

INFORMATION FOR THE PRESENTER

To ensure your event runs smoothly and safely please read this document before the start of your hire term.

How to Find Us

By road

From the north and south leave the M6 at junction 40, and take the exit signposted A592 Penrith (Ullswater Road). At the mini roundabout (garage on your right), take the first exit left (following signs for Newton Rigg) through an industrial estate to the T-junction. Turn left onto the B5288 (Greystoke Road), crossing over the M6, then take the first right onto Newton Road. The campus is approximately half a mile along on the right hand side.

By rail

Penrith is on the main west coast rail line. There is a further choice of cross-national routes, which call at Carlisle, 22 miles away, and have frequent rail connections to Penrith. It is a five minute taxi ride from the station to the campus.

Car Parking

Free parking is available in the designated Visitor Car Park (located behind the Conference Centre), which can be access through the North Entrance of the College.

Accessible parking spaces are situated opposite the conference centre with access via the ramp.

There are 2 electric hook ups available here too.

If you need to unload equipment outside the Conference Centre, please do so from the parking bays to the front of the Conference Centre, and then return your car to the designated car park. Please do not obstruct any thoroughfares whilst unloading.

Please adhere to the speed limit of 10mph on site.

Reception

Conference Centre users must be signed in by the hirers in the Conference Centre on their arrival. There is no need for Conference Centre users to first report to the main College Reception.

College Reception Opening Times

Term Time –

- Mon – Thurs – 8.00am – 6.00pm
- Fridays – 8.00am – 5.30pm

Please note the College Reception is closed at weekends.

Assistance

If you need general assistance while you are in the college:

- Please check in your Information Folder located in your conference room.
- Please visit our Conference Team, who are located in the Conference Office on the First Floor of the Conference building.
- If you have a mobile you can call the Conference Organiser on 01768 893 709 or 01768 893 707.
- For evening and weekend assistance please contact Security on 07795 052166. There is also a list of useful numbers located in the foyer of the Conference Centre by the front door.
- Please do not disturb other offices/classrooms near the conference rooms.

Lanyards

Please ensure that all delegates wear the red visitor lanyards provided whilst onsite, this is part of our commitment to Safeguarding. Anyone on site without a lanyard may be challenged and asked to leave the site.

Refreshments and Buffets

If you have booked refreshments and food, it will be brought to your room at the agreed time. For large bookings in the Eden Room, refreshments can be served in the adjacent Caldbeck Room upon agreement.

Alternatively, it can be arranged that delegates can use our onsite café, Brambles.

Mobile Phones

To avoid disturbance to other conferences and surrounding offices, please inform all delegates to refrain from using mobile phones in the main corridors outside of the Conference Rooms.

Toilets

Toilets can be found on both floors of the Conference Centre. When using the Eden and Caldbeck Rooms the closest toilets can be found on the ground floor, through the double doors on the right hand side. For the Eamont, Lowther and Ullswater Rooms the closest toilets can be found next to the Conference Office.

Accessible Facilities

Accessible toilets can be found on the ground floor, to the right of the main entrance. Our Eden and Caldbeck Rooms are accessible for those with disabilities, however please be aware that our Eamont, Lowther and Ullswater Rooms are situated on the first floor up a flight of stairs. There is no lift in the building. If you do have delegates with disabilities please let us know in advance and we will endeavour to meet their requirements.

Smoking Area

Please use the designated smoking areas provided. This is at the end of the Fellside conference centre

Safeguarding

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff, students, volunteers, employers, visitors and partners to share this commitment. As part of this, please ensure that all delegates wear the red visitor lanyards provided whilst onsite.

For the delegates own safety, and the safety of our students, we ask that the hirer ensures that no delegates or persons under their supervision are to stray into 'out of bounds' areas at College unless supervised by a member of college staff. Out of bounds areas include the student accommodation blocks (unless it has been booked for this event), Equine Stables, the Farm, Animal Management facilities, and Engineering facilities.

Feedback and Complaints

If you have any feedback or complaints at any stage of your booking please contact the Events and Conference Organiser on 01768 893 709 or 01768 893 707, or email conferences@newtonrigg.ac.uk

We welcome any feedback so that we can provide the best possible service to our customers.

All complaints will be handled in accordance with College Complaints Policy: QA7, a copy of the policy and procedure can be provided if requested.

Health and Safety

- Askham Bryan College recognises its duties under the Health and Safety at Work etc Act 1974 and the Regulations made under it and accepts its responsibilities for the health, safety and welfare of its employees and those who may be affected by their operations and activities. We ask that visitors take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions whilst on site. We also request that visitors co-operate with others in the College and do not interfere with, misuses or wilfully damage anything provided in the interests of health and safety
- All fire exits and access to the venue hired must remain completely unobstructed.
- All signs for fire exits and fire extinguishers must remain as prominent and visible as they are when the Venue is unoccupied.
- Fire equipment must not be moved from its present location unless being used for its intended purpose.

Fire Alarms

- On arrival to the site the hirer/responsible person nominated MUST familiarise themselves with the emergency evacuation procedure which is displayed on the wall in each room..
- The hirer (or responsible person nominated) must ensure they complete a fire register as delegates/ guests arrive and should keep this with them on event of fire evacuation. If the alarm sounds the organiser is to instruct all delegates to evacuate the building via the shortest route available and gather at the designated Fire Assembly Point located at the front of the Conference Centre building
- If a fire breaks out, raise the alarm via the break glass points upon exit, evacuate the building and dial 999 for the Fire Brigade. If you do not have access to a phone, report the occurrence to a member of College staff immediately.
- The fire alarm is tested at Newton Rigg every week before 8.30am the alarm will emit two short bursts. If the alarm goes off at any other time or goes on for longer than the two test bursts then the organiser should instruct all delegates to evacuate the building via the shortest route available.

Accidents and Emergencies

In an emergency the organiser is to dial 999, once this has been done the hirer is to contact reception or the Conference Organiser.

If an accident (non-emergency) occurs during the event the organiser must report the accident to the Conference Organiser or to Reception so an accident report form can be completed. The organiser is required to obtain the names and addresses of any witnesses. If the accident has occurred whilst using College equipment, the equipment is not to be moved or touched until College H&S Manager has examined it. During weekends and evenings the Security should be contacted on 07795 052166.

If you have any questions please do not hesitate to contact us either by calling 01768 893 709 or 707, or by emailing conferences@newtonrigg.ac.uk.