



CIWEMVENUE

HEALTH & SAFETY Information

Thank you for using CIWEM
Venue - you are helping to
spread the CIWEM ethos

'A Safer, Sustainable World'

In these challenging
times, we are prioritising
the wellbeing of CIWEM
staff, clients and visitors.
We have taken series of
steps to ensure the safest
resume of operations
with commitment to
continue improving
CIWEM Venue
standards.

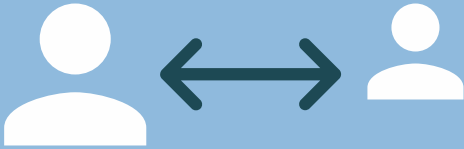


In line with Government and Meeting Industry
Association guidelines, CIWEM Venue has obtained
MIA's AIM Secure Accreditation and received Visit
England's We're Good To Go certificate.

Our precedence is to protect all CIWEM Venue visitors by
focusing on:

SOCIAL DISTANCING.
CLEANING & PERSONAL HYGIENE.
TRACING.

SOCIAL DISTANCING



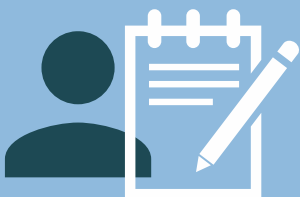
- Reducing meeting room capacities by over 50% (upon request)
- Implementing 1m+ social distancing throughout the building
- Hosting only one meeting per room, per day
- Serving 'social distancing' individually wrapped catering

- Regularly and professionally cleaning and sterilizing facilities and shared spaces, especially high touch points
- All equipment is thoroughly disinfected after every use and prior to each event
- Ensuring availability of hand sanitizer and wipes on every floor
- Encouraging PPE (i.e. face masks) in common areas in line with HSE guidelines



CLEANING & PERSONAL HYGIENE

TRACING



- NHS Covid-19 Track and Trace QR code available at the reception
- Guests will not be given a VISTOR badge but pre-registered instead
- Registration Form is completed by the organizer and is returned at least 24 hours before the event

Emergency Notes

For your safety and comfort, please take a moment to review the following information.

FIRE - IN THE EVENT OF A FIRE ALARM, PLEASE REMAIN CALM AND EXIT IMMEDIATELY.

Each room has Emergency exit notice - please take a note before the event starts. Use your nearest exit which is indicated by emergency exit signs and lights.

PRIMARY ACTIONS:

- On finding a fire, sound the fire alarm at the nearest fire alarm call point and evacuate without delay leaving the building by the nearest fire exit and proceed to the assembly point.
- On hearing the fire alarm evacuate without delay leaving the building by the nearest exit and proceed to the assembly point.
- Always use the stairs in the event of a fire and NEVER the lift!
- Do not collect personal belongings!
- Please always hold the handrail when using the stairs.

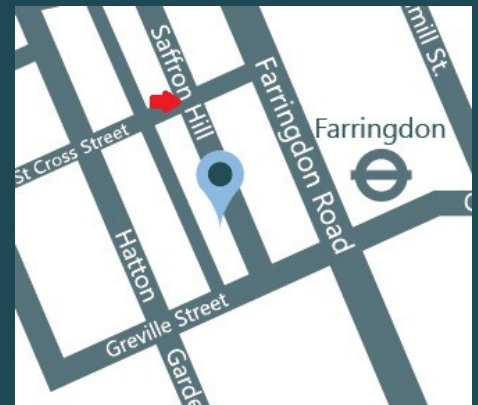
ASSEMBLY POINTS:

The assembly point is on the **CORNER OF CROSS STREET AND SAFFRON HILL**. Turn left once outside of the building and walk 50 yards up the road to the corner of Saffron Hill and Cross Street.

Report to your event organizer or a fire warden for a roll call.

Do not return to the building for any reason, until instructed to do so.

Please note: Fire alarm tests are carried out every week and you will be notified on the morning of the test. No action should be taken during a test unless advised to do so by a fire warden.



ACCIDENT OR INJURY

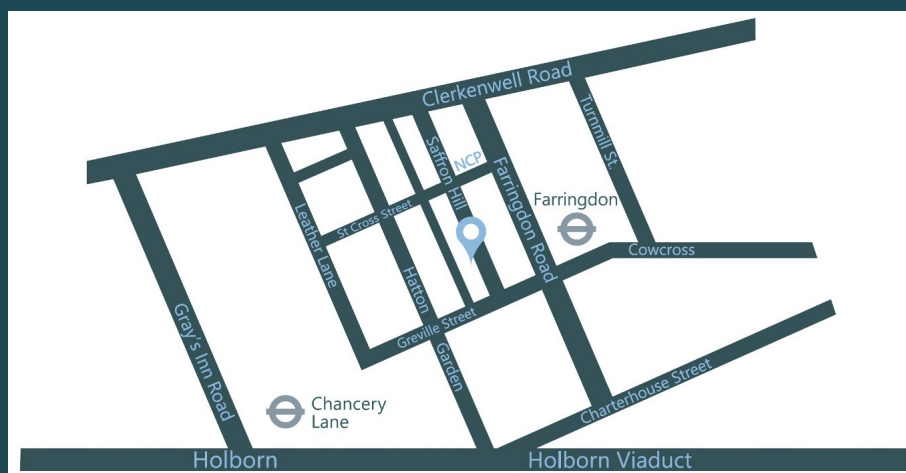
A first aid kit is available at the reception and client kitchens (2nd floor & Lower ground floor). Several members of CIWEM staff are first aid trained. Please report to the main reception or a member of the team.

All accidents or injuries must be reported to the main reception and recorded in the accident book (no matter how minor).

In an emergency, please call 999 immediately for an ambulance.

OTHER INCIDENTS

If there is an immediate threat to the venue, we will notify you immediately and inform you of the most appropriate action. We may evacuate the building via the safest exit. Please remain calm and await instruction.



Allergen Information

At CIWEM Venue we cater all dietary requirement, please get in touch to request alterations.

To read our allergen information, visit this [LINK](#) or scan the QR code below:

