

Induction

All new employees, freelance staff and contractors will be provided with the following information.

1 Access to the Company Policies to include:

Health and Safety
Environmental
Equal Opportunities
Grievance
Smoking
Quality Assurance

2 Explanation of the Fire Alarm system.

Smoke and heat detectors are installed throughout the building, they are integrated into the burglar alarm system and connected to an Alarm Receiving Centre along with 3 alarm sounders, one in the main office, one adjacent to the front door and one outside the unit above the front door.

3 Demonstration of escape routes.

There are 2 exits from the building, the main entrance door at the front of the unit and an emergency exit at the rear of the unit. Both exits have a crash bar, the front entrance has an additional lock that is opened by pressing the handle down and the rear exit is fitted with a "break-tube" bolt. In the event of an emergency break the tube with the installed hammer, this will release the bolt and the door can be opened by pushing down on the crash bar.

The mezzanine has 2 exit staircases one leading directly to the front door and the other leading towards the rear exit door.

4 Assembly Point

This is under the Lea Valley Windows sign directly opposite the front entrance.