



## **INFORMATION FOR VISITORS TO THE BRITISH DIETETIC ASSOCIATION IN BIRMINGHAM**

We welcome all visitors to the BDA and aim to make each visit as comfortable and productive as possible. Please take some time to read the notes below, which we have produced to enable you to get the best out of your time at the BDA.

### **GENERAL ACCESS INFORMATION**

The BDA head office is located at 5<sup>th</sup> Floor, Charles House, 148-9 Great Charles Street Queensway, Birmingham B3 3HT. The Centre for Education and Development is located on the 6<sup>th</sup> Floor. (A map and directions are available on our website [www.bda.uk.com](http://www.bda.uk.com))



#### **Access**

Access to the BDA for wheelchair users is at the side of the building and entry is round the back of Charles House.

#### **Guide Dogs**

Guide Dogs are welcome and are permitted in all parts of the building.

### **ON ARRIVAL**

On arrival, please report to the reception in the main building where you will be greeted by the receptionist and, after signing in, provide you with a visitor's badge and direct you to the BDA offices. **Please ensure that you wear your visitor badge so that it is clearly visible at all times.** (BDA reporting/signing in is on the 5<sup>th</sup> Floor)

### **FACILITIES**

**Toilets:** Female toilets are located on all even numbered floors, and male toilets are located on odd numbered floors. Toilets all need an entry code which you will be given.

**Drinks:** Complimentary drinks including tea, coffee, hot chocolate and water are available.

### **HOUSEKEEPING**

**Mobile phones and pagers:** If you are attending a meeting at the BDA, please ensure that your mobile phone/pager is either switched off or set to vibrate only. Please do not make or take calls outside meeting rooms as you may disturb other attendees and staff.

**Emergency procedures:** All visitors and BDA staff have a legal duty to observe all emergency precautions, and to avoid and prevent where possible hazardous situations occurring. Visitors should make sure they read and observe fire safety notices and instructions, which are displayed in the meeting rooms.

Any person discovering a fire should:

- Sound the alarm (located on the main stairwell)
- Follow evacuation procedures

If you hear or are alerted to the fire alarm, please leave the building immediately (do not use the lifts). Make your way out of the building and assemble outside Philpotts Sandwich Shop on the corner by the Traffic Lights, where you will receive further instructions once you have been accounted for. Visitors should only return to the building when advised to do so by the Fire Marshall.

**Accident reporting:** If you suffer an accident on BDA premises please report it to BDA Reception who will ensure this is noted in the Accident Book. This is a legal requirement, and ensures the cause of the accident can be investigated and any rectifying action is taken. We ask that you also report any dangerous occurrence that could have led to serious injury, even if it did not actually lead to anyone being injured.

**Accident/First aid arrangements:** If you need first aid assistance due to an accident, or are feeling unwell, please report this to a member of staff straight away. There are a number of trained First Aiders working at the BDA that can be called to assist you. There is also a 'quiet' room located next to the BDA Reception. Visitors are welcome to use this facility if feeling unwell. Please notify the Receptionist that you will be using this room.

The BDA is a smoke free zone. If you smoke outside, please dispose of your cigarette butts safely and securely, to help maintain a pleasant environment for all.

### **ON DEPARTURE**

On leaving the BDA, please ensure that you report to BDA reception to sign out and return your security badge to the Reception on the ground floor.