

# Welcome to Campden BRI

Information on what to expect when you visit our Chipping Campden site

# Light and temperatures

- Natural light will be present in most training rooms, but we may also use LED lighting which are 600-600mm tiles in some rooms and are 1200 x 600mm in others. Lights are generally 55watts, 4700K cool white colour. They are not currently anti-glare or anti-flicker.
- Presentations are typically projected to a main screen; secondary monitors may be in use for larger meetings.
- Photographers may be taking images at some events and may use flash photography. You can opt out of being photographed by speaking to a member of the Campden BRI team.
- Some areas, particularly in the pilot plant can be quite cold (e.g. some chilled zones) or hot e.g. in our pilot bakery.
- Laboratories and pilot plants are live operational zones that have working equipment which may have flashing lights. These areas can consequently be a high sensory demand for some visitors.



# Sound

- Meeting rooms and networking rooms are likely to be busy and will be noisy during networking times. The reception area is also likely to be very noisy when large events are running.
- At larger events, presenters are likely to have lapel microphones for their presentations, and we will use a roving microphone to take questions from the audience. At smaller training events, presenters do not usually wear a microphone.
- We ask audience members to remain quiet throughout presentations and that phones, laptops etc are muted.
- Some events will have a designated quiet room into which the presentations will be streamed. You will be informed if this is being offered. Where a quiet room is not available, you are welcome to use the picnic benches outside reception if you would like some peace and quiet.
- Lunch will be served in the training room or in our restaurant area. You are welcome to use the outside picnic tables if you need a break from the noise.



# Touch and smell

- At reception you will be greeted by a member of our team, and you will be asked to sign in and you may be asked to provide your car registration where applicable.
- For conferences, a plastic name badge on a lanyard will generally be available for you to pick up.
- At some events there may be table-top displays for delegates to visit and there may be hand-outs or merchandise. You are not obliged to visit the stands or to accept the hand-outs.
- The rooms for training and meetings are generally laid out in either a U-shape or boardroom style (see slide 16). For conferences you will generally be able to choose your seat from those left available. For training courses, you will be allocated a seat. You may be asked to move seat for some group exercises but please contact us if this causes you any concern.
- A buffet lunch is typically available at conferences, this may include meat & fish but will also include vegan options. Training course delegates typically dine in our restaurant area. Tea, coffee and water are usually available during breaks for training events.
- You may be required to wear unfamiliar clothing like lab-coats and disposable hats in visiting laboratories or pilot plants (see slide 7).



# Physical access

- The reception area is a short walk from the main visitor car-park (approximately 70m) with no steps.
- Most meeting rooms are on the first floor of the building – a lift is available for anyone that needs it. Some training rooms (T7 and T8) are a longer walk from reception – please contact us if this is a concern.
- In the main training block, toilets are available on the ground floor and 1<sup>st</sup> floor of the building, a short walk from the meeting room. They are gender specific (men's or women's) having cubicles and a shared area with sinks, hand driers and paper towels.
- We have one gender neutral toilet with disability access. Please inform a member of staff if you need assistance locating it.
- There is no hoist equipment available.



# Health and safety

- There is an AED machine on the ground floor, just after reception and next to the lift to the first floor.
- All visitors must sign in and out at Reception.
- Please always wear your name/visitor's badge and return it to Reception when leaving.
- In the event of an accident or emergency, please call Reception by dialing '6666'.
- If the fire alarms sound, you should leave the building by the nearest exit and go to the 'Visitors Fire Assembly Point' located on the car park next to the railway line (see slide 18).



# Health and safety

- You can wear whatever clothing is comfortable for you when visiting the site, but we suggest both minimising jewelry and not wearing strong perfumes/aftershaves if you will be entering any food processing areas.
- Visitors entering laboratory and process areas will be asked to wear appropriate equipment (PPE) that will be supplied to them.
- If you are visiting a processing area, you will be asked to wear a disposable hat, lab coat, safety shoes and safety glasses. People with facial hair will be asked to wear a snood. On entering the processing area, you will be asked to wash your hands at a sink using taps that are knee-operated.



# Health and safety

- Please observe the 'No Smoking' rule which applies in all buildings and outside the main entrance to Reception. Anyone wishing to smoke (this includes e-cigarettes) please use the smoking shelter (see slide 18).
- Whilst on Campden BRI's premises, all visitors must comply with our own rules and regulations regarding safety.
- Speed limit on site is 10 m.p.h.





# Electric vehicle charging

- There are approximately 16 electric vehicle charging points on site.
- Locations are indicated on our site map (slide 18).
- You are welcome to use these charging points but please vacate them as soon as is practical
- Ask at reception if you need help locating them



# Wi-Fi access

Free Wi-Fi is available on-site for visitors, please use the network and log-in details below.

Wi-Fi: CampdenBri\_Guest

Password: CampdenBRI



# Images of the site

The following are images to help you understand what to expect when you visit us.

# The path up to our reception area



# Our reception area



# Lift access to the first floor of the training venue



# Picnic tables area if you require a quiet space



# Typical meeting room set-ups for training and events



Typical meeting room with 'U' shaped setup





Typical meeting room with 'board room' setup



# Typical conference style set-ups for events



-  Parking
-  Fire assembly point
-  Smoking shelter
-  Wetland
-  Picnic benches
-  EV charging



Meeting rooms



# Could we improve this guidance?

Please contact us if you think we could improve this guidance to help you with planning your visit. Email [craig.leadley@campdenbri.co.uk](mailto:craig.leadley@campdenbri.co.uk)