

SITE NAME	FRESHA	
ADDRESS	23 Bittern Road Sowton Industrial Estate Exeter EX2 7LW	
CONTACT	Christine	christine@fresha.org
RECEPTION	No	
TELEPHONE	01392 447701	
EMAIL FOR CLINIC LIST	Send to Sonographer/CA NHS email	
ROOM LOCATION	2 clinic rooms at the rear of Fresha. Patient entrance at the back	
TOILET FACILITIES	1 patient toilet (disabled compliant)	Staff can use toilets in the restaurant
WAITING ROOM	3 seats outside clinic rooms	Signs on walls 'clinic in progress, please take a seat'
PARKING	Free patient car park on site	Staff to park on the road
STAFF PARKING	2 spaces outside clinic entrance	1 x KH, 1 x UC All other staff MUST park on the road
DOOR CODE	Clinic room doors: C1379	Turn lock handle from inside room to keep unlocked throughout day
DOOR ACCESS CARD	Access card for right hand side of store cupboard is on 3rd shelf down (on left) in room 1-swipe card across black circle to open right hand side cupboard door	DO NOT TAKE ACCESS CARD
STAFF FACILITIES	Kettle and mini fridge in room 1. The café is open Monday to Friday until 3pm/4pm.	Food outlets close by
WATER	Water dispenser in waiting room. Cups in cupboard	Spare bottle in waiting room tall cupboard. Please contact Michaela when spare is put on dispenser and down to 20 cups
CLEANING	CAs to clean until mid Sept 2023 Bin bags from clinic to be placed in big rubbish bins outside	Cleaning products in lockable cupboard (right hand side) in room 1
LOCKING UP PREMISES	Exit through back door.	Ensure side door and all windows are closed
AIR CON	Air con unit in room 1. Please open window when air con is on.	Make sure you turn air con off and close the windows before leaving
HEATING	Infra-red heating for clinic rooms. Switches on wall next to toilet Wall mounted heater behind clinic room chairs Individual heaters in clinic rooms	Make sure heating is turned off before leaving
WIFI	Fresha	No code needed
NEF CODE	52	
CITS PC NUMBER	N/A	
LAPTOP NEEDED	Yes	

ANY DESK	Yes	
IP ADDRESS		
PC LOGIN	N/A	
LONG CABLE REQUIRED	N/A	
SHORT CABLE REQUIRED	N/A	
STATIC MACHINE NUMBER	5	
COUCH ROLL SUPPLIED	Yes	Stored in cupboard Room 1 and cupboard in waiting room-top shelf
LOCATION OF SUPPLIES	Cupboard in Room 1	Keys for cupboard in waiting room in cupboard in clinic room 1
ALARM	Red pull cord alarm in disabled toilet. Patient can pull cord in an emergency CCTV in operation (not in clinic rooms)	Alarm beeps, orange light flashes outside toilet door. To clear, press reset button on alarm pad outside the toilet and reset alarm in the WC.
FIRE ALARM TESTED ON	<i>To be advised.</i>	Fire evacuation plan attached
FIRE SAFETY KIT	Torch on bottom shelf on left hand side of cupboard	
EMERGENCY ACCESS POINTS	Clinic entrance door, side door by Fresha toilets and main entrance to Fresha	
FIRE ASSEMBLY	Outside on the grass area to the front of Fresha.	See exit plan enclosed
STAFF ACCESS	Door to restaurant (corridor between clinics and offices) will be locked after 4pm. Key to door will be in key safe next to the door	
FIRST AID KIT & SPILL KIT	In cupboard room 1	
FIRST AIDER	CLINIC STAFF	
Additional notes	Outside wall sign to be ordered for outside (Paul to confirm) Korus and Ultracardiac signs to be placed outside by entrance when clinics are running	Do not leave flexi signs outside overnight