



**Information and guidance
for visitors for the
EURAMET General
Assembly 2024**

Introduction

Welcome to the National Physical Laboratory (NPL). The well-being and satisfaction of our customers and visitors is our highest priority. Please take a couple of minutes to read this information to familiarise yourself with our emergency procedures.

NPL is an international centre of excellence in science and technology. As such there are areas of the site where there are hazards with which you may be unfamiliar. These include high-powered lasers, sources of radioactivity and other specialised equipment.

This leaflet is intended to provide you with the health, safety and environmental information you require to ensure your wellbeing for the duration of your visit.

The EURAMET General Assembly 2024 is being held in the Atrium of the Advanced Quantum Metrology Laboratories (AQML) and Bushy House. Both buildings are accessed through our Queens Road Gate, TW11 0EB entrance to the NPL Teddington site.

Please see the map below.



Please ensure that you have the correct travel documents to enter the UK. For example, an EU citizen will need a valid passport.

Photographic ID will be required as part of registration at the NPL site, please bring this with your Eventbrite ticket.

Accessibility

We endeavour to be a disability-friendly site, but if you require any reasonable adjustments to be made prior to your visit or have any questions [please contact events@npl.co.uk](mailto:events@npl.co.uk).

Hotels

[A full list of local hotels can be found on our website.](#)

Please note that NPL has preferential rates for some of the hotels listed.

These rates are at the discretion of the hotel. You will need to make your reservation directly with hotels and no recommendations are made. NPL cannot take responsibility for arrangements made by hotels.



Travel – Driving

Where possible we recommend everyone travels by public transport.

To get to AQML and Bushy House, please arrive to the NPL Teddington site via the Queens Road Gate entrance at Bullard Road, from Queens Road, Teddington. Take the second exit off the roundabout and proceed along Bushy Road. At the mini roundabout take the first exit to continue along Bushy Road through the metal gates. You should then see the AQML directly in front of you. Please go through the main entrance and sign in at the reception desk.

There is limited parking around AQML and Bushy House with overflow parking in the car parks off Dora Jordan Road. We currently have a problem with our postcode listing for this side of site on Google maps which we are trying to resolve.

[The What Three Words location is Salt.Relax.Pure](#). Alternatively, for satnav directions please use the post code of TW11 0EL which will take you towards the neighbouring sports club and then follow the map below.

Please note, our Teddington site sits within the Ultra-Low Emission Zone (ULEZ), if your vehicle doesn't meet the ULEZ emissions standards and is not exempt, you will need to pay a £12.50 daily charge to drive within the zone. You can check your vehicle and find out more details on the [Transport for London Ultra Low Emission Zone website](#).

Travel – Public transport

Buses: 33, 281, 285, 481, R68 and SL7 all serve Teddington.

Please note that local buses do not accept cash. See the [TfL website](#) for accepted payment methods.

Trains: Regular services connect Teddington with London Waterloo in approximately 30 minutes.

From Heathrow: Routes 285, and the faster SL7 both connect Teddington with Heathrow Airport.

Use the [TfL journey planner](#) to help plan your journey.

Taxi: A taxi journey from Heathrow will take approximately 30 minutes.

<https://www.parkercarservice.com/>

NPL-Guest Wireless network for visitors

To connect to the guest network:

1. Connect to the NPL-Guest wireless network.
2. Open your internet browser.
3. Follow the on-screen instructions by providing the relevant information.

Please report any problems connecting to this network to the

IT Helpdesk on 020 8943 6000.

Eduroam is also available at NPL.



Fire and evacuation

On discovery of a fire, sound the alarm by breaking the nearest call point.

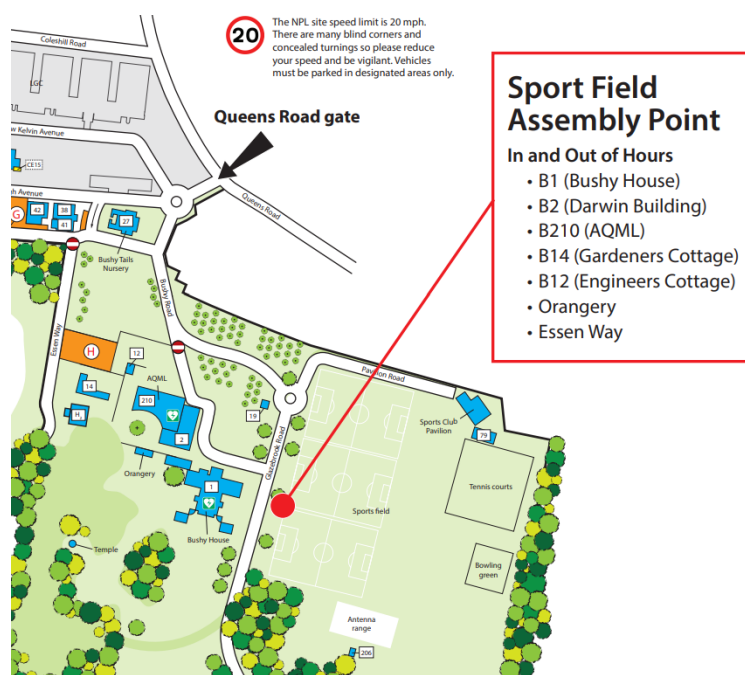
When the alarm sounds, instructions will be given over the public address system. Please listen carefully, as the instructions may ask you to stay where you are. If the instructions say 'stand by', get prepared to evacuate.

Do not attempt to fight any fire.

If asked to evacuate:

- Leave immediately by the nearest exit.
- Report to the assembly point on the side of the sports field.
- Don't linger to collect personal belongings.
- Don't use lifts.
- Please clear the area for the emergency services. Do not stand on the road.
- Ensure your NPL host knows where you are.
- Obey any instructions given by fire officers or members of the incident response team.

The same assembly point is used for the AQML and Bushy House, as indicated on the map below.



First aid, accidents, and incidents

For any medical emergency, get assistance by dialing 3333 on any internal telephone. NPL has many fully trained first aiders located across the site and automated defibrillator machines are provided for their use. Medical welfare facilities are available to all visitors if required.

Should you suffer any form of accident or incident during your visit to NPL, (including near misses), please report it immediately to your host, who will record it. It is only by reporting that we can learn from incidents and continually improve our safety systems.

Smoking

Smoking, vaping or the use of e-cigarettes is not permitted in any building.

Environment

At NPL we are very conscious of the environment in which we operate and the possible impact of our operations.

We endeavour to ensure that:

- We generate the minimum possible amount of waste.
- Recycling waste is co-mingled and the segregated off site.
- Hazardous waste is collected and disposed of on a regular basis.

Site information and security

All visitors are provided with a visitor pass at registration; this must be worn in a prominent position. Visitors must sign in every day.

Visitors should be escorted at all times and for their own safety must obey the signage displayed around site.

Visitors may only use camera or video equipment at NPL with the express permission of their hosts.

Please note that certain areas of the site are covered by CCTV cameras.

