



COURSE LEADERS & TUTORS

DAY MEETINGS AT LODGE HILL – A HEALTH, SAFETY & WELFARE GUIDE

Welcome to the Lodge Hill Centre. Please take a few moments of your time to read these notes to ensure the safety of your course participants and colleagues and help us to fulfil your expectations.

- As the Course Leader or Facilitator you are responsible for maintaining a record or register of your participants and for liaising with the Duty Manager in the unlikely event of an emergency.
- Please familiarise yourself with your surroundings particularly the fire exits. All are clearly sign-posted. Lodge Hill staff are on hand to assist if required.
- If the continual fire alarm sounds or if you receive a verbal warning from Lodge Hill staff, please evacuate the building via the nearest available exit/s and assemble your group in front of the Main House, Main car park or as directed by Lodge Hill staff. You then need to account for all participants and liaise with Lodge Hill staff.
- **Please** confirm your participant numbers and details of drinks, meal times and dietary requirements with Lodge Hill staff **as soon as possible after your arrival**. It is also important to let us know if you require any audio-visual aids which have not already been set up. There is a charge for the hire of audio-visual aids.
- Please let us know how to deal with any messages we may receive for yourself or your participants.

If there is anything further we can do to help your meeting run smoothly please do not hesitate to ask one of our dedicated staff team.

