



Polkyth House - Housekeeping Guidance

Created: February 2026

Updated:

What is covered in this information sheet:

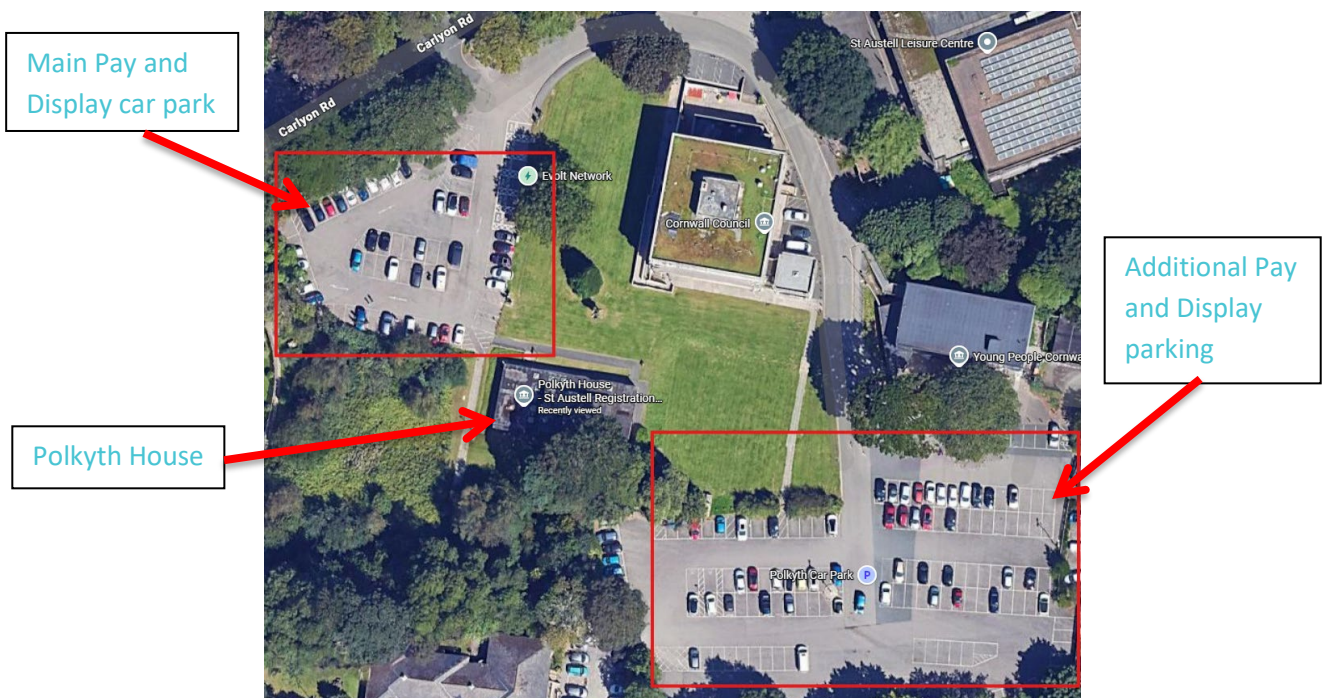
- Office Opening Hours
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Office Opening Hours

The building is open from 9am-5pm on weekdays.

Parking

There is a Pay and Display car park directly outside the building. Additional parking is available past St Austell Leisure Centre.



