

BECTU HEAD OFFICE - VISITORS GUIDE TO ACCESS

This guide to BECTU head office is designed to make life easier for our visitors. The offices are easy to find and you will be warmly welcomed. Please, feel free to ask if anything is unclear or you need more information.

GETTING TO BECTU

- Address: 373-377 Clapham Road, London SW9 9BT. Tel: 020 7346 0900
- Tube: Clapham North, Northern Line, Stockwell, Victoria Line.
- Buses: 50, 345, 88
- Rail: Trains run to Clapham High Street from Victoria & London Bridge, Trains to Clapham Junction are from Waterloo and the 345 bus takes you to Clapham North
- Parking: There is limited parking available and priority is given to drivers with impaired mobility. A wheelchair user's parking space is available.
- Bicycles: Bicycle storage at the rear of building. Please ask at Reception.

There is a wheelchair lift at the rear of the building. Please let us know in advance if you wish to use this.

To plan exact details of your journey to BECTU, Transport for London's facility 'Journey Planner' is recommended, you can find this at <http://journeyplanner.tfl.gov.uk>



ARRIVAL

When you arrive at BECTU, please report to Reception inside the main front door. You will be required to sign in and out.

FIRE EVACUATION PROCEDURE

The fire alarm is signalled by a continuous loud sounding of a bell. The fire assembly point is at the front of the building by the main gate but if a fire exit to the rear is nearer, it should be used.

Smoking

There is a No Smoking policy throughout the building. Smokers may smoke outside the building in the garden using ash bins provided.

Facilities

Tea and coffee and drinking water facilities are provided in the main meeting rooms, and in the ground floor conservatory.

First Aid

First Aid kits are available at reception and in the First Aid Room which is situated in the basement of the main building. If you require the services of one of BECTU's trained First Aiders, call reception.