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Survey

BRITISH GEOLOGICAL SURVEY

# Keyworth accessibility guide



The British Geological Survey (BGS)'s headquarters are located in Keyworth, Nottinghamshire.

This guide provides a detailed and up-to-date description of the areas and amenities that are open to the general public. We hope that this information will assist with planning your visit and help you assess the accessibility of our site based on your personal needs. However, should you require any further information or if you would like to provide feedback, please contact **BGS Enquiries** ([enquiries@bgs.ac.uk](mailto:enquiries@bgs.ac.uk)).

A 360° virtual tour of the [general public areas of the BGS Keyworth site](#) is also available. You can explore the virtual site on your preferred device including a mobile phone, tablet, laptop or computer. If it is not automatically selected, please select the 'Explore 3D Space' icon, which resembles a walking stick figure.

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# Key contact details

If you need to discuss your visit or any matters related to contractors, deliveries, utilities or security at the Keyworth site, please call:

- the BGS Estates team (facilities management) on (+44) 0115 936 3470 during office hours (08:30 to 16:30, Monday to Friday)
- the front gate security team on (+44) 0115 936 3250 during out-of-office hours or if you are unable to reach the BGS Estates team. **Please note**, 24/7 security for the site is provided by OCS

If you are affected by an accident or incident whilst on the Keyworth site, or you observe a situation that you consider to be unsafe, please contact either:

- The BGS Health and Safety team on (+44) 0115 936 3021 or (+44) 0115 936 3268 during office hours (08:30 to 16:30, Monday to Friday)
- BGS First Aiders: first aid cover is provided by a team of trained staff between 08:30 and 17:00, Monday to Friday. First aid assistance can be obtained by calling (+44) 07976 721260 or (+44) 07976 721275. Alternatively, if using a BGS site telephone system, please dial 5555





# Travel to and from BGS Keyworth

This section provides you with information to help with your travel to the site. All visitors should report to the security hut on arrival.

The main entrance of the Keyworth site is located on Nicker Hill, postcode NG12 5GD. It is a gated entrance marked by a security hut and an entrance sign that reads 'British Geological Survey'.

## By bus

Keyworth is served directly from Nottingham city centre (Broadmarsh bus station) via the [Keyworth bus service](#) operated by Trent Barton. The bus runs every 20 minutes, with the journey from city centre taking approximately 30 minutes.



### Arrival:

- the nearest bus stop is [Covert Close on Wolds Drive](#). The Covert Close bus stop is about a one to two-minute walk (50 metres) from the main entrance

### Departure:

- for the fastest route back to Nottingham city centre, take the bus from the bus stop at [Green Close on Station Road](#). The Green Close bus stop is about a three to five-minute walk (300 metres) from the main entrance and is sheltered

### Additional information:

- [Trentbarton ticket prices](#)
- payment types: cash, contactless or [special Trent Barton ticket type](#)
- you can use the [Trent Barton journey planner](#) for live times

## By car or bicycle

Car parking and bicycle shelters are available on site. A member of the security team will direct you to the designated areas.



There is a marked drop-off area and three accessible parking bays near the Hercules statue.



There are four charging points for electric vehicles:

- visitors will need a charging fob, which can be purchased from the reception at a one-off fee of £5 per session
- there is an additional £10 deposit fee, which is refunded upon returning the fob

## By train

The nearest railway station is Nottingham. Timetable and ticket information on trains to Nottingham from anywhere in the UK can be found from the [National Rail](#) or [Trainline](#) websites.



From the station, you can take:

- Keyworth bus service from stop S4 on Carrington Street. Refer to the 'Travel by bus' section for more bus route information
- taxi or Uber from the Nottingham railway station drop-off areas on Queen's Road or Station Street. The taxi journey takes approximately 30 minutes and fares start from about £15 (subject to change)

## By taxi

A local taxi company that operates within Nottinghamshire to Keyworth is [DG Cars](#). Our reception team are happy to help you contact DG Cars if required.

Ubers are also available, but there may be limited availability from Keyworth.







