Balfour Beatty VINCI Working in partnership with HS2

Joining Instructions

BBV IPT Area North Induction





Location: Tech Block, Gee Business Centre, Holborn Hill, Aston, B7 5JR

Duration: 4hours

Reception Opening / Closing Times:

Monday (AM)	Open: 06:45am, Close: 07:15am
Monday (PM)	Open: 11:45am, Close: 12:15pm
Tuesday	Open: 06:45am, Close: 07:15am
Wednesday	Open: 06:45am, Close: 07:15am
Thursday (AM)	Open: 06:45am, Close: 07:15am
Thursday (PM)	Open: 11:45am, Close: 12:15pm
Friday	Open: 06:45am, Close: 07:15am

Car park available from 06:30am

Essential Documents

You MUST bring the following documents listed below to the Induction. If you attend without the correct documentation, you will NOT be able to join the Induction.

- ☑ Proof Of Identification: e.g. Citizen Card, Driving Licence, Passport (photo ID) or Birth Certificate
- ☑ Competency Cards
- ☑ Safety Critical Medical Certificate if required

Auctus Management Group is pleased to confirm the details of your Induction on the Balfour Beatty Vinci IPT Area North project.

Check the following information carefully to ensure that you are familiar with the instructions.

Failure to read and comply may stop you from completing the induction.

Instructions

Please report to the Induction reception on the day. Directions are set out in this document.

There is a no smoking policy in the building. A smoking area is located in the car park to the right of the building if required. Please **DO NOT** smoke outside the entrance.

Hot drinks and water are available in the kitchen area of the induction centre via a vending machine **AFTER** completing D&A testing, if there are any special requirements such as allergies to dairy products etc., please make us aware before attendance.

Electronic tablets will be provided to assess your understanding of the induction. You will be provided with any reference material we may use to enhance your Induction.

CAR PARKING

As we have limited car parking spaces – If all designated spaces are full, there is on-road parking on Long Acre or Holborn Hill.

Reasonable Adjustments

Our Induction team can arrange for any Reasonable Adjustments required in advance. You can notify them in different ways.

- Firstly, through your employer.
- Contact the Induction Centre and speak to your designated Administrator or the Presenter before the event date.
- By speaking privately to an Administrator or the Presenter, on the day of the Induction to make them aware of any special need's requirements (Dyslexia, Disability etc.).

Lone Workers

We recommend that lone workers travel by car/taxi rather than walking to and from Aston Station during the winter (dark mornings and evenings).

Public Transport

The Induction Centre has excellent Public Transport links.

The following bus routes stop near Holborn Hill: 65, 66, 67.

The nearest Train station is Aston, which has a regular service from Birmingham New Street Station and is a 3-minute walk away.

Leave Aston train station. Holborn Hill is directly opposite. Use the pelican crossing adjacent to the station entrance. Walk up the road. The Gee Business Centre is halfway up on the left side.

Auctus Management Group
Tech Block, Gee Business Centre
Holborn Hill, Aston
Birmingham, West Midlands
B7 5JR

CONTACT US
07425359252
inductions@auctusmg.co.uk

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Directions by Road (via M6)

From North: At J6, use the left lane to take the A38 exit to Birmingham (NE)/Lichfield. Keep left, follow signs for A38/Birmingham (NE)/Lichfield

From South: Leave at J6. Take the A38(M)/ A38 exit towards Bham(C)/Bham (NE). Keep right, follow signs for Bham/A38

All Drivers: At the roundabout, take the 4th exit onto Lichfield Rd/A5127

Use the 2nd from the left lane to turn left

onto Cuckoo Rd/B4137

Turn right onto Long Acre then turn right onto Holborn Hill. The entrance is on the right.

Designated Parking - HGV vehicles and Vans MUST use on-road parking due to size restrictions in the designated parking area.

On arrival by car, you will need to report to attendant at the main gate who will direct you to the parking spaces.

1. Arrival at main gate. Report to attendant.

2. Continue down the ramp and take a left where you will find spaces marked in orange. Alternative parking is located behind the gatehouse.

3. Induction parking is allocated in this area. Please reverse park into any available space.

4. Follow building around where you will find the entrance to Induction Centre.

IMPORTANT

You **SHOULD NOT** have a drink, either hot or cold, eat, smoke, or vape less than 10 minutes before breathalyser. Please ensure you have washed your hands before you fingerprint drug test.



Drug and Alcohol Testing

You should not drink, eat, smoke or vape less than 10 mins before taking the alcohol test. Please ensure you wash your hands 10 mins before the drug test.

- You may be required to take a Drug and Alcohol Test (D&A).
- If you have a non-negative result ie. traces are indicated, you will be informed at the end of the induction and will be required to take a urine instant test. If this still shows a non-negative result it will then be sent off to the lab for analysis.
- A confirmed lab positive result will mean you will be banned for 1 year from working on the HS2 project.

Photographs

- You will be required to have your photograph taken on the day of the Induction.
- This will be printed on your access card.

Biometric Data

- The Induction administrators will take biometric print from each of your index fingers for the HS2 card issued on successful completion of the Induction

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