

Visitor Information Card

Welcome to Venture Court

To make your visit as enjoyable and as safe as possible please can you observe the following Health & Safety Information and guidelines.

Parking

- Please do not park in the disabled parking space unless you are a disabled badge holder.
- We can provide parking information prior to your visit.
- We also have a loading bay for you to drop off any items.

On Arrival R

- The barrier will rise automatically.
- Please report to reception to sign in & receive a visitor's badge.
- Your visitor badge must be worn at all times.
- Toilets are located in the lobby areas on ground & first floor.
- If you are disabled and need assistance please let us know and we will be happy to help. There is a doorbell situated outside the front door if you have difficulty gaining access.

First Aid

If you require first aid please either:-

- Go to reception.
- Call 01902 378726 / 08456 050603 and a first aider will locate you.
- Or approach any colleague to contact a first aider for you.

Fire Evacuation 3

In the event of a fire please leave by the nearest fire exit and go to assembly point 3 as designated on the map and report to the Fire Marshall.

Do not re-enter the building until you have been given the all clear from the Fire Officer or Marshall.

Fire Alarms are tested every Thursday at approx 11.00am. You will not be required to evacuate in this instance.

On Leaving

We constantly strive to improve our services and would be grateful if you could take the time to fill in the comment book located in reception before you leave.

Exit Barrier Code - 1456

Visitor Car Parking

