

# Visitors Guide

## Introduction

This guide is for all visitors to Arup Midlands Campus office. It provides information about the office and outlines the safety measures we will all be taking to keep ourselves and each other safe.

If you have queries on any aspect of your visit, please speak to your host.

We look forward welcoming you to Arup.



Mark Jones  
Arup Midlands Office Leader



## How to get here

### By Car

Blythe Valley Park is located just off Junction 4 of the M42. There is parking available at the Arup Campus for visitors.

Address:

Arup Campus  
Blythe Valley Business Park  
Solihull  
West Midlands  
B90 8AE

### By Train

Dorridge Railway Station (5 miles away) has direct connections to London Marylebone, Birmingham Moor Street and Birmingham Snow Hill. If you have any queries, our Reception Team will be very happy to advise you regarding transport to and from the Arup Campus. They can be contacted on +44 (0)121 2133000.

### Courtesy Bus Service

We operate a complimentary shuttle bus service between Dorridge Railway Station and Campus.

*Dorridge - Campus:*  
08.05, 08.35 and 09.05

*Campus - Dorridge:*  
16.30, 17.00 and 17.30



### Blythe Valley Park (BVP) Bus Services

In addition, please see the link below for bus services connecting to BVP, including to/from Birmingham International (BHI) train station. These are not operated by Arup but stop directly opposite the Arup Campus (as marked on the map).

<https://www.blythevalleypark.co.uk/location/>

NOTE: For BHI service, seats must be booked in advance via the Zeeride App. Get the App using this QR Code or <https://zeeride.co.uk/rides/landflight-travel/blythe-valley-business-park>.



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## Office Health, Safety, Fire and Welfare Arrangements



### Fire / Emergency Alarms

The fire alarm is tested every **Wednesday at 10.00am** for approximately 10 seconds. If you hear an extended alarm at this time or if you hear the alarm at any other time, please follow the emergency procedures detailed below:

- Leave the building with your host via the nearest designated emergency route.
- **DO NOT** use the lift.
- Proceed to the Muster Point D in front of the car park.
- **NO NOT** reenter the building unless instructed to do so by authorized personnel or Arup host.



### First Aid

If you are injured and/or fall ill whilst on the premises, please inform your host and/or reception. They will arrange for a trained First Aider to attend to administer any first aid required and ensure that the accident or illness is recorded.

If you have any medical conditions which you think we should be aware of, please advise your host and/or reception.

### Visitors Responsibility

We look forward to welcoming you to the Arup Midlands Campus but please do not come to our office if you feel unwell.

All visitors are required to sign in at reception/security on arrival and sign out when leaving the premises by returning their visitor pass.

All visitors are expected to:

- Inform Arup host if you have any special health & safety/dietary requirements.
- Take care of themselves and those who may be affected by their acts.
- Cooperate with Arup on all health, safety and environmental matters.
- Not to interfere with any item which has been provided in the interest of safety.
- Report ALL accidents, near misses, incidents and illnesses.
- Before leaving, please inform your Arup host.



### Café Accordion

We have a café in the Campus office open from 08.00-14.30 every day for a Barista service, as well as lunch and snacks.



### Recycling

Please recycle waste appropriately.

### Smoking

We have a no smoking policy throughout all of our buildings, this includes e-cigarettes. Please ask your host and/or reception for directions to designated smoking areas.

### Questions

If you have any concerns or questions regarding health and safety issues, please bring the matter to the attention of your host.