



*Centre for
Broadcast Skills
Training*

**Welcome to the Centre for
Broadcast Skills Training**

ENGINEERING SECTION

We hope you find your visit to CBST enjoyable and instructive. These notes will provide some useful information for you during your stay, but if there's anything else you need to know please don't hesitate to ask any member of CBST staff.

The CBST Team

When you are here you will meet other members of staff as well as your course team. Listed below are some useful names and telephone numbers:

Peter French, Head of Engineering Training	ext:	20210
Liz Cowling (Secretary)	ext:	20226
Lecturers:	Ext.	Ext.
Stu Allerton	20125	Tony Larkham 20101
Neal Cartwright	20114	Tom Mitchell 20113
Mike Dhonau	20239	Kit Norfolk 20107
Chris Hall	20248	Richard Penman 20119
Peter Harris	20102	Steve Westlake 20139
Paul Heneghan	20120	Graham Winter 20133
Andy Jones	20123	Andy Woodhouse 20132
Mike Hunter	20237	
Support Technicians:		
Ted Atton	20236	Pager No. 31
Linda Evans	20236	Pager No. 24
Other Useful Numbers:		
Anne Harwood	Course Administration	20124
Rosemary Owen	Library Services Clerk	20242
Delphine Telfer	Library Services Clerk	20242
Tina Di Pasqua	Assistant Conference Centre Manager	20231
Estate Warden	Ashbridge Reception	20246

The Wood Norton Paging System

1. Lift handset
2. Dial 20300
3. Wait for continuous tone
4. Then dial the pager number followed by your extension number
5. A warble tone indicates your call has been accepted
6. Replace your handset and wait for the person you've paged to call you back
(Please give them time to find a telephone)

Fire Safety

There are fire procedure notices in your accommodation and in work areas. Please read them and be sure you know:

What to do if the alarm sounds How to raise the alarm

Please study the procedure notices so that you know you can do this.
Please keep all fire exits clear and do not prop doors open.

- If you discover a fire follow the instructions displayed in the area.
- The fire alarm in a studio or an ancillary area is indicated by the continuous sound of the alarm bell or a flashing light.
- If you hear or see the alarm leave the area immediately using the nearest available fire exit and proceed to your allocated assembly point.

First Aid

To summon assistance, page bleep no. 55 as follows:

1. Lift handset
2. Dial 20300
3. Wait for continuous tone
4. Then dial 55 followed by your extension number
5. A warble tone indicates your call has been accepted
6. Replace your handset and wait for the person you've paged to call you back
(Please give them time to find a telephone)

If a delay is not acceptable, ring 666 (as below) and ask the person who answers to summon a first aider.

Emergencies

The telephone number to summon assistance in case of emergency is : 666
Please be prepared to give the nature of the emergency and its location

Accident Reporting

All incidents which result in personal injury must be reported. As soon as the injured person has been cared for inform a member of your course team (or Reception staff if outside normal hours), who will ensure that the correct people are informed and that an accident report form is completed. An Accident Book, in which you may record details of the incident is kept at Reception.

Illness

If you are taken ill while at CBST you may:

- Visit the First Aid room (Mclean, Room 32) between 0900 and 0915 hours.
- If you feel ill during the working day you can contact extension 20232 for help or for a doctor's appointment.
- Outside normal hours contact a member of Security staff on 20246 or pager number 17. They can make arrangements for a doctor's appointment, if necessary. If you are unable to attend a course session please ask a colleague to make sure your course manager knows.

Late Return or Unexpected Absence

Please let us know if you are going to be late returning to your course or need to leave the site at short notice by leaving a message at Reception for your course manager. CBST's number is (01386) 45123 if you are dialling from outside. This will avoid us telephoning around in an attempt to find out what the problem is, which can cause unnecessary anxiety for your friends or relatives and course team.

Evening and Week-end Working

You may want to spend some extra time on your course work. Please consult your course manager in plenty of time so that the right people can be informed and the right paper work can be completed. Your course manager will want to be sure you can work safely in an area before permission will be granted. For safety reasons at least TWO people must normally be present at all times.

A lecturer is normally on duty until 2100 whenever areas are booked for evening work. He or she may be contacted on pager number 28

For technical problems outside normal hours the Duty Engineer can be reached on pager number 12 or extension 20135.

Problems

We hope you don't have any during your stay!! However, should anything arise please ask for help. For example, ask your course manager, a course tutor, or Head of Engineering Training Section on extension 20210. If these people can't help directly they may know someone who can or put you in touch with someone at your base.