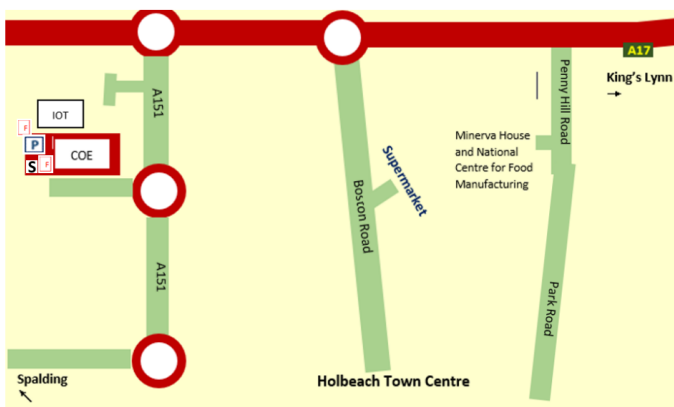


HOLBEACH CAMPUS MAPS

South Lincolnshire Food Enterprise Zone Campus



- Key**
- COE Centre of Excellence in Agri-Food Technology
 - IOT Institute of Technology
 - Primary Route
 - Secondary Route
 - Parking
 - F Fire Muster Point
 - S Designated Smoking area

Park Road Campus



- Key**
- 1 Minerva House
 - 2 National Centre for Food Manufacturing (NCFM)
 - 3 University Academy Holbeach (UAH)
 - P₁ Parking for Minerva House
 - P₂ Parking for NCFM
 - P Parking for UAH only
 - S Designated smoking areas

The National Centre for Food Manufacturing

University of Lincoln | Centre for Excellence | Peppermint Way | Holbeach | PE12 7LD
 Telephone: +44 (0) 1406 493000 | ncfm@lincoln.ac.uk | www.lincoln.ac.uk/ncfm



WELCOME

Information for Visitors to The National Centre for Food Manufacturing



The National Centre for Food Manufacturing

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Welcome to The National Centre for Food Manufacturing (NCFM)

Please take a few minutes to familiarise yourself with the information in this leaflet. If you have any questions about any of the information please ask your host or contact Reception (internal line dial 3000, external line dial 01406 493000).



Visiting the Campus

Please report to Reception on arrival to the Campus. Please note this is required even if you have visited before or are a regular visitor to the Campus. Please familiarise yourself with the emergency evacuation procedures detailed below.



Vehicles on site

All vehicles should be parked in designated areas, as signposted and shown in the map overleaf. Please take care when driving as pedestrians, cyclists and students also use the campus roads and paths. Traffic at the Park Road Campus is particularly heavy at the beginning and end of the University Academy Holbeach day (8.30am and 3.30pm).



Fire Procedures

Unless specifically told otherwise all alarms should be treated as an emergency. On hearing the fire alarm, make your way to the nearest emergency exit and meet at the designated assembly point as indicated on the action notices posted in rooms and corridors. Do not stop to collect personal belongings. Do not re-enter the building until instructed to do so by an NCFM representative or the Fire Brigade. If you discover a fire, raise the alarm by breaking glass in a Manual Call Point. These are found adjacent to all exits. Report the fire and its precise location to Reception by dialling 3000 on an internal line or 01406 493000 from an external line.



First Aid

If you require first aid, please contact Reception which holds a full list of current First Aiders. Reception can be contacted by dialling 3000 internally or calling 01406 493000 from an external line (Monday to Friday).



Telephone

If you need to make an urgent phone call, please ask your host or Reception for assistance.



Safeguarding Young People and Adults

The Campus has a designated safeguarding coordinator. Details of the coordinator including telephone number can be obtained from Reception. If you or anyone else needs any assistance, please contact Reception. To ensure we comply with our safeguarding policy and procedure, you are asked not to walk around the campus unaccompanied, but be escorted at all times.



Toilets

Toilet facilities can be found across the campus with wheelchair accessible facilities being found in all campus buildings. Full details of locations can be obtained from your host or Reception.



Additional Needs

If you have any additional needs please do not hesitate to raise these with your host, preferably before your visit. We can then ensure arrangements are in place to make your visit runs as smoothly as possible. For example, this may include reservation of accessible parking.



Smoke Free Policy

NCFM operates a strict Smoke Free Policy within the buildings. If you wish to smoke outside please use one of the designated smoking points (marked S on maps).



Safety on campus

Campus roads are used by lorries, motor vehicles, bicycles and pedestrians. Access to certain areas of the Campus are restricted to authorised persons only; these will be clearly signed. All safety signs, notices and instructions are provided to protect you while visiting the Campus; please comply with them. If you are unsure, please ask a member of Campus staff. If you observe anybody acting suspiciously while visiting the Campus, please report to your host or Reception immediately.



Wi-Fi Access

Wi-Fi is available in most rooms but you will need to ask your host or contact Reception to arrange access.



Health & Safety

Everyone is expected to take reasonable care of themselves and others, to cooperate with and follow all instructions provided for their safety and to refrain from tampering with anything provided for health, safety and welfare of themselves or others.