

### Lone training Process:

We are pleased to confirm with immediate effect an upgraded lone training process is now available at the Health Hub.

Lone training is whenever there is no health hub staff or other health hub members present at the Health Hub:

- Lone training process:
  - Enter the Health Hub
  - Move to the telephone, located on the wall behind reception.
  - Phone Plant Oxford's security control room at - **9 01865 825678**
  - While facing the camera, ask the security control room for the safe's code
  - While on the phone, enter the safe's code (Enter the code followed by #)
  - Remove pendant from the safe
  - Place your BMW ID card within the safe
  - Close the safe
  - Ring off
  - Enjoy your training session as normal!
  - When you have finished training clean the watch with the spray provided
  - Move back to the phone and call Plant Oxford's security control room at - **9 01865 825678**
  - While facing the camera, ask the security control room for the safe's code
  - While on the phone, enter the safe's code (Enter the code followed by #)
  - Place pendant back into the safe and retrieve your BMW ID card.
  - Close the safe
  - Ring off

If you are joined by another Health Hub member and you need to leave, the member must adhere to the lone training process stop training and follow the process as set out above



**In the event of any misuse of the Health Hub, access for the member will be revoked**