

Visitor welcome pack: Introduction to Midsummer House

Issue 2 • 19 December 2017

BINDT
THE BRITISH INSTITUTE OF
NON-DESTRUCTIVE TESTING



Arrival/departure

Parking

Upon arrival at BINDT, Midsummer House, please park in one of the BINDT marked parking bays located at the rear of the car park (Appendix 1). The main car park is for BINDT staff only. Please ensure you do not park in a bay marked BCS.

Please ensure that you have displayed your visitor parking pass clearly in your windscreen. If you do not have a parking pass, please notify the **Support Services Administrator**^{*}, who will be able to issue one to you.

Reception

The entry phone/intercom for BINDT reception is located in the main reception area to the right of the BINDT main entrance doors. There is a visitor seating area to the right of the reception area for the convenience of visitors.

Access to Midsummer House

The main door to Midsummer House will be open from **8.00 am to 6.30 pm**.

During your visit

It is the host's responsibility to ensure that visitors are informed of the following procedures.

- Visitors are requested to park in the far car park area (Appendix 1).
- Visitors should use the intercom in the main reception area to gain access.
- A BINDT member of staff will meet visitors in reception and escort them to their correct location.
- If the fire alarm sounds, visitors should follow their host's actions and leave the building.
- The password for guest WiFi is available from Support Services.
- An area where visitors can work whilst visiting BINDT is located on the first floor.

Health and safety

Responsibilities

Health and safety is managed by **Cameron Sinclair** and supported by **Tanya Walker**^{*}. All health and safety incidents must be reported in the first instance to your meeting facilitator (BINDT member of staff).

Accidents

If a visitor has an accident or requires medical assistance, ask a BINDT member of staff for help. They will alert a BINDT **first aider**.

Incidents

All incidents must be reported to your meeting facilitator (BINDT member of staff), who will deal with the incident accordingly or pass onto the relevant person responsible.

Fire procedures

If the fire alarm is to be tested on the day of your visit, you will be notified by your meeting facilitator (BINDT member of staff).

Fire exits are clearly marked and visitors should familiarise themselves with their nearest exit. **Do not use the lift during an evacuation.**

If the fire alarm sounds at any other time visitors should exit via the nearest fire escape, make their way to the car park meeting point (Figure 1) and follow the instructions of a **fire marshal**, who will be identifiable by their high-visibility vest.

If you discover a fire – operate the nearest fire alarm call point (Figure 2). Instruct others to leave the area by the nearest exit. You should report to the assembly point and inform a fire marshal of the nature and location of the fire.

A fire marshal will use the fire register from the ground floor and complete a roll call for all staff and visitors.

No visitor should re-enter the building unless advised to do so by a member of the **Emergency Services**.



Figure 1. Car park meeting point



Figure 2. Fire alarm call point

Facilities

Lift

A lift is accessible from the ground floor reception area for visitors and BINDT staff and allows entry to the first and second floors of Midsummer House. **In the event of a fire, do not use the lift.**

Toilets

Ladies' and men's toilets are located on the first floor to the west and second floor to the east. There is also a disabled toilet on the first floor.

Bicycle storage

A lockable bicycle shelter will be available at Midsummer House as soon as possible. In the meantime, bicycles may be stored inside the building. Please discuss options with your meeting facilitator (BINDT member of staff) before arrival.

Smoking

Smoking is not permitted within Midsummer House. The smoking area is located outside of the building, at the far end to the east in front of the bike shelter. This can be accessed by exiting the building via the main entrance then walking alongside the front of the building to the far end. A cigarette bin will be provided.

Location and travel

Travelling to Midsummer House by car

Sat Nav – Postcode: NN1 5NX

From M1 north and south

Leave the M1 at **junction 15** taking the A45 exit to **A43/ Northampton/Wellingborough/Kettering**;

Continue on A45 to the **Barnes Meadow Interchange – Town Centre/Brafield/Abington**;

Take the **Town Centre Only** lane towards to **A428** to exit the A45; At the roundabout, use the **right-hand** lane marked **Town Centre Only** to take the **first exit** onto **A428/Town Centre/Bedford**;

Stay in the **right-hand** lane;

Go **straight over** at the **traffic lights**;

In 0.5 mile, turn **right** onto **Riverside Way** (red postbox on corner);

Take the **second entrance** on the **right** into the BINDT car park.