# Kingsley Dunham Building

The Kingsley Dunham Building (KDB) houses:

- main reception
- exhibition space
- conference suite
- BGS Library

There are two building entrances:

- the front entrance leads immediately to the main reception area
- the rear entrance leads immediately to the exhibition space

Non-tactile signs that identify the building can be found on the right or left side walls near the entrance doors. Information is written as white text on a taupe background. The height placement of the signs varies but does not exceed 1.5 metres above ground.



## Front entrance

- A step-free entrance with an enclosed recess area
- The entrance is distinguishable from its immediate surroundings
- There are two sets of automated, double swing doors that are made of glass

### First set of doors description:

- » exterior, motion-sensor doors leading to an intermediate waiting area with an aluminium barrier and entrance matting
- » motion is detected at a distance of approximately 2 metres from the doors

### Second set of doors description:

- » interior doors leading to the reception area
- » to gain access, please use the mounted buzzer located towards the right-hand side of the intermediate wait area — the buzzer is at a height of about 90 centimetres above ground level
- A key card is required to gain access outside of reception opening hours (08:30 to 16:30, Monday to Friday)
- Once inside the reception area, there is a mounted, touch-free hand sensor to open the interior doors. The sensor is at a height of about 90 centimetres above ground level
- Both sets of doors are distinguishable from their immediate surroundings with either safety markings (frosted dots) or caution stickers
- Both set of doors feature Navilens accessible QR codes to audibly indicate entry and exit points.  
[Find out more about Navilens codes](#)

### The swing direction of the doors is as follows:

- » entering building: doors open towards the individual
- » exiting building: doors open away from the individual
- The doors remain open for approximately 10 to 15 seconds before automatically closing if no further motion is detected
- Both sets of doors have D-pull handles located at an approximate height of 1 metre above ground level
- The clear opening width of the doors is approximately 1.6 metres, when the doors are open at 90°

## Rear entrance

- The entrance is step-free and requires key card access from the outside. The key card reader is positioned approximately 1 metre above ground level
- The entrance door is an automated, sliding glass door with a clear opening width of approximately 1.1 metres
- The door remains open for approximately 10 to 15 seconds before automatically closing if no further motion is detected
- The entrance door may be difficult to distinguish from the surrounding glass wall — take note of the cautionary stickers

- The entrance door features Navilens accessible QR codes to audibly indicate entry and exit points. [Find out more about Navilens codes](#)
- The entrance threshold is slightly raised
- Upon entry, there is a small section with an aluminium barrier and entrance matting, followed by a blue welcome mat with BGS branding. The mat has an anti-slip backing. However, please take necessary precautions as the mat is **NOT** affixed to the floor

## Accessible routes

There are levelled pathways from the site gate and nearby parking facilities leading to the entrances of KDB. The levelled pathways include:

- a paved brick pathway immediately from the site gate and parking
  - » the pathway is marked with zebra crossings and blister tactile paving
  - » the clear width is approximately 1.4 to 1.5 metres
- the reception approach path leading to the front entrance of the building
  - » the clear width of the path is at least 3 metres
- the Geological Walk, where the rear entrance of the building is located
  - » the clear width of the path is at least 2 metres
- a gravel pathway near the accessible parking bay and Hercules statue
  - » the pathway is approximately 2 metres wide
  - » leads to the reception approach path and the Geological Walk

Path lights and wayfinding, non-tactile signs are available along the routes. Signage information is written as white text on a taupe background.

**Note:** the reception approach path and Geological Walk are paved with different stone types that are chronologically ordered and have boulder features along the way. Please refer to the [BGS Geological Walk leaflet](#) for more information.

## Reception lobby

- Unless otherwise specified, the reception lobby has levelled tile flooring. **CAUTION** there is a slip hazard when the tile flooring is wet.

