



## In an emergency

In the event of an emergency use any desk phone and call reception or security:

**EXT: 5000**



## Fire Assembly Points

IN THE EVENT OF A FIRE EVACUATION, PLEASE FOLLOW YOUR FIRE MARSHALL WHO WILL LEAD YOU TO THE ASSEMBLY POINTS.

The muster points are currently located behind the drum area towards the Princess Road pedestrian gate.

### Fire Alarm Test:

Tuesday **9:30am** in the main building (SWSH).

Tuesday at **10:30am** in the REE Centre.



## Medical Assistance

Siemens have trained first aiders & AED personnel on site. Should you require any assistance during your visit, please ask your host. A list of all first aiders & AED personnel can be found on the notice boards around the building or please call:

**EXT: 5000**



## Useful Contact Numbers

Sir William Siemens House  
Princess Road  
Manchester  
M20 2UR

Switchboard Tel: 0161 446 5000

Facilities Management: **EXT 5183**

I.T Helpdesk: **EXT 5555**

Reception / Security: **EXT 5000**

Facilities Management Helpdesk:  
0845 129 3000

SIEMENS

## Site Information for Visitors

Sir William Siemens House Manchester

[www.siemens.co.uk](http://www.siemens.co.uk)



## Your Host's Responsibilities

Your host will remain with you at all times and ensure your safety unless they consider it safe to leave you under the control of another person. Your host is responsible for ensuring you have been given the appropriate information for site safety.



## General Safety Rules

Always follow local safety sign information. On site speed limit for vehicles is 15 mph. Always use a lid when carrying hot drinks & hold the hand rail when using the stairs. Remain with your host at all times unless otherwise advised.



## Safety Observation

Siemens actively supports a near miss observation procedure (don't walk by). If you witness any unsafe acts or conditions during your visit please notify your host. They will then report the near miss/safety concern and take the appropriate action. Likewise, if you observe good working practice we would like your feedback.



## Contractors

- Our facilities management representative will ensure you have completed a site induction
- You must adhere to all the site requirements outlined in the induction
- You will be issued a pass and permit appropriate to your work on site
- You must comply with your work permit at all times



## Site Facility Management

Site facility management is provided by Mace Macro on behalf of Siemens Real Estate. The additional facilities available to visitors include wi-fi, showers, free drinks from vending machines and the use of the restaurant and print/postal services.

If you require the use of a telephone, please contact the main reception who will be more than happy to assist.

**Site Director: Mr Robin Phillips**



## Public Transport to Site

Sir Williams Siemens House is situated south of Manchester, close to all the main public transport routes. Whether it is a 10 minute taxi to the airport or a bus/tram in to the city centre.

Bus routes 101, 104 & 105 will take you from Princess Parkway into Manchester city centre every few minutes, and the nearest tram stop is Burton Road, which is a 5 minute walk away from site.



## Traffic

Please be aware of vehicle movements around site, particularly delivery vehicles around the service building.

The site speed limit is restricted to 15mph.



## Photography and video

Photography and video recordings are not permitted on site, without prior permission and authorisation from the communications department.



## Mobile phones

Please be aware of your surroundings when walking around site on your phone. Do not drive whilst on the phone unless you are using a hands free kit.



## Smoking

Smoking on site is only permitted in the designated smoking area. If you wish to smoke, speak to your host and ask them to point out the designated area. Smoking anywhere else on site is strictly prohibited.



## Environmental Awareness

During your visit please assist us to minimise the impact on the environment by using the correct waste disposal bins located around the site.