

Cardiff Stiwdio Lock up and building security procedures

- If you are working in the building outside of 8am to 5pm week days (or at weekends and public holidays) you must let Atrium security know so that they can make sure the building is unalarmed.
- Upon leaving after these hours, you must inform security so that they can reset the alarms.
- When you leave, please ensure that all windows are closed, blinds are down and the door is locked.
- Do not open the fire doors, even if you are working in the building.
- Report anything suspicions to the incubator manager, Stiwdio Officer and Atrium Security.
- If you are the last person to leave the building (at whatever time of day) please turn off the heating/ air conditioning in the kitchen area/ meeting rooms.

Incubator manager: richie.turner@southwales.ac.uk

Stiwdio officer: millicent.sutherland-ogara@southwales.ac.uk

Atrium security: cardiffsecurity@southwales.ac.uk

Treforest Stiwdio

- Upon leaving the Treforest Stiwdio, please ensure that the windows are closed and the space secure.
- If you are working in the building outside of 8am to 5pm week days (or at weekends and public holidays) you must let Gatehouse know so that they are aware the space is in use out of hours.
- Likewise, upon leaving after 6pm, you must ensure Gatehouse are aware.
- Do not open the fire doors, even if you are working in the building.
- Report anything suspicions to the incubator manager, Stiwdio Officer and Treforest Security/ Gatehouse.

Incubator manager: richie.turner@southwales.ac.uk

Stiwdio officer: millicent.sutherland-ogara@southwales.ac.uk

Email: gatehouse@southwales.ac.uk
treforestsecurity@southwales.ac.uk



Phone: (01443) 4 82057

Newport Lockup Procedure

If you are working in the building outside of 8am to 5pm week days (or at weekends and public holidays) you must let Newport Security know.

Upon leaving after these hours, you must inform security.

- Do not open the fire doors, even if you are working in the space.
- Report anything suspicions to the Incubator Manager, Stiwdio Officer and Newport Security.

Incubator manager: richie.turner@southwales.ac.uk

Stiwdio officer: millicent.sutherland-ogara@southwales.ac.uk

Stiwdio: stiwdio@southwales.ac.uk

Newport security: newportsecurity@southwales.ac.uk or (01633) 4 **35020**

CARDIFF STIWDIO ENVOY SIGNIN (Sign displayed by ipad)

Welcome-

Visitors, please sign in

Thank you

All visitors must sign in via the Ipad Envoy app :

Host: Please type the name of the person you are meeting today as your host. Their name should appear- if not, please list your host as **Richie Turner**.

Organization: Put your organization, not ours! Thanks

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Croeso -

Ymwelwyr, llofnodwch i mewn

Diolch



Rhaid i bob ymwelydd lofnodi i mewn drwy'r ap Ipad Envoy: Ap Ymwelwyr Envoy ar gyfer Startup Stiwdio Sefydlu

Gwesteiwr: Teipiwch enw'r person rydych chi'n cwrdd ag ef heddiw fel eich gwesteiwr. Dylai eu henw ymddangos - os na, rhestrwch eich gwesteiwr fel Richie Turner.

Sefydliad: Rhowch eich sefydliad, nid ein un ni! Diolch

As mentioned in Health and Safety policy and procedure:

All visitors must be logged in on the Envoy Visitor App using iPad in the foyer. Please ensure your visitors to log out when leaving the building. Stiwdio member must recognize that they are responsible for the safety of their visitor(s) whilst on the premises.