

# ATKINS EXHIBITOR PACK

CHRISTMAS GIFT FAIR 2017



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# **FIRE RISK ASSESSMENT**

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### **1. *Fire Risk Procedures***

#### **1.1 What will happen in the event of a fire**

- An alarm will sound continuously
- Main overhead lighting will switch off
- Lights highlighting routes out of the building via fire door exits will remain switched on
- All locking door mechanisms will be disabled
- All lifts will descend automatically to the lowest level and the doors will open.

## **1.2 What to do in the event of a fire**

Please make your way out of the building using your nearest fire exit and assemble in the courtyard on the grey paving slabs at the rear of Atkins Building near the disabled parking bays. Lifts should not be used in any circumstances.

The fire alarms are monitored on Redcare lines, who call the fire brigade in the event of an alarm.

On hearing the fire alarm within the building, designated Hinckley & Bosworth BC or Leicestershire Partnership fire wardens will need to ensure that their relevant employees, contractors, and visitors are evacuated down the main fire escapes ready to assemble at the assembly point in the rear courtyard. Atkins Building management will be responsible for checking if contractors have evacuated and liaising with all parties to find out if there is anyone unaccounted for.

If you are unable to use stairs to escape in the event of a fire, please remain in the fire refuge area of the nearest stairwell you are in and press the intercom to alert the Fire Wardens of your presence.

## **1.3 What to do if you see smoke or a fire?**

Should smoke or a fire be witnessed within the building, the fire alarm should be raised by breaking the glass at the numerous fire alarm points situated around the building. Do not attempt to tackle the fire yourself.

## **1.4 Fire Drills and Alarm Tests**

Fire alarm drills will occur once every 6 months, with management staff setting off a pre-determined alarm. Tenants and visitors will then adhere to the above fire procedures and assemble at the fire assembly point. Fire alarm tests are done on a Thursday afternoon each week and the Alarm will sound for less than a minute

## **2. Fire Risk Policies**

### **2.1 General Policies**

Please note that the following policies apply to the Atkins Building:

- All electrical equipment to be PAT tested within the building with this updated every 2 years.
- All electrical equipment to be turned off when not in use. This is especially true for equipment left unattended over night.
- Extension sockets not to be overloaded with equipment with their use being limited.
- Fire doors are not to be propped open
- Fire exits and stairwells must be kept clear at all times.
- No use of candles or other open flames permitted in the building
- No smoking in the building

# LOCATION MAP

## COUNCIL CAR PARKING CHARGES

### Short Stay Car Parks

- Up to 1 hour 50p
- Up to 2 hours £1.00
- Up to 3 hours £1.50
- Up to 4 hours £2.60
- Over 4 hours £4.80

All charges apply between 8.00am and 6.00pm Monday to Saturday\*

### Locations (see map)

- 1 Church Walk
  - 2 St Mary's Road
  - 3 Stockwell Head
  - 4 Rear of Castle Street
  - 5 Mansion Street
  - 6 Leisure Centre (NEW)
- Leisure Centre members may park for 3 hours whilst displaying a valid 50p pay & display ticket with a Leisure Centre permit*

### Long Stay Car Parks

- Up to 5 hours £1.30
  - Over 5 hours £2.40
- All charges apply between 8.00am and 6.00pm Monday to Saturday\*

### Locations (see map)

- 7 Trinity Vicarage
- 8 Trinity Lane West
- 9 Holliers Walk
- 10 Druid Street
- 11 Alma Road
- 12 Lower Bond Street

### Short/Long Stay Car Park

- Up to 1 hour 50p
  - Up to 2 hours £1.00
  - Up to 5 hours £1.30
  - Over 5 hours £2.40
- All charges apply between 8.00am and 6.00pm Monday to Saturday\*

### Locations (see map)

- 13 Trinity Lane East
- 14 Thornycroft Road

\* There are no charges levied on Sundays or recognised public holidays.

