

Office Information:

Site Address:  
Cadent Gas Limited,  
Pilot Way,  
Ansty  
Coventry  
CV7 9JU

A location map is available for you to send to visitors. This will be emailed to you after your induction

Health and Safety:

*Keeping you safe at work is our No1 priority.*

We all have a responsibility for the health & safety of ourselves and other colleagues. Please take some time to familiarise yourself with the following arrangements.

The office has 3 fire evacuation muster points - point A, B and C and you can evacuate to any muster point. The fire alarm will be tested on a **Tuesday at 11am** and you'll hear a long continuous siren.

Outside of tests, if the long continuous siren sounds, you must evacuate the building via the nearest fire exit. We'll email you a location map showing you all muster points and fire exits and we'll walk you through the route on your induction tour. To help in a fire emergency, we have trained fire wardens in the building 24/7. As the lifts cannot be used during a fire, for anyone needing assistance we've installed evacchairs on the 1st and 2nd floor stairwells. If you require a PEP then please discuss with your line manager.

There are First Aid boxes on all floors and trained First Aiders in the building 24/7. You will be able to identify a First Aider by looking for their green lanyard. As some First Aiders may be hybrid workers you will also be able to find a First Aider through a desk flag. And of course, you can also contact the Workplace Experience Team by calling xxxx if you need help.



- We've invested in special defibrillators that do not require any specialist training to use. They are located throughout the building:
- Car Park 1st floor lift area
  - Gym lower ground
  - Ground floor - Reception
  - 1st Floor
  - 2nd Floor
  - Plant room

First Aid Room:

Should you feel poorly at work, there is a First Aid room based on the Ground Floor. This facility has a bed and a sink with a medical screen for privacy. This facility also offers comfortable seating and privacy for nursing mothers and to help we've installed a fridge for milk storage and medical items.

Multi-faith Rooms:

Ansty also offers 2 multi-faith rooms with a foot wash facilities. These are based on the 1st and 2nd floor and available 24/7. This is a communal facility, so please remember to respect others.

Cadent

Your Gas Network



*Welcome to Ansty Park*





## Welcome

Welcome to Ansty Park, how exciting that you're finally here.

This booklet will give you an overview of what to expect today and explain where you can find all the information you need to help you feel at home and settle into our lovely new office.



## Confidential Waste:

Ansty has 6 in built confidential waste units which are secured and locked. Please ensure you follow the Cadent confidential waste and GDPR guidelines to dispose of your waste accordingly. Your clear desk policy means that sensitive documents should never be found around the building.

# My Ansty Life Portal

## What is my ansty life portal?

My Ansty Life Portal is an induction and familiarisation tool to help you navigate the building and its services, with live links to numerous 'how to' guides and key building information, including room bookings and restaurant menus.

You can find Ansty Life portal on the Depot.

We've also included a clever 3D model of the office to assist you to find your way around the building's facilities and departments.

It's jam-packed with information and should be your go-to for 'how to' guidance on key processes and ways of working in Ansty, such as: car parking, the clear desk policy and car share initiatives.

# Getting to know Ansty

## Lockers:

We have many lockers on site available to use and these are unallocated. The smart day lockers are connected to your ID security pass – simply swipe to open the locker, store your items and close. Remember your locker number and location! Don't forget – they're only day lockers so they'll automatically open after 6pm to let others use them.

## Gym:

The gym is open 24/7 so you can exercise whatever your shift pattern. To keep you safe and to show you all the great equipment, before using it you will need a full induction and then your ID security pass will allow you entry. Please be aware that the Gym is currently not accessible to anyone until after 11<sup>th</sup> July 2022. We will keep you updated to the status of the gym. A list of available equipment is on My Ansty Life portal.

## Housekeeping:

The Property Team and 14forty work together to ensure that the building is well managed and meets everyone's high expectations. To help with this we 14forty has a full dedicated cleaning team on site every day to ensure that the building is maintained and cleaned daily. If you have any concerns, please let your Workplace Experience colleagues know so then can arrange support. Any spillages please contact [box.ansty.reception@cadentgas.com](mailto:box.ansty.reception@cadentgas.com)

## Recycling Commitments:

The environmental credentials of this building are astounding, so we're keen to recycle as much waste as we can. Our ask of you is that you play your part by segregating your waste. The site has clearly marked recycle bins in every kitchenette for cardboard/plastics/paper, food waste and general waste.. Every action matters.

# Opening times

Our building is open 24/7 and always has security onsite.

**Reception will open 0700 -1730**

**Catering is open from 0700 -1600**

- **0730 - 1100 for breakfast**
- **1130 - 1430 for lunch**

Vegan and vegetarian options are available daily and all menus are displayed on the catering promotion screens and on printed menus so you can always see when your favourite meals are on the menu.

Drinks and snacks from the restaurant will available until 1600.

After 1600 there's multiple vending options offering hot and cold food – such as: curry & rice, salad boxes, meal deals etc.

**All catering is contactless**



## ID Security Passes and Lanyards:

Following your induction, you'll be given a new ID security pass and pass holder, issued with the relevant lanyard. If you need a hypo allergenic lanyards let us know. A summary of the Cadent lanyard policy can be found on My Ansty Life.

## Where to park and how to book a visitor car parking space:

If you're based regularly at the office, we'd like you to park in the staff multistorey car park and use the dedicated staff entrance at the rear of the building. However, if you're visiting the office or have guests, we can book you a space in the visitor's car park. Please let the Reception Team know 24 hours in advance of your visit.

## Occupational Health and Disabled Spaces:

To help those who need these spaces the most, please don't park in disabled or occupational health car parking spaces. Disabled spaces are allocated to blue badge holders and Occupational Health Spaces will be reviewed every 3 months. spaces If you need a disabled space, please contact the Workplace Experience Team for the application process.

## How to Book a Visitor:

Security of our site is paramount, so we ask that you email Reception to book all visitors in. We can't compromise on security so, with exception, we'll need you to collect your guest from Reception upon arrival without exception. **Contact [box.ansty.reception@cadentgas.com](mailto:box.ansty.reception@cadentgas.com) Internal**



## Sending and Receiving Post:

We've set clear areas on each floor showing where to place incoming mail and outgoing mail. To help you plan we'll get our mail daily by 10am and we'll collection anything for posting daily at 3.30pm.

If you need a courier, they can be booked through the Workplace Experience Team. Please contact any member of the team to get this booked in. You'll need a charge code for your booking. You can also book a courier through the Facilities Helpdesk

## Ansty ANPR System:

Ansty Park is a secure site and monitored by ANPR, numberplate recognition.

**The front gates are open from 5am to 11.30pm Monday to Friday and then outside of those hours via the ANPR system. The rear gates are open from 9am to 3.30pm Monday to Friday and then outside of those hours via the ANPR system.** Please complete your vehicle registration form and submit to: [box.ansty.reception@cadentgas.com](mailto:box.ansty.reception@cadentgas.com)



Who do I report a fault to?  
Contact your Workplace Experience Team or contact [Cadent\\_Fmhelpdesk@14forty.co.uk](mailto:Cadent_Fmhelpdesk@14forty.co.uk)

**0330 678 0199**



## Wi-Fi and Internet

IT are on site ready to assist you on day one.

Please see the user guide available to guide you and your Cadent items



IT support