitchen facilities, smoking area.
- Parking – please ensure you are parked in a Keltbray parking space.
- Access and egress arrangements – Main door code & internal door swipe card.
- Guest/visitor procedure – As a host you are responsible for your guest/s at all times on site. For long-stay visitors visitor passes are in the reception cupboard.

❖ **Lake View opening times**

- Monday to Friday 08:30 to 17:00

❖ **Health, Safety and Wellbeing procedures**

- Fire and emergency procedures – Fire alarm test Tuesday 09.30am, evacuation procedure, location of muster point and use of extinguishers.
- First aid – Names and locations of first aiders / mental health first aiders, and the position of first aid boxes and defibrillator including rules for their use.
- Procedures for reporting accidents, injuries and property damage – Please inform Eden Jephson and Georgia Brogdale of any accidents/incidents to record on Intalex.
- Any safety observations please submit contributions of what you have seen and what you done to action it.

❖ **Welfare**

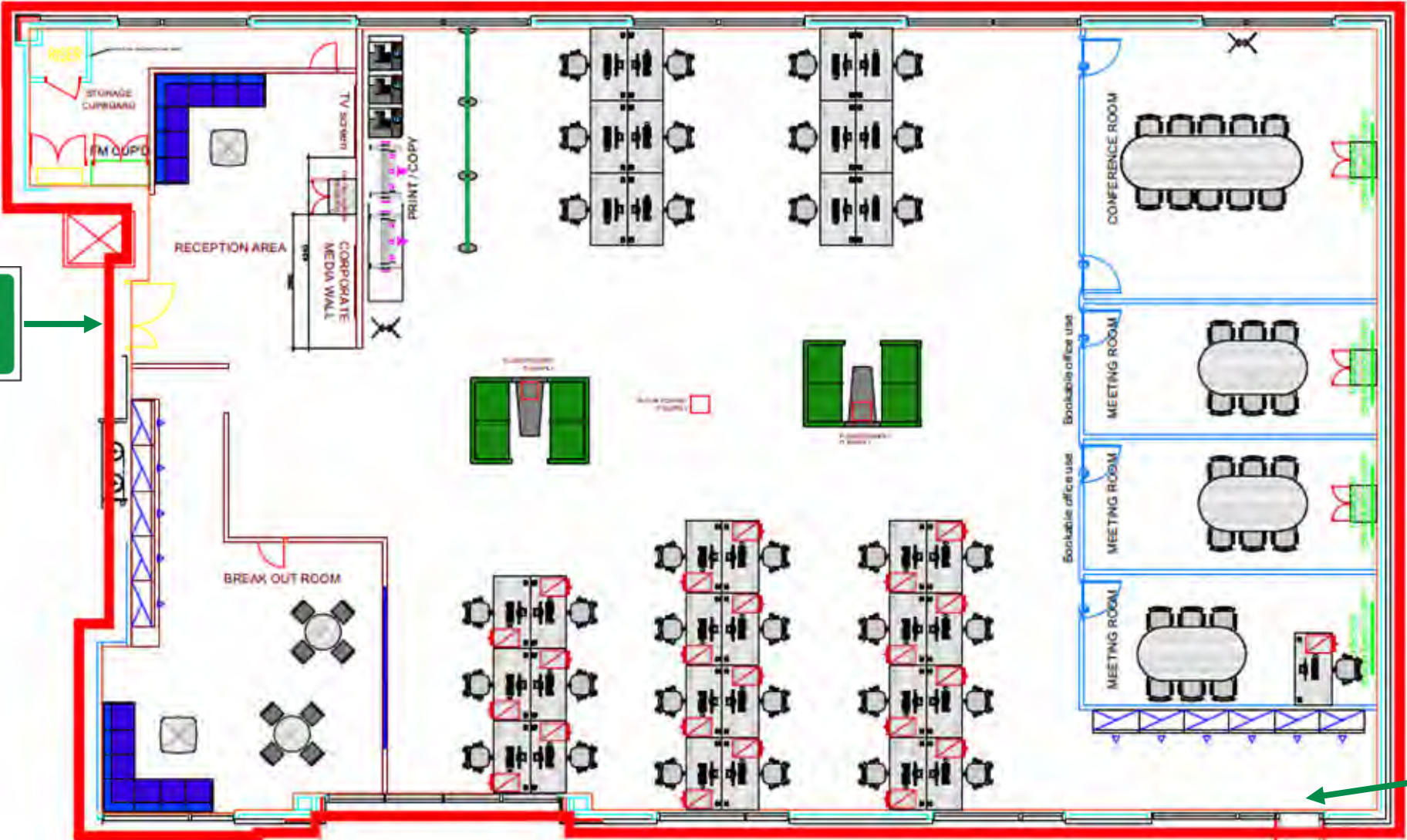
- Kitchenette Areas – All dishes to be put in the dishwasher which is turned on at the end of the day. Please do not leave dirty dishes in the sink.
- Recycle Stations – General waste and recycling in kitchen, paper waste bin next to printers, x2 confidential bins (x1 next to printers and x1 at the back of the office next to stationary cupboards).
- Desk policy – Regular staff have their own desks and the rest are hot desks for visiting staff, please speak to Eden or Georgia. Desks must be left clear each evening, each week desks will be cleared of any documents and disposed of.

❖ **Admin**

- Stationery – Please speak to Eden or Georgia.
- Meeting room's – x4 meeting rooms (Capacity: Larwood x10, Fothergill x8, Byron x8, Buchanan x6) all with VC facilities (instructions in the meeting rooms). Please remove any rubbish / pots and turn the light off when finished. x2 pods are also available in the main office which do not need to be booked.
- IT - ITSupport@keltbray.com



Keltbray office (1st floor)
Keltbray car parking spaces



Lugano first floor