OUR SAFETY MEASURES FOR WELCOMING YOU BACK

Our London headquarters is now open and we are delighted to be able to welcome you back. The safety of our members, visitors and staff is paramount, therefore, following Government advice, we have produced this guide to advise of the changes we have implemented around the building. We will continue to review and update these processes in line with Government guidance and industry best practice. Whilst we will do everything possible to provide you with a safe environment, we ask that you uphold the highest levels of personal hygiene and respect for others, including regularly washing and sanitising your hands.

Travelling to IMechE headquarters

By foot or public transport: If travelling by public transport and wearing masks, where possible we ask our guests to dispose of any PPE prior to arrival or within the designated bins provided onsite.

By bike: We recognise that there may be an increased number of visitors who may choose to cycle to our venue, so we aim to provide, where possible, a designated cycle storage area on site. Please note that if our storage capacity is exceeded, we may ask visitors to use designated bicycle parking areas outside the building. IMechE is not able to accept liability for any loss or damage to cycles and personal belongings left in the space. Under no circumstances should cycles be left in any other public spaces within our venue.

On arrival

Upon arrival, visitors will be asked to use the hand sanitiser provided and must be signed in by the duty Receptionist. We may also ask you to provide a contact telephone number as well. A safety line has been clearly marked on the floor around the reception desk as well as a screen partition. Members and Visitors will be given single use disposable identification badge which we would ask you to wear at all times while in the building.

Arrivals times
Due to the restricted capacity of our public areas we would ask the if you are attending a meeting or event in the building you arrive as close to the start time as possible and make your way immediately to your destination.

Moving around the building

Due to the layout and configuration of the building it is not possible to fully implement the current physical distancing measures in some areas, however, we have put in place the following measures:

- The capacity of our lifts has been reduced to one person per trip. Please only use the lift if you are unable to walk up the stairs. If you need to use a lift, please
queue bearing in mind the current physical distancing guidelines and do not obstruct others moving around the building.

- Safe distance areas have been clearly marked out around some areas of the building corridors.
- On staircases, where possible, passing places have been clearly marked out. At all times when using any staircase, please keep left and use the passing places if required.
- If you can avoid touching staircase handrails, please do so but do not compromise your safety.
- Where possible, some doors have been propped open to reduce touch points. Unfortunately, most doors within the building are fire doors and therefore should not be propped open under any circumstances.

**Hygiene and cleaning procedures**

In addition to our existing cleaning processes, we have increased cleaning frequency, team size and procedures:

- An additional team will be specifically concentrating on sanitising touch points around the building such as door push / pull plates, lift buttons and staircase handrails throughout the day.
- All our member areas will be fully cleaned and sanitised throughout the day.
- Hand sanitising stations have been placed at our Reception area, main entry points, inside each meeting room and at other key areas of the building. Please feel free to use them but remember than sanitiser is not a substitute for the correct use of soap and water.

**Toilets**

Where toilets have an inner lobby door, this will now be propped open to minimise contact with touch points. Some urinals and sinks will be taken out of use to ensure we comply, where possible, with the social distancing guidance. Our cleaning regime will be increased, and additional checks carried out to ensure that soap dispensers are kept stocked up.

**Emergency evacuation**

In the event of a fire alarm or evacuation drill, all occupants of the building should leave the premises immediately via the normal escape routes. Physical distancing should not take precedence during an evacuation. Fire Wardens will direct you to the muster point and once there please ensure that you distance appropriately, utilising the length of Birdcage Walk if necessary.

**First aid**

While we will still provide a first aid response, any assistance offered will be in line with the current physical distancing guidelines. All first aiders have been supplied with updated first aid advice, including revised advice on CPR and PPE will be made accessible to our first aiders as necessary.

**Smoking**

The Institution Headquarters is a full non-smoking building (which includes E-cigarette's). Whilst we appreciate that members and Visitors may wish to smoke, the
social distancing measures will also apply to the smoking area at the front of the building. A maximum of 4 people are permitted on the steps at any one time. If the area is at capacity, please consider returning at a later time.

**Risk Assessment**

In line with Government guidance, we have produced a risk assessment relating to Covid 19 which can be found here (link to Covid RA).