

Meeting rooms/ Hot desks



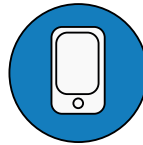
A number of meeting rooms and hot desks are available on site, you will need to book these at reception.

Access to Wi-Fi is available on site, passwords are displayed in all meeting rooms or alternatively please ask at reception.

If you are on site outside of normal working hours (8:30am – 5:00pm Monday – Thursday, 8:30am – 2:30pm Friday) please advise your host and security.

Mobile phones

Please respect other people when using mobile phones in communal areas.



Don't "Walk and Talk", especially when near car parks or vehicle routes.

Use of mobile phones when driving (even hands-free) is prohibited on Tata Steel sites.

Welfare

Tea and coffee making facilities and drinking water are available on both floors.

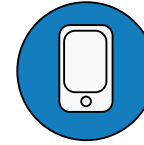


Toilets are available on both floors (with disabled access).

A lift to the first floor is also available.

There is a small dining area available on the ground floor. Please leave the facilities in the state you would expect to find them. Food is not available on site, various food outlets and Sainsburys supermarket is a short drive/fifteen - twenty minute walk away.

Useful numbers and contacts



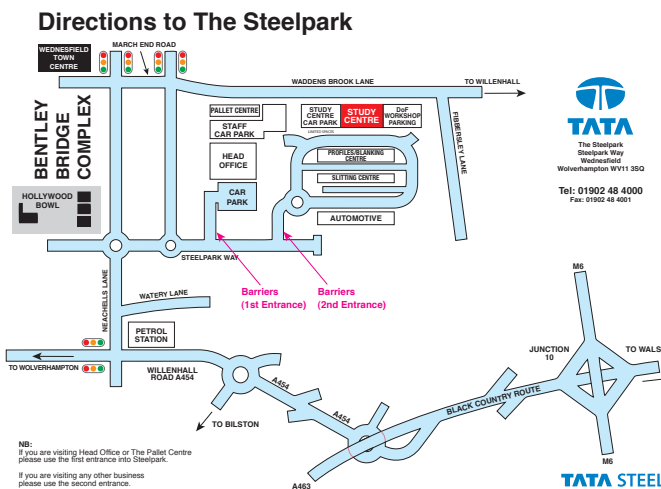
External 01902 484000
For reception dial 0

To raise the alarm if reception is unmanned please dial 999.
Location is Steelpark Way, Wednesfield, Wolverhampton, WV11 3SQ.

Site Services 07710 832204
Site Security 01902 484098

Taxis – We do not have a taxi account, payment will need to be made in cash by the traveller. We suggest the following taxi companies:

Wednesfield 01902 230533
or Go Cars 01902 575757



TATA STEEL

The Steelpark
Steelpark Way Wednesfield
Wolverhampton WV11 3SQ
Tel: 01902 484000
www.tatasteeleurope.com