There are decorative carpeting or mats in some areas including:

- » a blue welcome mat by the doors, with BGS branding
- » a blue mat by the reception desk (sales call point), with BGS branding
- » a dark brown mat by the sandpit activity area
- » grey carpeting located by rest area one and separated from the tiled floor by an aluminium transition strip
- All mats have an anti-slip backing. However, please take necessary precautions as they are **NOT** affixed to the floor

- During standard business operations, there are two rest areas situated near the interior doors. Both rest areas feature comfortable furniture, including two sofas that can accommodate up to six people. Additionally, there are moveable round tables paired with chairs that offer armrests and back support.
- **Please note** the rest areas may be used for event activities, which may result in the standard facilities being unavailable. In such instances, alternative arrangements will be made available.
- A free water-refill station is available near the reception lobby lift.
  - » If you don't have your own bottle, you can request a Huskee cup from reception or purchase a bottle from the geological shop. **Please note** the cups do **NOT** have lids.
  - » The water refill station is audibly indicated using Navilens accessible QR codes. [Find out more about Navilens codes](#)
- A variety of hot and cold drinks, along with light snacks, are available for purchase.
- There is no background music played in the lobby.
- There are digital screens within the lobby that display different silent videos and site-specific announcements.

## Reception and BGS Shop desk

The desk is located in the reception lobby and is staffed during opening hours (08:30 to 16:30, Monday to Friday). If required, please ring the bell to alert the staff.

- It is a circular desk with decorative wood panels and a non-tactile glass sign that reads 'British Geological Survey'
- The approach to the desk from the entrance doors is direct and is about an 8 metres distance
- There is a hearing assistance system (induction loop) available within the reception desk
- There are non-tactile signs hanging above the desk indicating the 'Visitors' and 'Shop sales' call points

The desk counter is available at two countertop positions:

- » a glass countertop positioned at a higher level, approximately 1 metre above floor level
- » a black countertop with a slight knee recess and positioned at a lower level, approximately 70 centimetres above floor level

## BGS Shop

- Shopping assistance is available from staff at the reception desk
- There are **NO** shopping carts available
- Carrier bags are available for free
- Forms of payment accepted: debit, credit or pre-paid cards
- A minimum aisle width of 1 metre is maintained between the shop display shelving
- Display shelving vary in height and certain shelves may be locked: please ask the reception desk staff for assistance when required

- Loading assistance is provided for heavy items
- [Online shopping](#) is available for some items

## Exhibition area

- **Please note** the exhibition area may be used for event activities
- The exhibition area flooring is levelled and is a combination of grey tiles and grey carpeting
- The area's unobstructed manoeuvring space is more than 3 metres wide; however, **please note** that the available manoeuvring space may differ during event activities

There are double fire doors at the end of the exhibition area concourse:

- » the doors lead to the rear entrance of KDB and an intermediate, carpeted area where a first aid room, first aid kit, defibrillator and baby change facility are located
- » manual operation of the doors: push (away from individual) and pull (towards individual)
- » the clear opening width of a single door is approximately 80 centimetres when opened at 90°
- The doors have D-pull handles at an approximate height of 1 (bottom end) to 1.3 metres (top end) above ground level
  - » **Note** some users may find the doors heavy
- A rest area is available near the fire doors, featuring sofas and stools that can comfortably seat around ten individuals. **Please note** that the furniture pieces are backless and do **NOT** have armrests

## Conference suite

- The conference suite is located on the first floor, near the staircase landing
- The conference suite is identified by a non-tactile sign located on the left side wall by the entrance doors:
  - » signage information is written as white text on a taupe background
  - » a Navilens accessible QR code is also used to audibly identify the conference suite. [Find out more about Navilens codes](#)

The entry doors are double fire doors:

- » manual operation of the doors: push (away from individual) and pull (towards individual)
- » the clear opening width of a single door is approximately 80 centimetres when opened at 90°
- » the doors have D-pull handles at an approximate height of 1 (bottom end) to 1.3 m (top end) above ground level
- » **Note** some users may find the doors heavy
- The flooring is levelled with a dark grey carpet finish
- There is a raised stage at the front of the theatre and a ramp is available on request
- The height of the lectern is adjustable
- There is a hearing assistance system (induction loop) available within the theatre



- The lighting in the room is adjustable
- The furniture within the theatre is **NOT** fixed, therefore the room layout can be varied accordingly
- The chairs in the lecture theatre come equipped with armrests and back support. However, they do not feature a built-in table for taking notes
- There are two breakout rooms available

## Navigation

The ground and first floors of the building are connected via a lift and a set of stairs.

