

Luton Learning Resource Centre

Information and Safety Regulations

Before commencing courses / meetings all trainers and course providers, Chairs of meetings, etc. please inform all participants of the following Health & Safety and administrative procedures.

In the event of a fire, or if you hear the alarm, everyone must exit the building as quickly as possible via the nearest emergency exit (these are indicated by illuminated green signs), and proceed immediately to the Assembly point. DO NOT run or panic or stop to collect personal belongings. The Assembly point is the grassy area to the right of the main Conference Hall adjacent to Strangers Way. Do not re-enter the building until instructed it is safe to do so.

Male, female and disabled toilets are situated opposite Training Room 40. If required, extra male and female toilets are situated opposite Training Room 53.

In the event of an accident, the whereabouts of your nearest first-aider is indicated on the dark green signs on the wall.

Should you encounter any faulty or unsatisfactory equipment we need to know about it, and there is a fault reporting procedure in place. In the interests of Health & Safety all faults must be reported to RECEPTION where a record is kept of when the defect is reported, by whom, to whom and what action should be taken.

Should you have a complaint or any comment / feedback which you would like to draw to the attention of the Centre management, there is a Comments Book situated in RECEPTION. We welcome and value your comments and will endeavour to include them in our future development plans for the Centre.

The Training Room has been set up to accommodate most meetings. However, if you wish to rearrange the furniture, please ensure that everything is replaced as originally found.

All meetings and courses must finish promptly as the rooms may be booked immediately following your course / meeting and would facilitators please remind participants at evening meetings to vacate the car park promptly.

Luton Borough Council operates a 'no smoking' policy in all its buildings