TATA STEEL

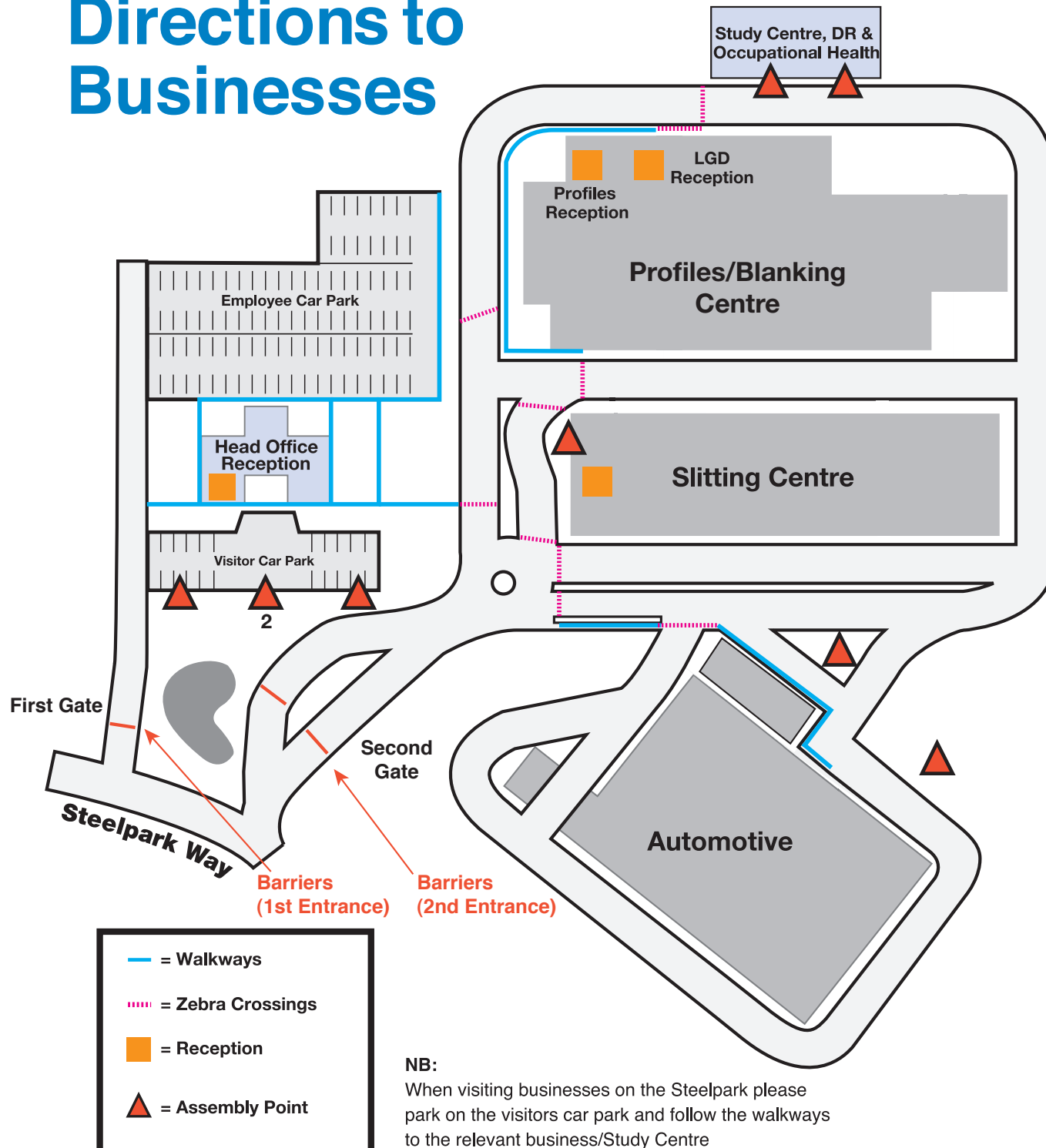


Welcome to Tata Steel Steelpark

Visitors safety guide and information

Please take a few minutes to familiarise yourself with our site rules. Following them will help us look after your safety and welfare during your visit.

Directions to Businesses



Arrival and signing in

Please ensure you sign in at reception and wear the badge as provided. As you leave, please remember to sign out.



Ensure you have parked in the designated bays. Regular visitors working in the Steelpark Office are encouraged to use the car park to the rear of the building.

Your host will ensure you have relevant information for your visit. Should you be entering operational areas of the site, additional rules (including Personal Protective Equipment Requirements) will apply.

Emergencies

In case of emergency the fire alarm will sound. Leave the building by the nearest exit and report to Assembly Point 2 opposite the front of the building.



Please report all accidents / illnesses to your host. First aiders are available - details are on notice boards. A defibrillator is also situated on the ground floor.

Smoking

Smoking, including use of e-cigarettes, is not permitted inside or at the front of the building.



Moving around site

Please note the site speed limit of 20mph. This is a maximum, not a target.



Please use the designated paths, walkways and crossing points. Be mindful of traffic.

If you have a number of items (or heavy/bulky items) to carry, please use the lift.

Always use the handrail when using the stairs.