

Risk Assessments



Risk assessments are in place for all training sessions and can be provided if required.

Electrical Equipment



If you bring any electrical equipment with you please be aware that it must comply with the current legislation and have been tested in line with the Electricity at Work Regulations 1989.

If you require assistance please contact us and we will be pleased to help.

Thank you for your co-operation in ensuring that we keep everyone safe.

Should you identify any shortcomings in our arrangements for health and safety please contact us.

Email:
healthandsafetysupport@solihull.gov.uk

Phone:
0121 704 6328



Health and Safety Information for Visitors



We wish to ensure your health, safety and well-being during your visit, so please take a few minutes to read this leaflet.

Please contact the Health, Safety and Risk Team if you have any specific requirements during your visit.

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**SOLIHULL
PROTECT**
people | purpose | process | performance



On Arrival

Unfortunately, due to unforeseen circumstances, we will no longer be able to guarantee free parking at the council house car park for your upcoming training so please see the venue information for help on where to park. All visitors must then sign in at reception.

Personal Security



Please always keep your valuables with you.

If you do leave the building for a short time, please exit through reception, informing them as you go. Please do not prop open any doors which could allow access to unauthorized individuals.

Smoking/Vaping

Solihull Council recognises its responsibilities to provide a safe working environment to all its employees. The Council has therefore developed and enforces a no smoking policy, conforming to the requirements of the smoke-free legislation. Delegates attending training cannot smoke cigarettes or vapes on the council site.



First Aid

In the event of injury or ill-health, please contact our Porters on 0121 704 8444 who are first aid trained. If you have a medical condition that you would like us to be aware of beforehand (so we can offer some help, should it become necessary), please inform us before your visit so we can make arrangements to support you if needed.



Accident Reporting

All accidents, near miss events or incidents must be reported to us as soon as possible after the event. We will need to take some details about what has happened from you.



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Fire Evacuation Procedure

In the event of a fire alarm sounding at any time, everyone must leave the building immediately using the nearest fire exit and congregate at the fire assembly point (the rear of Taste Collective, opposite TK Maxx in Mell Square). Please then wait to be accounted for.

