



# Safety and Security Information

for all our visitors, event delegates and contractors

This leaflet is intended to make your visit to Campden BRI a safe one.  
Please take the time to read it.

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# Welcome to Campden BRI

## (Campden site)

We hope your visit is enjoyable and informative. Please comply with the following health, safety and security safeguards.

**Driving** - site speed limit 10 mph. Most of site has one-way traffic. Mobile phone use prohibited.

**Parking** - please use visitor car parks (disabled parking available). To park in an undesignated area (e.g. for unloading), please first park in a designated area and contact Reception for instructions.

**Pedestrians** - please take care and use footpaths and zebra crossings.

**Visitor protocol** - on arrival all visitors should go to Reception (Kings Norton Building) to sign-in and collect a visitor's badge which should be worn and visible at all times. Special arrangements will be made for visitors outside of normal working hours. Badges should be returned to Reception on signing out.

**Photographs, video or audio recording** - these are not permitted unless authorised by your Campden BRI host.

**Smoking** - not permitted in buildings or company vehicles. Please use designated smoking areas and put stubs in special bins provided.

**Safety** - all visitors must be accompanied or supervised by a member of Campden BRI staff at all times unless authorised by Reception or your Campden BRI host.

**Fire** - if fire alarm sounds continuously, please leave the building by the nearest exit and go to the visitors' assembly point (west car park, near railway line) and await instructions. Do not return to any building until the Fire Officer tells you it is safe to do so.

**Valuables** - do not leave valuables unattended, unless in a room locked by your host.

**Contractors** - you are expected to bring your own work equipment and Personal Protective Equipment (PPE). Your electrical equipment must have been PAT tested. If the contract involves installing and commissioning fixed electrical equipment, you must perform suitable tests immediately following installation, to ensure equipment is safe.

### Emergencies, accidents and incidents

#### Dial 6666

Please dial 6666 for Reception emergency response or for first aid. Please report to your host any accident or incident that could compromise health or safety.

#### General

- Visitors must adopt safe social and working practices on Campden BRI premises
- Please comply with any safety requirements specified by your host
- Do not enter any area nor use machinery or equipment without permission

Thank you for visiting Campden BRI  
Please travel safely