




BloR
Business School

Welcome

Information for Visitors

Suite 7, First Floor,
Parkway 2,
Princess Road,
Manchester M14 7LU

www.IOR.org • support@ior.org • 0871 288 2108



Thank you for visiting The British Institute of Recruiters Business School. We hope that the information in this leaflet will help you to have an enjoyable and safe visit. Should you have any questions relating to your visit please talk to your host.

Parking

On arrival there will be a car park spaces available at the back of Parkway Building 2 marked BloR, spaces are allocated to The BloR Business School.

Arrival at the BloR Business School

On arrival into the Parkway 2 building, please call 0161 232 0991 or 0161 226 8436 and take a seat in the ground floor reception area until a member of staff comes to greet you.

Our staff member will ask you to sign in our visitors book and you will be given a visitor badge to wear at all times during your visit.

Please remember to sign-out and return your visitors badge before you leave.

Can we Help

If you have not already informed us of any additional needs in advance of your visit, please do not hesitate to talk to us. We will try to meet your needs so that your visit is successful.

Toilets

Toilet facilities are found on the 1st floor. They are indicated on the floorplan (final page). Directions can be given so please ask.

First Aid

Please contact the BloR Business School on 0161 232 0991 or 0161 226 8436 or your host if you require first aid during your visit. Our first aid trained staff will come to your aid.



Fire Evacuation

The building has a regular fire alarm test every Tuesday at 11:00am.

Unless you have been informed that a fire drill is planned, you must assume that, on hearing a continuous bell ring, an emergency evacuation is taking place.

Our staff have participated in fire drills and will be familiar with emergency exit routes and assembly points. Your host will ensure that you leave the site safely.

Do not stop to collect your personal belongings or re-enter the building, unless instructed otherwise by a fire warden or senior member of staff.

If you discover a fire, please raise the alarm by breaking the glass in one of the Manual Call Points located within our buildings.

Safeguarding Young People and Adults

The BloR Business School works to provide a safe environment for our staff and visitors. We have designated safeguarding officers who are trained and will respond to any relevant concerns you may have during your visit.

Please inform your host and we will put you in contact with one of the officers. You are asked to wear a visitors' badge, issued by the BloR Business School throughout the duration of your visit.

Safeguarding Team

Designated Safeguarding and PREVENT Lead

Chetna Vaghjiani

Email: chetna.vaghjiani@ior.org • Email: safeguarding@ior.org

Telephone: 0161 226 8436 or 07387 815 359

Deputy Designated Safeguarding and PREVENT Lead

Azmat Mohammed

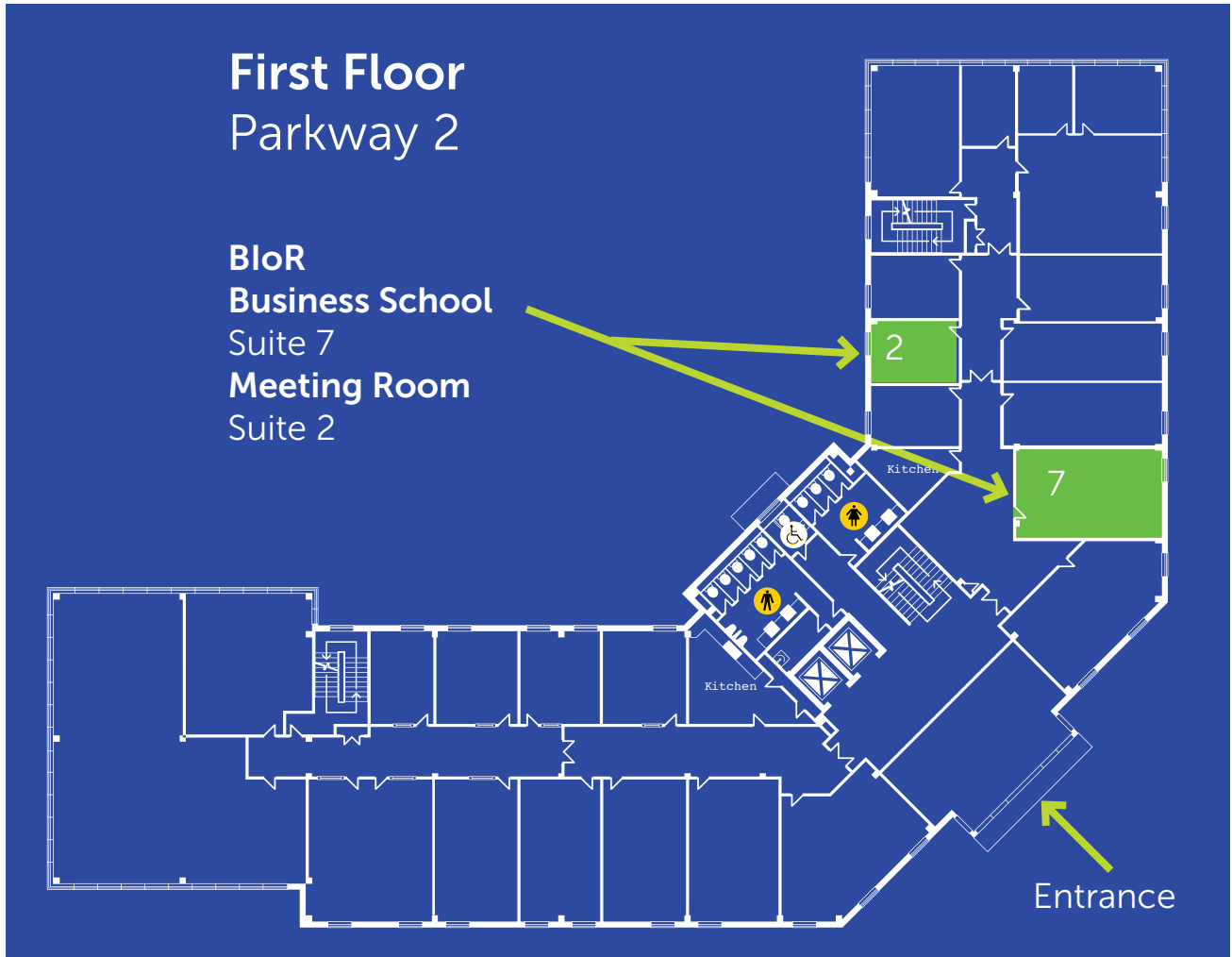
Email: safeguarding@ior.org

Telephone: 07866 529 010

Smoke Free Building

The building has a strict Smoke Free Policy. We are keen to ensure that our staff and visitors are protected from the damaging effects of exposure to second-hand smoke.

If you wish to smoke outside of the building, we have a designated area at the main gate entrance to the business park.



Normal BloR Business School opening hours
Monday – Friday
9.00am – 5.00pm

If you have an urgent request please contact us on 0161 232 0991

Version 3.0

Date Approved by Governance Board 18/3/2019

Date of Next Review 18/3/2020



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