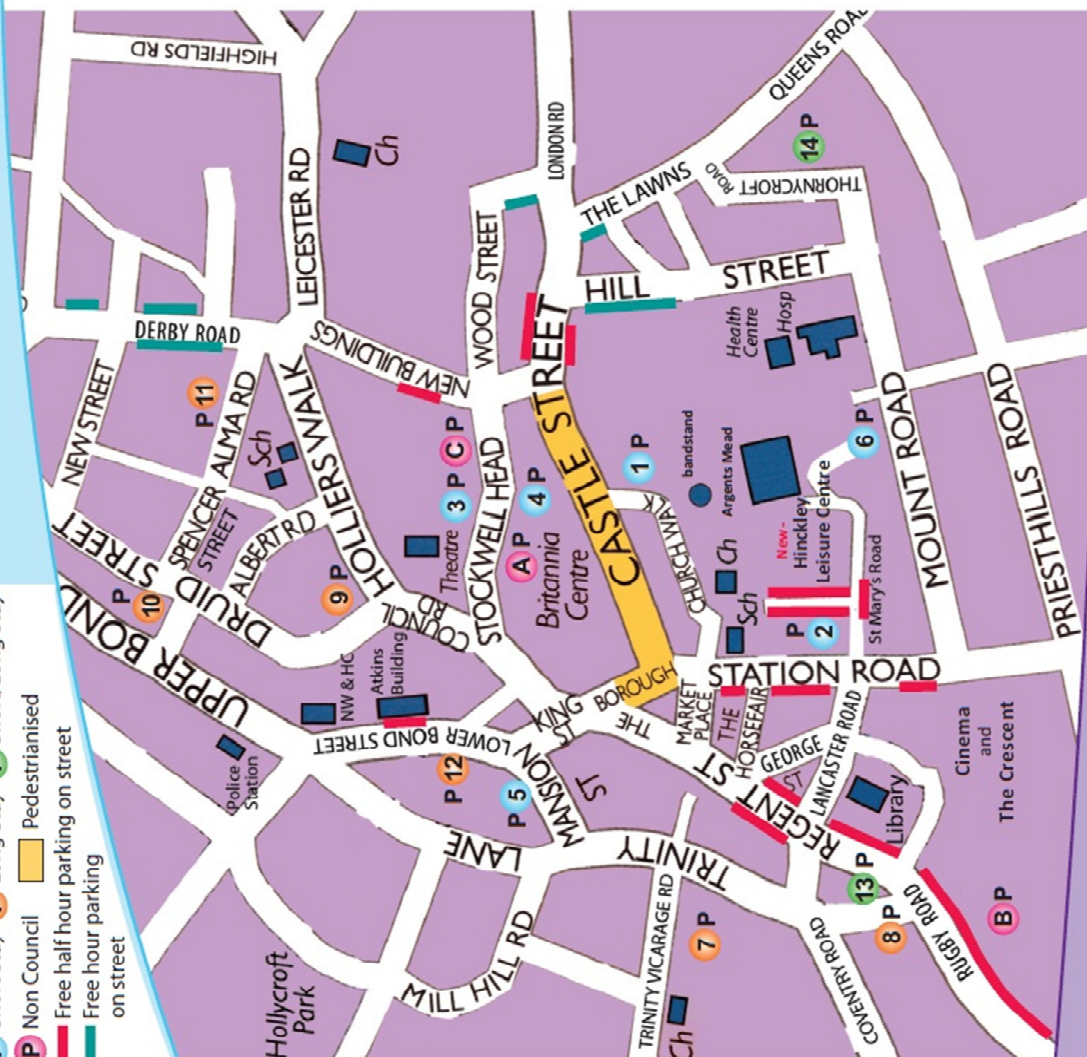
## NON COUNCIL CAR PARKING

- A** Britannia Centre shoppers car park
- B** Crescent parking
- C** Working Men's Club car park, Stockwell Head

## FREE HALF HOUR & HOUR PARKING

- Free half hour parking on street
- Free hour parking on street

- P** Short Stay
- P** Long Stay
- P** Short/Long Stay
- P** Non Council
- P** Pedestrianised
- P** Free half hour parking on street
- P** Free hour parking on street



## **CAR PARKS AND UNLOADING AND LOADING**

Please use the Atkins Building courtyard parking bays marked in white accessible from Druid Street for loading/unloading only into the Atkins Gallery. These spaces are 30 minutes free with no return within 60 minutes. Unloading and set up time for exhibitors is available on Friday 17<sup>th</sup> November 15:00-17:00 and Saturday 18<sup>th</sup> November from 08:00

### **College Car Park Permits**

Parking permits can be obtained from North Warwickshire and Hinckley College to park in the college car park at a charge of £1 for the day. If you would like to use the college car park during the event on Saturday 18<sup>th</sup> November please specify this on your booking form so that we can inform the college who will prepare permits for exhibitors. This permit will need to be collected and paid for on a weekday before the event at the NWHC Hinckley Campus Reception. Exhibitors wanting a permit will be updated by email on the date and time the permits will be available to collect. Please note that the NWHC car park is an entirely different area with different parking restrictions to the Atkins Building Courtyard and that the college car park permits do not cover you in Atkins Building Courtyard.

