

# Visitor Guide

Release Potential Ltd.  
The Bridges  
Lead Road  
Stocksfield  
NE43 7SF





# Office Information

**Phone: 01661 843819**

**Email: [info@release-potential.co.uk](mailto:info@release-potential.co.uk)**

**Website: [www.release-potential.co.uk](http://www.release-potential.co.uk)**

**Opening times:**

**Monday: 09.00-17.00**

**Tuesday: 09.00-17.00**

**Wednesday: 09.00-17.00**

**Thursday: 09.00-17.00**

**Friday: 09.00-16.30**

**Saturday: Closed**

**Sunday: Closed**



**Wi-Fi available**



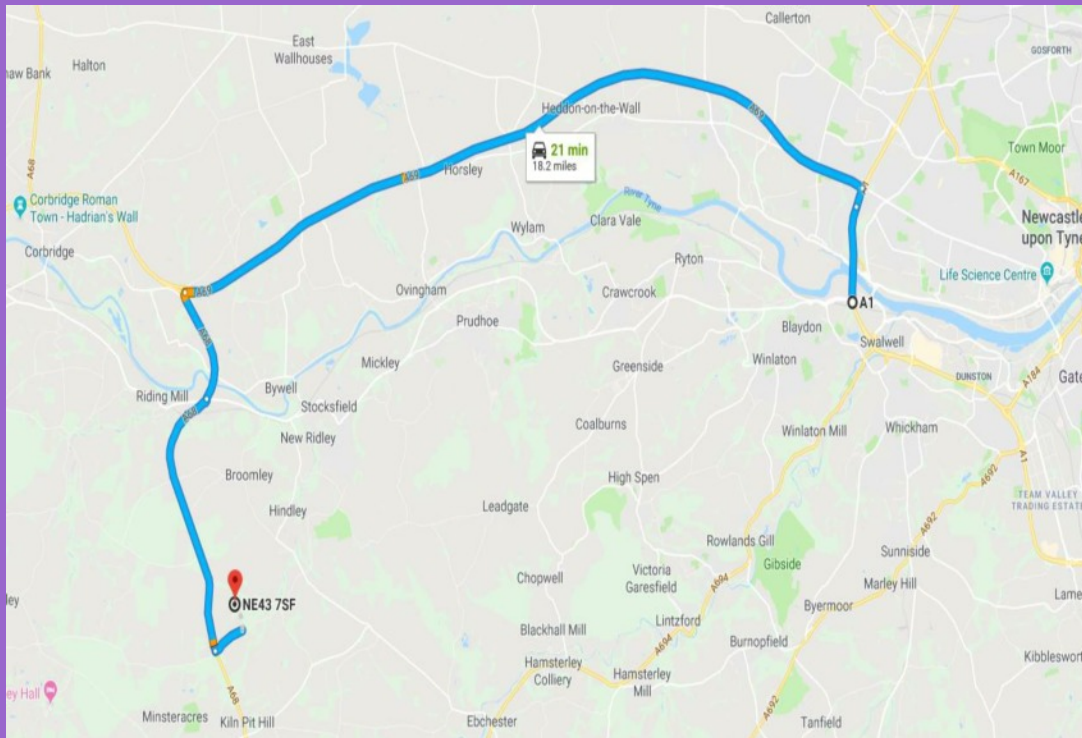
**@R\_Potential**



# How to find us

## By Car

Coming from the A1, take the 1<sup>st</sup> exit onto the A69 and then at Styford roundabout take the 1<sup>st</sup> exit onto the A68. At the next roundabout take the 2<sup>nd</sup> exit to continue on the A68 and then turn left at Scales Cross towards Stocksfield on to Lead Road. Continue for one mile and you will find the office on the right hand side.



## By Public Transport

The office is in a rural location and therefore there are no public transport links direct to the office.

There are train stations in Stocksfield, Prudhoe and Hexham from where you could then arrange a local taxi.

Stocksfield train station – 3.6 miles  
(Taxi 01661 844700)

Prudhoe train station – 5.8 miles  
(Taxi 01661 830999)

Hexham train station – 10.5 miles  
(Taxi 01434 606565)

# Parking

Parking is available to the left hand side of the building.

For health and safety reasons we have a reverse car parking policy. If you are making use of our car parking facilities we kindly ask that you reverse into your space.

Please note that disabled parking is available at the front of the building however this area can also be used as an overflow when the main car park is full.

We also have installed our first electrical charging point which is sign-posted in our car park. If you wish to use this please speak to reception. Please note that charging cables/adapters are not provided.





# Emergency Procedures

## Fire Procedures

We carry out regular fire tests every Friday however you will be informed upon arrival if we are expecting a fire test or drill.

If you should hear the fire alarm please exit the building and gather at the assembly point which is at the far end of the car park. Our fire marshals will be there to assist you and will perform a roll call once evacuation is complete. Please do not return to the building until instructed by a fire marshal.

In the event of discovering a fire please alert others by sounding the alarm and then head straight to the evacuation point. There are two alarms on the ground floor either side of the main entrance and there is a third at the top of the stairs.

Our fire marshals are;  
Andrew Tumilty  
Jack Anthony



# Emergency Procedures

## **First Aid**

We have first aid trained staff members on site. If you require first aid please contact the nearest member of staff for assistance. We also have Mental Health first aiders on site to assist you at all time. All accidents must be reported to reception.

A defibrillator is situated to the right of the main entrance.

## **First Aiders;**

Andrew Tumilty

Jack Anthony

Yasmin Whittemore

## **Spillages;**

If you notice a spillage of any kind please seek a member of staff and one of our spill response officers will handle this. Our officers are Andrew Tumilty and Jack Anthony.





# Facilities

## **Toilets**

Our toilet facilities are located on both floors at the very back of the building. We have disabled facilities on the ground floor, also located at the back of the building.

## **Meeting/Prayer Rooms**

We have rooms available on site, please let us know at reception if you would like to use them.

## **Reasonable Adjustments**

If you require any adjustments prior to your visit please contact us at [info@release-potential.co.uk](mailto:info@release-potential.co.uk)

## **Refreshments**

Unfortunately there are no shops within walking distance. The nearest shop is the Spar in Stocksfield (3.8 miles from the office).

You will be offered a beverage upon your arrival however please feel free to bring your own refreshments if you wish.

We also are part of Refill North East Scheme in partnership with Northumbrian Water, where anyone can ask to fill up their water bottle.

# Further Information



For your safety please ensure that you have signed in at reception upon arrival to the building and signed out at the end of your visit.



Release Potential are dedicated to helping the environment. We have a recycling system within the office and have specific waste bins for this. If you need to dispose of anything please let a member of staff know and they will be happy to assist you.



We operate a no smoking policy at Release Potential, however a smoking point can be found outside at the rear of the building. Please dispose of your rubbish responsibly.



If you have any other questions or queries please do not hesitate to get in touch.



We hope you enjoy your visit to  
Release Potential