
**POLICY FOR DELEGATES ATTENDING TRAINING
IN THE YEOVIL ACADEMY**

Purpose of Facility

The purpose of the Yeovil Academy is to provide a range of facilities and resources that support the delivery of education and development of all staff on a multi-professional basis.

The Academy reception is staffed 08.00hrs – 17.30hrs Monday to Thursday and 08.00hrs – 17.00hrs on Friday.

Room use can be requested outside of these hours in accordance with the policy.

On arrival please check the room booking display at reception to ascertain which room has been allocated. It may be different from the booking confirmation.

Cancellations/Substitutions

A refund less a 20% administration fee will be made if cancellations are received, in writing, at least 2 weeks before the course. We regret that any cancellation after this time cannot be refunded, and that refunds for failure to attend the course cannot be made. However, substitute delegates are welcome at any time.

It may be possible to change course dates, but this is at the discretion of the Yeovil Academy Management Team. This would not incur a fee.

Confirmation of Booking

All bookings will be confirmed by e-mail, unless stated otherwise.

It is the responsibility of the delegate to:-

Ensure that they arrive in time for the course. If the delegate is late, and has been informed of the correct starting time, it is the decision of the trainer as to whether the delegate can continue with the course.

Familiarise themselves with the fire regulations and evacuation procedure. This is displayed in each of the training rooms.

Other information:-

Yeovil District Hospital car park is located directly next to the hospital. Motorists take a ticket at the barrier entry and pay the charges shown at the pay station before leaving.

In case of fire an alarm will sound. The Event Facilitator must ensure they go immediately to reception for instructions as to the location and actions required. Full details are displayed in each room.

We ask that delegates do not leave the Academy without informing the Course Facilitator.

FIRE PLAN LAYOUT FOR LEVEL 4A & SOMERSET ACADEMY

