

BARNSELYBIC HOUSE RULES

Health and Safety: Fire doors should be used in an emergency only to prevent the alarm system being compromised. Exit routes should be kept clear at ALL times, never blocked with packages or furnishings. In order to allow the movement of substantial packages and furniture, it is permissible for doors to be wedged open (to avoid damaging doors) provided they remain attended and the wedges are removed immediately after they are no longer needed. Under no circumstances should smoke detectors be masked off nor hazardous materials stored in your units. If in doubt please consult the Senior Administrator on ext 2310 for more details.

The fire alarm bells are tested each Wednesday between 4-5pm at Wilthorpe and Tuesday between 12.30-1pm at Cudworth. You do not need to evacuate your unit but you do need to ensure that your employees are aware of the procedures in case of fire and are informed of their nearest fire exit and fire assembly point.

The Regulatory Reform (Fire Safety) Order 2005 places more responsibility on tenant companies for the safe evacuation of their own employees/visitors in the event of a fire.

Do not use toasters in your company unit - this can cause fire alarm activations.

Smoking: It is against the law to smoke in most public places and workplaces. To comply with this government legislation, smoking is not permitted inside BarnsleyBIC buildings, in all building entrances/exit areas or in close proximity to windows and doors. Any breach of this legislation will constitute a breach of your license agreement and may also give rise to a fixed penalty fine or to criminal prosecution.

E-Cigarettes: BarnsleyBIC do not allow the use of e-cigarettes in the communal areas inside the BarnsleyBIC buildings. Anyone wishing to use an e-cigarette should do so outside using the designated area as detailed below. Any breach of this policy will constitute a breach of your license agreement.

A smoking shelter is positioned to the rear of the Wilthorpe site and should be used by anyone wishing to smoke which also includes the use of e-cigarettes. Any breach of this policy will constitute a breach of your license agreement. In order to prevent fires in the bin affixed to the smoking shelter, please refrain from placing paper in the bin provided.

Cigarette bins are located in the designated areas at Cudworth site which anyone wishing to smoke should use. Again, any breach of this policy will constitute a breach of your license agreement.

Please refer to the BarnsleyBIC's Smoke Free Policy for further details of the above.

Security: All external doors should be kept closed after entry/exit and anyone acting suspiciously should be reported immediately to a member of BarnsleyBIC staff. If you need to have an external door open for any length of time to facilitate a delivery, please ensure you remain at the door until the delivery is complete and close the door securely afterwards.

All members of staff and visitors should be badged. If you or your visitors are not badged, you are not authorised to enter BarnsleyBIC's buildings and may be challenged by either a member of BarnsleyBIC staff or our key holding company 'Constant Security Ltd' during out of office hours.

Equality Act 2010: We have a duty under the Equality Act 2010 to provide sufficient disabled car parking spaces and additional support to the disabled. Disabled car parking spaces are available to disabled badge holders only and must be kept free and available at **all times** for the use for which they were intended.

If you have a disabled member of staff or visitor on site please inform reception immediately. This information will be treated as strictly confidential and is not used for any other purpose than to inform our Fire Marshals and the Emergency Services of any persons in need of special assistance during an emergency evacuation.

Parking: One of the benefits of the BarnsleyBIC site is the number of car parking spaces made available for our tenants, employees and visitors. It is very rare that the car parks become full and there is no reason why cars should park on the public highway causing an obstruction to residents and other drivers. Although the road is presently not yellow lined (at Wilthorpe) - we would wish to maintain the status quo with both the local authority and residents and ask for your co-operation in doing so. Please ensure your company employees and visitors park properly within the bays provided and do not park in the disabled spaces, block emergency access to doorways or block the loading bays currently marked out with criss-crosses.

Cleaning Services & Waste Disposal: The BarnsleyBIC Skip Compound is open between the hours of 8.30 am and 4.30 pm and is available for office waste only. BarnsleyBIC cleaning services will empty your office waste paper bins each evening. Only general paper waste will be removed from your office.

The BarnsleyBIC operate a waste paper and cardboard recycling service. Any waste paper and cardboard you wish to recycle can be deposited in the red waste containers located in the BarnsleyBIC skip compound marked up 'Cardboard'. When discarding of your cardboard waste ensure that any cardboard boxes etc are flat packed or broken down before placing in the bins.

Disposal of household waste, furniture items or wooden pallets is not permitted in these skips.

The BarnsleyBIC also provide a completely free recycling service on site for the disposal of any inkjet and laser toner cartridges (including remanufactured). The recycling bin can be found on Reception. Please contact Reception for further details.

Hazardous Waste: PC's, monitors, scanners, printers, televisions etc are all classed as hazardous waste. BBIC is registered for hazardous waste disposal and operates a hazardous waste disposal system at a cost. Please contact BarnsleyBIC Senior Administrator on extension 2310 for details if you require assistance to dispose of any of this type of equipment.

To comply with landfill site regulations and the regulations imposed upon us by the waste disposal companies, no unauthorised waste is to be placed in the BarnsleyBIC skips - this will result in refusal to take any skip waste from site and incur further expense for BarnsleyBIC and its tenant companies.

If your company is planning a major clearout or refurbishment - you will need to discuss your waste disposal arrangements with the BarnsleyBIC's Operations Manager or Senior Administrator in the first instance.

Communal Kitchens: Do keep these kitchens clean and tidy for the next person. No liquids of any kind to be disposed of in the waste bins, any waste liquids to be disposed of down the sink and empty containers disposed of in the bins provided. No crockery or provisions should be stored in these kitchens. Crockery should be washed, dried and removed back to your company unit after each use. If your company currently uses the storage cupboards in one of the kitchens, the BarnsleyBIC cannot accept responsibility for the loss or removal of any items stored.

Communal Toilets: It is each tenants responsibility to leave the toilets in a clean and tidy state, please use the toilet brushes provided where necessary. Any tenant who feels these facilities are being abused should report any suspicious activity to reception in the first instance.

In the interest of maintaining a professional image and for health and safety reasons, domestic pets are not permitted on site. Young people, under the age of 16, are not allowed on site unless accompanied at all times by a responsible adult. However BarnsleyBIC staff reserve the right to request that any young person causing any disruption to tenants leave the site immediately.