### Lift

- The ground floor lift landing is approximately 6 metres to the side of the reception desk, next to the stone-effect wall
- The first-floor lift landing is approximately 10 metres straight from the BGS Library help desk
- The lift and floor levels are audibly indicated using Navilens accessible QR codes. [Find out more about Navilens codes](#)
- The lift has digital indicator panels (dark screen with red text) that indicate the lift floor level and direction of movement
- The lift has an audible announcer indicating the lift floor level and when the lift doors are opening or closing
- The lift car dimensions are approximately 1.1 by 1.4 by 2.2 metres (width by length by height)
- **Note** according to the BSI-8300-2:2018 document, these dimensions can accommodate one user of a standard manual or electrically powered wheelchair and one accompanying person
- The lift car has studded grey rubber flooring
- The lift car walls have a shiny, reflective finish and there is a mirror on the side wall of the lift
- The lift has separate entry and exit doors. **Note** this allows users of mobility devices to enter and exit without needing to turn around
- The clear door width is approximately 90 centimetres
- There is an unobstructed access space of at least 1.5 by 1.5 metres next to the lift landings
- The internal and external lift control buttons are tactile and within 90 to 110 centimetres above ground level

The lift has the following internal buttons:

- » top left: a tactile, green-bordered, ground-floor call button
- » top right: a tactile, clear-bordered, first-floor call button
- » bottom left: a tactile, yellow, emergency-call button. The emergency call will connect to the BGS Security team, who can also be contacted on +44 (0)115 936 3250
- » bottom middle: a clear-bordered security key slot, labelled 'Priority Service'
- » bottom right: a tactile, clear-bordered button to keep the doors open
- The weight limit is 630 kg

- There is a handrail within the lift, approximately 90 centimetres above ground level
- The lighting levels within the lift are sufficiently bright

## Stairs

- The ground-floor staircase landing is less than 5 metres from the reception desk
- The first-floor staircase landing is less than 5 metres from the conference suite doors

There are two flights of steps broken up by an intermediate platform:

- » the first flight from the ground floor landing has six steps
- » the second flight from the platform to the first-floor landing has eleven steps
- Each stair tread is carpeted dark grey and has an aluminium nosing that provides visual contrast
- The staircase has glass panels with continuous wooden handrails on both sides
- The top surface of the handrails is approximately 90 centimetres from the pitch line of the stair steps
- **Please note** the placement of the handrail may not be suitable for children or people of short stature
- The going dimensions — the step clearance between adjacent treads — is approximately 30 centimetres
- The width of the staircase is approximately 1.2 metres
- The approach to the stairs is audibly indicated using Navilens accessible QR codes. [Find out more about Navilens codes](#)
- **CAUTION**
  - » the staircase landings do **NOT** have hazard tactile flooring on approach to the stairs
  - » the stair treads and first-floor staircase landing have the same floor finish of dark grey carpeting
  - » the first and last stair treads are not visually distinguishable from the rest of the treads
  - » the intermediate platform is not visually distinguishable from the rest of the treads
- The staircase has open risers - the vertical space between one step/tread and another

## Wayfinding signage

A wayfinding sign is located by a wall pillar near the reception desk and the ground floor staircase landing. It is a non-tactile sign, and information is written as white text on a dark blue background.

## Baby changing facility

There is a baby changing facility on the ground floor of KDB, less than 5 metres from the rear entrance to the building.

- The changing table is fixed at an approximate height of 80 centimetres above floor level
- The changing table has disposable paper liners
- Please bring your own nappies
- There is a white bin with a lift-top lid for the disposal of nappies

- There is a grey push-pedal bin for the disposal of period products
- The baby changing facility is identified by a tactile door sign, located approximately 1.3 metres above floor level: it is a rectangular blue sign with tactile and Braille text as well as a baby changing pictogram
- This facility has an accessible toilet; please refer to the [accessible toilets section](#) for further information.