### **Nearest Car Parks** see above map for more details

Lower Bond Street Long Stay Car Park - opposite main entrance

Druid Street Long Stay Car Park – before the rear driveway entrance

Main route Bus Stop – opposite the Main entrance

Train Station, 10 minute walk away.

Atkins Building                      01455 247070  
Lower Bond Street  
Hinckley  
Leicestershire  
LE10 1QU

Please note that entering our postcode in Sat Navs etc will bring you to the front of the building on Lower Bond Street

Twitter @AtkinsBuilding  
FaceBook Atkins Building  
[www.atkinsbuilding.co.uk](http://www.atkinsbuilding.co.uk)



Please remember to tag Atkins Building in your social media posts so we can retweet and share them etc to help increase circulation and awareness.

All exhibitors will be mentioned on Atkins Building social media platforms (please don't forget to list your Twitter and Facebook names on the booking form), digital copies of the marketing material for use on your websites, blogs, social media etc. and limited amount of physical marketing literature, leaflets with posters on request for you to distribute.

<b>RISK</b>	<b>ASSESSMENT</b>					
<b>What are the hazards?</b>	<b>Who might be harmed and how</b>	<b>What action is currently being taken?</b>	<b>Further actions to minimise risk</b>	<b>Actioned By?</b>	<b>Date</b>	<b>Completed</b>
Slips on Concrete stairwells leading from Gallery and Cafe to toilets and reception to Courtyard (Stair 1, 2 and 3)	Visitors and building users	Stair Nosing are marked with yellow hazard tape indicate risk and alert people	Regular checks for spillages and any obstacles	Rebecca Wilbur	10/05/17	10/05/17
Usage of sockets if applicable	Visitors and Building users	Periodic inspections on electrical equipment and visual checks daily. Any electrical item without a PAT test completed will be not be used	Keep up regular checks	Rebecca Wilbur	10/05/17	10/05/17
Automatic door doesn't release in event of fire	Visitors and building Users	Programmed inspections occur on all doors when fire alarm is tested to check that the lock releases.	Weekly checks extend range each week	Rebecca Wilbur	10/05/17	10/05/17
Slips within public areas	Visitors and building users	Inspections carried out before pre booked visitors arrive in Atkins Gallery. Atkins staff to monitor public areas during day to day work	On notification, spills cleaned, signage put out	Rebecca Wilbur	10/05/17	10/05/17
Trips within rooms	Visitors and building users	All public areas walkways are kept clear and all exhibition objects etc in Atkins Gallery are fixed or clearly marked	Should items be considered a trip hazard they are to be removed or marked out clearly with hazard tape	Rebecca Wilbur	10/05/17	10/05/17

# CHRISTMAS GIFT FAIR - EVENT BOOKING FORM

**Saturday 18<sup>th</sup> November, 10am-4pm**  
**Atkins Building,**  
**Lower Bond Street**  
**Hinckley**  
**Leics, LE10 1QU**



**BY COMPLETING THIS FORM YOU ARE CONFIRMING THAT YOU HAVE FULLY READ AND UNDERSTOOD THE CONTENTS OF THE EXHIBITOR PACK**

## **Stand Charge £30**

Payment is to be made via the HBBC website. Please ensure your name and contact details are correct and retain your web reference payment number.

To pay go to <https://www.hinckley-bosworth.gov.uk/pay>

Click on miscellaneous payments, select Atkins Building from the list and then select Exhibitors Fees from the drop down menu. After that you will need to fill in your details for the payment stage and once the transaction is complete a web payment reference number will be generated which will be required for the entry form.

*Please note the £1 NWHC car park permits are a separate transaction*

## **Please complete the following details:**

Web Reference Number:

Contact Name:

Company Name:

Company Address:

Company Contact Details:

Email:

Phone:

Details of Products/Services:

Do you require a £1 college parking permit?

Facebook/Twitter:

Any other necessary information or specific requirements:



