

ATKINS BUILDING EXHIBITOR PACK

CHRISTMAS GIFT FAIR 2019



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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.

Atkins Building management will be responsible for checking if contractors and working visitors 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

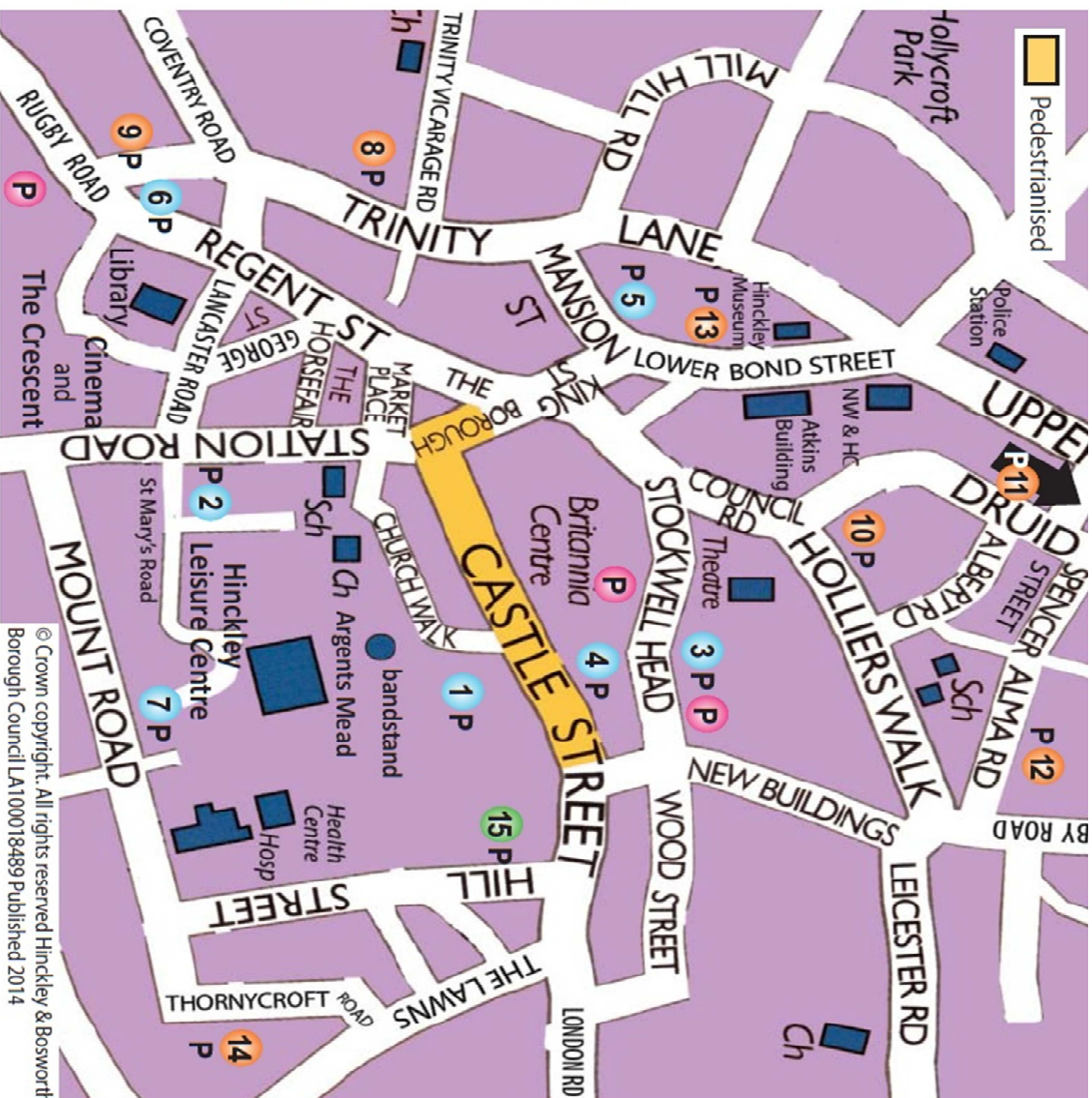
2. Fire Risk Policies

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 or use of electronic cigarettes in the building

P Short Stay
 P Short/Long Stay
 P Castle car Park
 P Private



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Hinckley Car Parks & Charges

Short Stay Car Parks

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 3 hours	£2.00
Up to 4 hours	£3.00
Over 4 hours	£6.00

Locations (see map)

- 1 Church Walk (max 3 hours)
- 2 St Marys Road (max 3 hours)

- 3 Stockwell Head
- 4 Rear of Castle Street
- 5 Mansion Street
- 6 Trinity Lane East
- 7 Leisure Centre
- 8 Trinity Vicarage
- 9 Trinity Lane West
- 10 Holliers Walk
- 11 Druid Street
- 12 Alma Road
- 13 Lower Bond Street
- 14 Thornycroft Road

Leisure Centre members may park for 3 hours whilst displaying a valid 60p pay & display ticket with a Leisure Centre permit

Castle Car Park (Hill Street)

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 5 hours	£2.00
Over 5 hours	£4.00

15 (see map)

Short/Long Stay Car Parks

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 5 hours	£1.60
Over 5 hours	£2.50

Locations (see map)

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

The charges apply for all car parks between 8.00am and 6.00pm Monday to Saturday *

* Please note: **FREE CAR PARKING** on **Sundays** and **bank holidays** in council car parks

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 are available on Friday 22nd November 15:00-17:00 and Saturday 23rd November from 08:00. In regards to parking for the event on Saturday 23rd November after unloading please see the parking map above or see below for an opportunity to utilise NWSLC college park.

College Car Park Permits

Parking permits can be obtained from North Warwickshire and South Leicestershire College NWSLC (formerly known as NWHC) 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 23rd 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 NWSLC Hinckley Campus Reception. Exhibitors wanting a permit will be updated by email the date and time the permits will be available to collect. Please note that the NWSLC car park is a separate parking 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.

Atkins Building is on a main bus route and the Train Station is a 10 minute walk away.

Atkins Building
Lower Bond Street
Hinckley
Leicestershire
LE10 1QU

01455 247070

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



Twitter and Instagram @AtkinsBuilding
FaceBook The Atkins Building
www.atkinsbuilding.co.uk

Please remember to tag Atkins Building and use the #AtkinsGallery 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 circulated for use on your websites, blogs, social media etc

RISK	ASSESSMENT					
What are the hazards?	Who might be harmed and how	What action is currently being taken?	Further actions to minimise risk	Actioned By?	Date	Completed
Slips on Concrete stairwells leading from Gallery to toilets and to Courtyard (Stair 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 23rd 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 NWSLC 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/Instagram:

Any other necessary information or specific requirements:

How we will use your information

Your information will be used so that we can deliver a public service. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. Your data will only be used by Hinckley & Bosworth Borough Council and our partners for the reasons it was collected. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page:

<https://www.hinckley-bosworth.gov.uk/privacy>