# Toilets

## Summary information

There are three toilet types available to the general public at BGS Keyworth, KDB. They include:

- accessible toilets (x3)
- gender-neutral toilets (x2)
- single-gender toilets (x1)

General details of the accessible (AC) toilets:

- AC toilet 1 is located on the ground floor along the concourse of the exhibition area. It is the first toilet when approaching from the reception desk, approximately 5 metres from the desk
- AC toilet 2 is located on the ground floor within the baby changing facility
- AC toilet 3 is located on the first floor approximately 8 metres from the BGS Library help desk:
  - » it can be accessed using the lift, turn right upon exiting the lift



- The accessible toilets are identified by non-tactile door signs, located approximately 1.5 metres above floor level
  - » sign description: a round metallic sign with a black wheelchair user pictogram
- The toilets are also audibly indicated using Navilens accessible QR codes. [Find out more about Navilens codes](#)
- **Please note** the numbered labels referring to the accessible toilets are used solely for clarity.

#### General details of the gender-neutral toilets:

- Both toilets are located along the concourse of the exhibition area, adjacent to AC toilet 1
- The toilets are single occupancy with self-contained standard amenities
- The toilets are indicated by a non-tactile door sign, located approximately 1.5 metres above floor level
  - » sign description: round metallic sign with a combined male and female pictogram
- The toilets are also audibly indicated using Navilens accessible QR codes. [Find out more about Navilens codes](#)

#### General details of the single-gender toilets:

- The toilets are enclosed cubicle toilets located on the first floor, about 8 metres away from the BGS Library help desk
  - » the male toilets can be found to the left of the help desk
  - » the female toilets are directly ahead
  - » you can access these facilities using the lift, turn right upon exiting the lift
- The toilets are identified by a non-tactile door sign, located approximately 1.5 metres above floor level
  - » sign description: round metallic sign with respective male and female pictograms
- The toilets are also audibly indicated using Navilens accessible QR codes. [Find out more about Navilens codes](#)
- **Please note** the cubicle toilets are NOT suitable for use by people with ambulant mobility needs

BGS is a period and bladder-positive institution. If you have an unexpected or emergency need, complimentary pads for periods and bladder leaks are available in the following facilities:

- ground floor: the first gender-neutral toilet, closest to the accessible toilet (AC toilet 1)
- first floor: the accessible toilet near the library help desk (AC toilet 3)

## Detailed description of the accessible toilets

### Dimensions

- AC toilets 1 and 3 measure approximately 1.45 by 2.25 metres (width by length)
- AC toilet 2 measures approximately 1.7 by 2.1 metres (width by length)

## Doors

- The accessible toilets have manual doors with **NO** auto closing mechanism
  - » operation of the doors: push (away from individual) and pull (towards individual)
- The clear door width is approximately 90 centimetres when the door is open at 90°
- Each toilet door has lever handles, positioned approximately 1 metre above floor level
- AC toilets 1 and 3 have a lever thumb-turn door lock below the handle while AC toilet 2 has a standard thumb-turn door lock above the handle
- Each toilet door has a coloured occupancy indicator
  - » the indicator displays the colour white when the toilet is available
  - » the indicator displays the colour red when the toilet is in use
- Each toilet door has a horizontal rail to aid with pushing or pulling the door. The rail is positioned approximately 70 centimetres above floor level
- AC toilets 1 and 3 have a hanging hook on the door, positioned approximately 1.3 metres above floor level. AC toilet 2 does NOT have a hanging hook on the door

## Safety

There are various vertical and horizontal support or grab rails, including:

- » a drop-down support rail near the toilet transfer side, **please note** the rail needs to be slightly lifted before lowering
- » a vertical grab rail near the toilet transfer side
- » a horizontal grab rail near the toilet pan
- » vertical grab rails on each side of the hand wash basin
- The placement height of the rails varies but is comparable to BSI-8300-2:2018 recommendations and does not exceed 1.1 metres above floor level
- With the exception of AC toilet 2, the colour contrast of the rails against the wall surroundings is good, (either white rails against a grey background or dark blue rails against a white background)
- Each toilet has a red emergency assistance cord with two pull bangles that are either triangular or circular. When pulled, an audio-visual alarm will sound, and an alert will be received by the BGS Security team. The security team can also be contacted +44 (0)115 936 3250
- An alarm-reset control box is positioned on the wall adjacent to the toilet pan
  - » box description: a white and grey box with the words RESET written in text and Braille
  - » the reset control box is within reasonable reach from the toilet pan (30 to 40 centimetres) except in toilet 2
- Table 1 provides information of the toilets' lateral transfer space

**Table 1** Summary information of the transfer side within the accessible toilets.

Toilet label	Transfer side as you face the toilet	Unobstructed space (approx. cm)
AC toilet 1	Left	60
AC toilet 2	Right	80
AC toilet 3	Left	80

**Please note** whilst our cleaning team strive to keep the transfer spaces clear, you may occasionally find them obstructed by items such as bins.

