

Accommodation Induction

Occupancy rules state the cooker must not be unattended when in use.

Heaters must be approved by a member of the Management team before use. Fan heaters are not allowed in the accommodation units due to the fire risk associated with the heating elements.

No clothes must be draped over the heater.

Heater must be switched off overnight

No smoking or naked flames including candles are permitted in the accommodation units.

The floor must be kept clear of loose clothing, shoes and other items.

Occupants advised not to use their own appliances until they have informed the site team to allow PAT testing.

Occupants should use the socket adaptors provided by the company

Units will be inspected on a weekly basis. Although a reasonable level of tidiness is expected, the purpose of these inspections is to ensure that the standard of facilities is adequate and that there are no potential Health and Safety issues.

If you have any concerns over the facilities provided, please contact your line manager

Do not store anything on the steps of the accommodation.

Please ensure that you are familiar with the location of the Fire Assembly points. Each unit is supplied with a fire blanket and occupants are advised that if the fire cannot be controlled with this equipment then they should leave the unit through the front door or nearest fire exit.

A Fire Extinguisher is located near to the Fire Alarm.

The main evacuation route is via the entrance door. In addition, each living / sleeping area has a window designated as the fire exit which must be accessible at all times.

The site is covered by a risk-based pest control program, please report the sighting of any pests to your line Manager

The site is in a rural location, please respect your neighbors;

- Quiet time is in place between 22:00 hours and 07:00 hours including no loud music and no gathering of residents in groups.
- Use of the external space is prohibited between 22:00 hours and 07:00 hours.

Title: Accommodation Induction

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Owner (name / job title):	William Pitts
Approved By (name / job title):	Richard Diplock
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Document Control

Date	Current Issue Number	Description of Changes
29 May 2018	1	First Issue
29 March 2019	2	Add restrictions on the provision of own heaters.
28 th February 2020	3	Changed document number previously EWM 003.2
19 th January 2021	4	Changed in effect of company name change
5 th March 2021	5	Addition of comments regarding noise pollution and anti-social behaviour requested by Arun District Council