Happy Easter to all at Southern House

We wish you all a peaceful and relaxed Easter break. The following is a quick update on issues relevant to those of us in Southern House. Apologies for the number of “issues” we are dealing with in this bulletin but we think they are important.

First Aiders

Please note that our First Aiders are Amelia Howden, Beryl Hodgson, Caroline Crabtree, Emma Jones, Hayley Strange, Kim Wilcox & Lesley Loughridge but Emma is leaving us today – so sorry you are going Emma! Hester Robson on reception is also a First Aider. In an emergency you can contact a member of the first aid team by ringing extension 888.

Fire Wardens

Our Fire wardens will ensure that all staff have left their areas via the nearest available fire exit and assembled in the fire safety muster point “in the rear staff car park” as stated on the assembly point notice.

Our wardens are Chrystine Gardner, Dorothy Tuke, Elaine Hadley, Hayley Strange, Jacqui Dibdin Lesley Loughridge, Lisa McChrystal and Vicky Gunnell – except its fond goodbye to Jacqui also. Our reception team, currently Hester, Clementine and Anne are also fire wardens for the ground floor meeting and conference rooms.

Linda Applin is our Fire Marshall.
“Tailgating”

Now that we are used to using our security badges for entrance and exit to Southern House please remember that it is important that you always swipe your card to enter the building. We have all done it – you approach the door carrying files, briefcase, handbag etc and someone kindly and politely holds the door open for you. You don’t think to stop, extract your ID badge and swipe it. This means that there is then no record of you being in the building. If there was a fire or other emergency – or perhaps just the security team locking up and going home – no one would know where you are. Please remember to swipe – it is for your own safety.

Mobile phones

At the risk of repeating ourselves, please be considerate with the use of mobile phones in the office. A mobile phone left unattended and constantly ringing is enough to drive some of us to drink! – well, to distraction anyway! The vast majority of mobiles, even older basic ones, have a “silent” facility. Please use it to stay friends with your neighbouring colleagues.

Milk

Thank you to those of you who have made contributions to the milk used in the kitchen. These contributions still fall way behind the amount being spent on milk so we would like to suggest that those who use milk for teas and coffees make a contribution of 50p a week. Obviously if you use larger amounts for cereal etc it would be nice if you contribute more.

Kitchen area

If you are leaving glasses, mugs, plates, coffee pots etc in the kitchen at night, particularly on a Friday night, and it isn’t possible to put them in the dishwasher, please at least rinse them and put any food scraps in the bin. Dealing with mouldy tea bags, coffee grounds and food scraps is not a pleasant task for those first into the kitchen in the morning.

Light switches for the stairwell

If you are exiting the first floor in poor light via the stairs at the far end of the building, please note that the light switches for the inner lobby and stairwell are located just to the left inside the inner lobby door. There are two switches, one for the lobby and another for the stairwell. They are clearly marked.
Windows left open

If you open a window please remember to close it before you leave the office, particularly those in the offices on the ground floor.

Parking

We are waiting for the Landlord to re-mark our parking spaces more clearly. In the meantime please ensure you are correctly parked in one of the NESC designated parking bays and have the NESC windscreen sticker clearly displayed. If you haven’t already got a car park map and sticker, these can be obtained from NESC Reception on the ground floor.

Emergency Procedure Plan

Some time ago we sent you a summary of actions you should take in an emergency. Our landlord has now produced the attached document which gives you a little more information. Please read and note the information in this document.

Goodbye and good luck Jacqui and Emma