From A45/Nene Valley Way

Head **west** on **Nene Valley Way/A45**;

Use the left two lanes to take the **A428** slip road to **Town Centre/Brafield/Abington**;

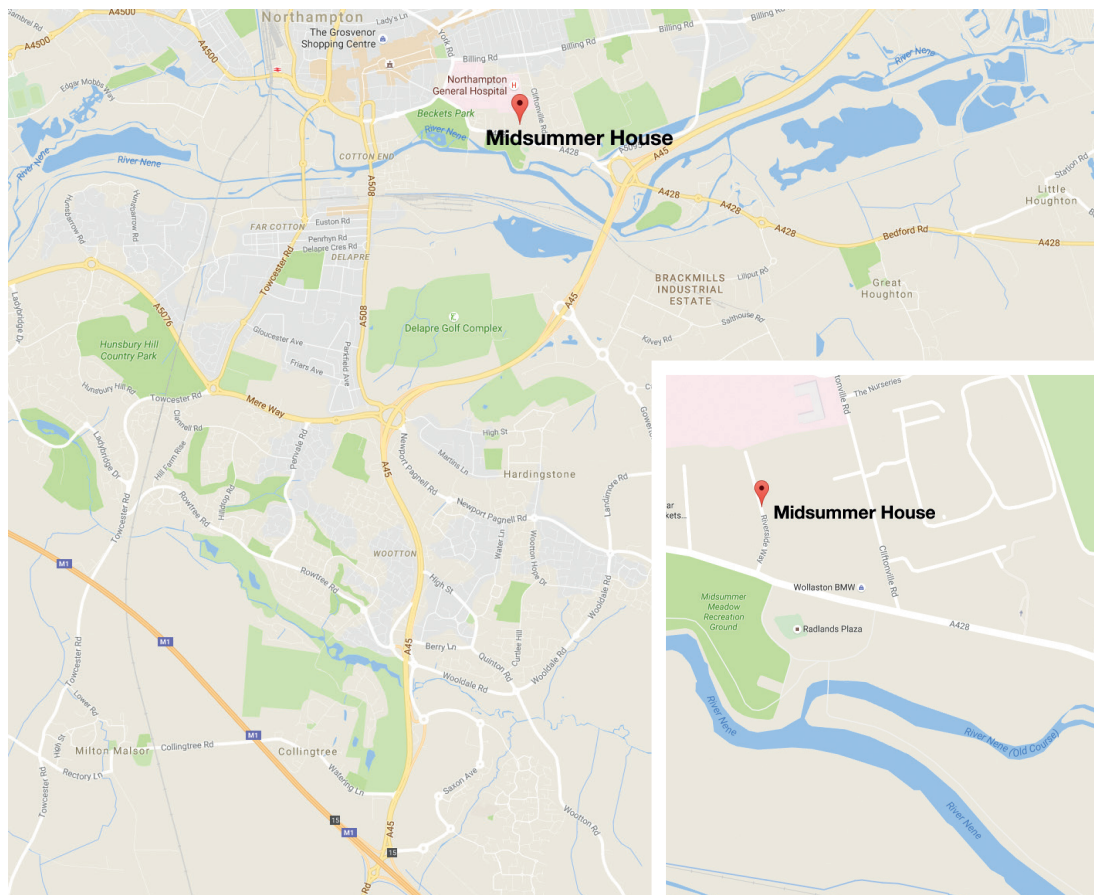
At the roundabout, take the **3rd exit** onto **A428/Town Centre/ Bedford**;

Stay in the **right-hand** lane;

Go **straight over** at the **traffic lights**;

In 0.5 mile, turn **right** onto **Riverside Way** (red postbox on corner);

Take the **second entrance** on the **right** into the BINDT car park.



Useful telephone numbers

Department/name (A-Z)	Ext no	DDI: 01604 +	Mobile +44	Email address
Reception	246	438246		
Council Chambers	243	438243		
Becket Room	244	438244		
Abington Room	245	438245		
Support Services (1st floor)				
Tina Simons	311	438311		tina.simmons@bindt.org
Tanya Walker	310	438310	07860 915233	tanya.walker@bindt.org