## Amenities

- The toilet seats of the accessible toilets are set at an approximate height of 48 to 50 centimetres above floor level
- The colour contrast of the accessible toilet seats is low (white seats against white base)
- AC toilets 1 and 3 have close coupled cisterns that are flat topped
  - » the top surface of the cisterns is about 40 centimetres above the toilet seat and can be used as a stoma bag changing surface, in line with BSI-8300-2:2018 recommendations
- AC toilet 2 has a low-level cistern that is flat topped and has a fixed white backrest rail with a padded cushion
  - » **please note** this toilet is not recommended for changing stoma bags
- AC toilets 1 and 3 have a spatula or paddle type lever for flushing the toilet, located on the side of the cistern
- AC toilet 2 has a push button for flushing the toilet, located on the front of the cistern
- The flushing levers or buttons can be reached from the lateral transfer side
- Each accessible toilet has a hand-wash basin within reasonable reach from the toilet pan (30 to 40 centimetres) and positioned about 70 centimetres above floor level
- The hand-wash basin in each accessible toilet has a mixer tap with a single lever to control water flow and temperature
- The standard direction to turn on the tap water and increase the water temperature is anticlockwise.  
**CAUTION** the direction may vary, so please take necessary precautions

The following accessories are fitted in the toilets:

- » manual soap dispenser
- » folded toilet paper dispenser
- » folded paper towel dispenser, for drying
- » automatic hand dryer (cool to warm air)

Unless otherwise specified, the accessible toilets' accessories are within reasonable reach from the toilet pan (30 to 40 centimetres). The exceptions include:

- » automatic hand dryers
- » folded paper towel dispenser in AC toilet 2
- The placement height of the accessories varies but is comparable to BSI-8300-2:2018 recommendations and does not exceed 1.1 metres above ground level

## General comments

- There is **NO** restricted access of these toilets
- You do **NOT** require a key
- The toilets have motion sensor lights
- Each toilet has an open waste bin for paper towels
- Each toilet has a grey, push-pedal bin for the disposal of period products
- The floors of the accessible toilets may be slippery when wet; please take necessary precautions
- AC toilets 1 and 3 have full-length wall mirrors next to the door
- AC toilet 2 has a shorter sized mirror above the hand wash basin
- AC toilet 2 has an extractor fan that some users may find noisy





# Health and safety

## First aid

- An A4-size, green-and-white poster detailing first aid arrangements and contacts can be found nearby any entrance door of all the buildings on site. **Please note** these posters are not tactile.

Trained first aiders are on duty between 08:00 and 17:00, Monday to Friday. On-duty first aiders can be contacted on either the following phone numbers:

- » (+44) 07976 721260
  - » (+44) 07976 721275
  - » if using a BGS site telephone system, please dial 5555
- If you have access to a smartphone, you can scan the QR code found on all first aid posters to access the BGS accident reporting system. Access to the system is open to everyone and you can find first aid posters near building entrance doors.
  - A first aid room is available on site and can be used for response to first aid calls. This room is adjacent to the baby changing facility near the rear entrance of KDB.



- First aid kits can be found at various locations within the KDB. They are identified using green-and-white, non-tactile signage and their locations are summarised in Table 2.

**Table 2** Locations of first aid kits within general public access areas.

Floor level	Location
Ground	Reception area, near the lift and water refill station
Ground	Near the first aid room and baby change facility, a defibrillator is also available at this location
First	Near the library help desk

## Fire and emergency

Information on the fire evacuation procedures for the site is detailed on A4-size 'Fire action notice' signs. These signs can be found near any door that serves as an exit point from all buildings and at the top of all staircases.

