Learning Hub

House Keeping Guidelines

Fire Alarms & Evacuation
If you discover a fire, please follow the steps below:
a) Shout "Fire"
b) Break glass alarm. This is done by breaking the glass on the nearest call point. This may have to be done using a hard object.

On hearing the alarm or someone shouting "Fire"
a) All occupants and visitors must leave the building immediately.
b) Walk, do not run.
c) Leave all belongings.
d) Make your way out by the nearest fire exit and proceed to the assembly point. The fire exits are located on the upper floor through the main entrance or at the rear of the building and at the rear and side of the building on the lower floor.
e) All occupants should check offices, toilets, and other areas on their way out.

Assembly Point
• The grassed area opposite the main entrance

First Aid
• A number of the Workforce Development Advisors are First Aid trained and there is additional first aid provision in the nursery.
• If you require a first aider, please ring 0191 433 8664 or come to the Workforce Development Office on the ground floor.

Toilets
• Toilets are found next to G1 on the ground floor with two cubicles and a separate disabled access toilet.
• There are additional toilets and a second disabled access toilet on the lower ground floor next to the lift.

Breaks
• Due to the movement of children from the nursery to the school please can you ensure that no-one is on break during
• 11.20 -11.30 and 15.20-15.30. Please ensure all breaks are completed before, or started after these times.

Smoking
• The entire site is a no smoking zone. Please ensure you are off site before smoking. As this is a school site, please ask learners not to gather at the gates for cigarettes/vaping but to walk along the public walkway.

Wi-Fi
• Please select the guest Wi-Fi. No password is required but you must accept the policy.

Computer
• You can either attach your own device using the HDMI or USB cables available or log in to the guest account provided to you by a Workforce Development Advisor. *Please note this password will only be valid for the room you are in on that day. You will need to receive a new password each time you come in.
• **Sound Bar** – Please ensure that you select the PL804U HD Audio Driver for Display Audio under the speaker.
• All the keyboards & mice are wireless, please ensure they are switched on for use and turned off at the end of the session.

Rooms
• Please ensure you have returned the room to the original layout before you leave.
• Please leave the training room clean & tidy for the next user.
• Please ensure all windows are closed and lights and tech are switched off prior to leaving the room.

Gates
• Please note due to school pick up and drop off times, the car park will not be accessible between 8.35 am & 9.05am & 2.55pm & 3.25pm. Please be mindful of this if you are finishing your courses around these times.