Description of the fire action notice signs:

- they are non-tactile
- they glow in the dark
- information is written as white text on a blue or red paragraph background



## Emergency alarms

There are alarm sounders and warning light beacons in all areas of the site including the toilets. The site implements a two-stage fire alarm system indicated by a different noise from the alarm sounders (Continuous siren - <https://bgsintranet/docs/HandS/kw-fire-alarm-continuous.m4a>, Intermittent siren - <https://bgsintranet/docs/HandS/kw-fire-alarm-intermittent.m4a>, Gas detection alarms - <https://bgsintranet/docs/HandS/kw-gas-detection-alarm.mp3>).

- A continuous two-tone siren: this indicates a fire alarm activation within that building. When this alarm goes off, everyone must immediately evacuate the building to the nearest fire assembly point
- An intermittent siren characterised by mono-tone double beep: this indicates a fire evacuation is currently taking place in another nearby building on site. You are not required to evacuate the building you currently occupy when this alarm goes off. However, please be prepared to leave at short notice if the emergency escalates

## Evacuation procedures

To evacuate in the event of the continuous fire alarm please follow the standard fire evacuation signage, present above doors and at route junctions. Please be aware that the closest exit may not be the door by which you entered the building and may instead be behind you or there may be a dedicated fire exit door.

Emergency exits are indicated by standard safety signs. They are also audibly indicated using Navilens accessible QR codes. [Find out more about Navilens codes.](#)

Once safely outside the building, please make your way to the closest fire assembly point. The site has two fire assembly points stationed in open areas outside those buildings that are open to the general public.



- Fire assembly point 1 is located along the reception approach path, approximately 5 metres from the accessible parking bay and Hercules statue
- Fire assembly point 2 is located halfway along the Geological Walk
- The assembly points are marked by standard green-and-white fire assembly point signage, mounted on a pole

Once at a fire assembly point, please identify the assembly point marshal. They will be wearing an orange high-visibility vest and carrying a portable radio. If you have any information on the cause of the evacuation, please notify the assembly point marshal. The marshal is also the person who has authority to tell you when you can return to the building.

**DO NOT** re-enter the building without explicit permission from the assembly point marshal.

- your personal safety is the priority
  - » **DO NOT** return to collect personal items
  - » **DO NOT** use lifts to evacuate from upper levels of buildings
  - » **DO NOT** attempt to fight a fire yourself; you are not expected to use fire extinguishers

## Activating an emergency alarm

There are two types of call-point buttons found around the general public areas of Keyworth site, each linked to a different type of system.

- Red call-point buttons can be used to activate the site's fire alarm system, in the event that the alarm has not automatically triggered. Once you have activated the fire alarm continue to evacuate the building via the shortest possible route
- Green call-point buttons can be used to release access-controlled doors. If a door is not functioning correctly in an emergency, press the green call-point button to release the door so that it can be manually pushed open
- The call-point buttons are located near fire action notices or exit doors

## Personal emergency evacuation plans

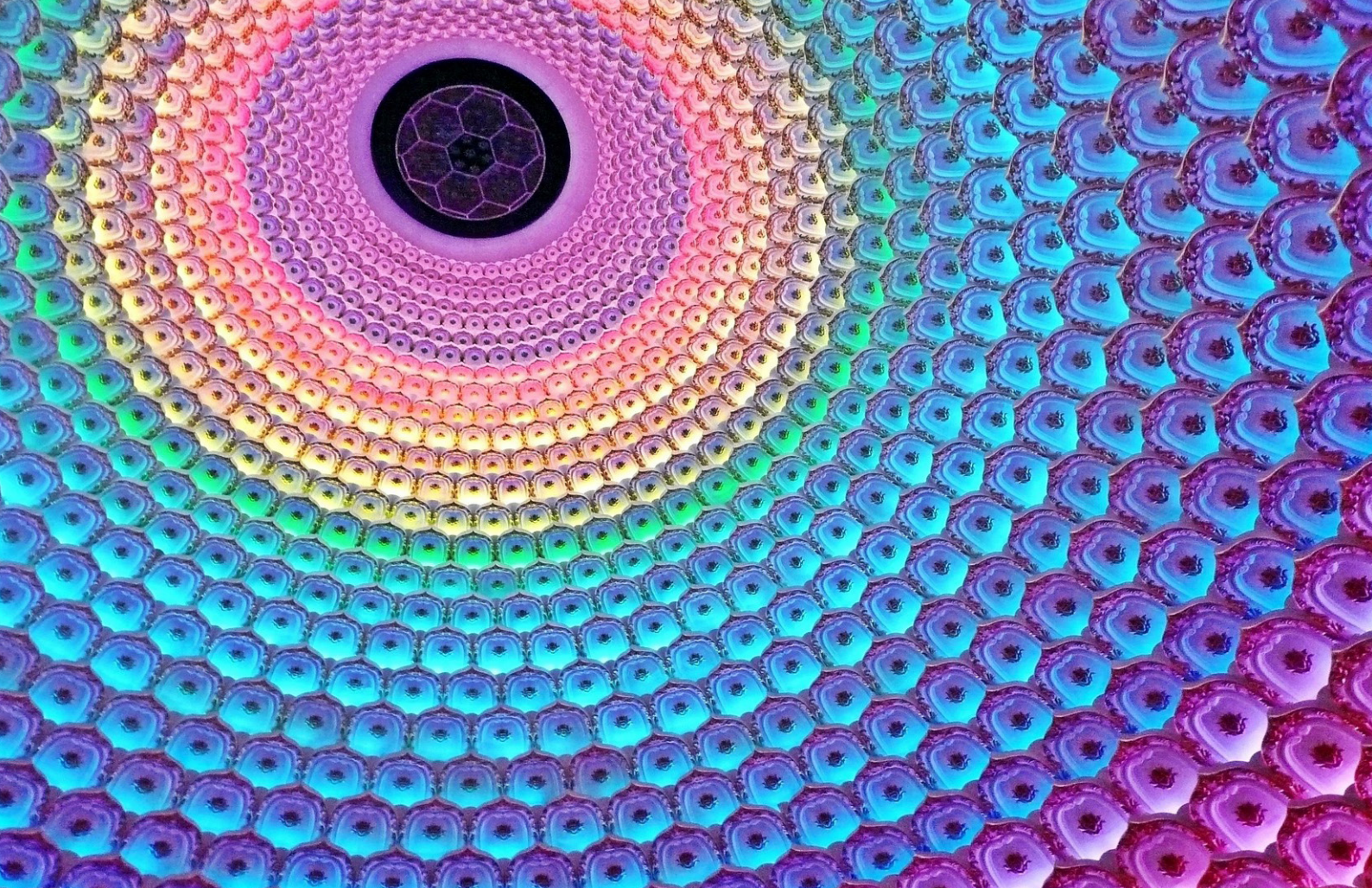
BGS implements personal emergency evacuation plans (PEEP) for anyone who would require any assistance to know that the fire alarm is active or to evacuate the building in good time in an emergency.

**This may be required for reasons including, but not limited to:**

- a hearing or visual impairment that would prevent you from knowing that the fire alarm has been activated
- any mobility impairments, especially if you would normally require use of a lift to access upper floors of the buildings. Lifts are NOT available for use when the fire alarm is active so alternative methods such as evacuation chairs must be used.
  - » an evacuation chair is stored in KDB, in the area near the library helpdesk. It is identified by a green-and-white, non-tactile sign (pictorial and text)

**If you require a PEEP to allow a safe visit to our Keyworth site, please either:**

- contact the BGS Health and Safety team on (+44) 0115 936 3021 or (+44) 0115 936 3268 during office hours (08:30 to 16:30, Monday to Friday)
- inform the BGS staff member hosting your visit so that they can notify the relevant BGS teams



# Lighting

- Most areas within our buildings combine natural or day lighting with artificial lighting (LED panel lights)
- The artificial lighting used in hallways and general public access areas is generally motion detected and NOT adjustable



# Document history

- Version 1: prepared in December 2024, Maria Kariuki
- Version 1.1: copy-edit of Version 1, January 2025, Lina Hannaford