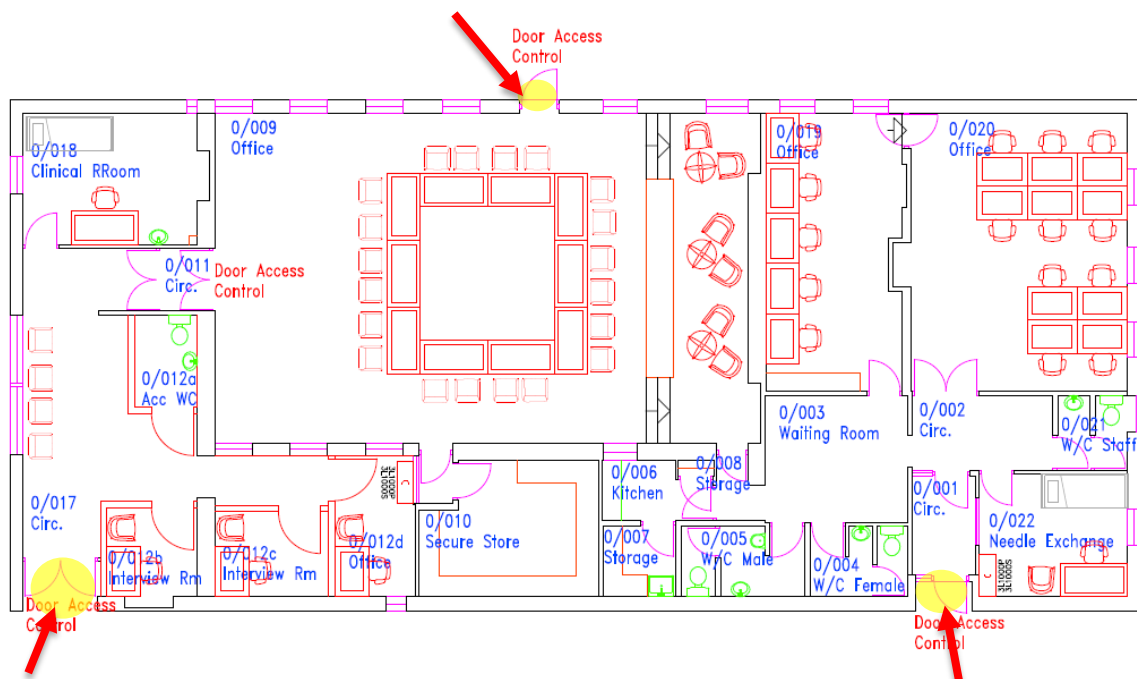
Reception

There is NO reception at Polkyth House, visitors are required to ring the doorbell and wait to be collected by a member of staff.

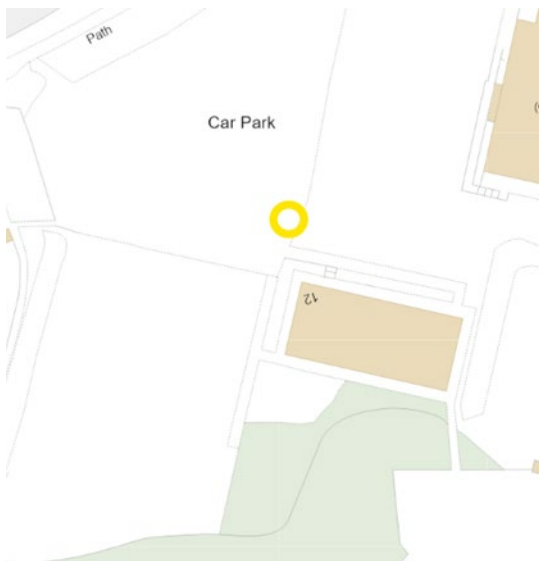
Fire Safety & Alarm

The fire alarm is tested every Friday between 7am and 8am.

The **fire evacuation points** are as follows:



The **fire assembly point** is in the car park as shown below:



When entering the building, please sign in at the register at the entrance. This ensures that the fire warden on duty has an up-to-date list of who is on the premises.

The Fire Wardens are:

- Liz Howard (Cornwall Council)
- Vanessa Fudge (Cornwall Council)

First Aid

The central First Aiders are listed below.

There is a First Aid kit located in the cupboard near the main entrance and another in the Kitchen.

The nearest **Defibrillator** is located at St Austell Leisure Centre.

The First Aiders are:

- Liz Howard (Cornwall Council)
- Vanessa Fudge (Cornwall Council)
- Marie Mills (With You)

- Debbi Boyce (With You)
- Gary Hales (With You)
- Ian Bell (With You)

Cornwall Council WiFi

To access the Cornwall Council guest WiFi please select '**CC Guest**'.

A Cornwall Council WiFi page will open asking you to create an account.

Create an account by clicking on '**Need an account? Click here**' at the bottom of the page.

Another window will appear add your name and email address. Then click on '**Register**'.

This will provide you with an account, a guest password and **5 days WiFi access**.

Room Booking

To book a room in Polkyth House, please use the [Room Booking website](#)

Available Equipment

We have the following equipment available to use.

Please ask any of the points of contact listed below if you require any of the equipment.

- 1 Projector
- 1 Owl
- 1 flipchart stand
- Extension cables
- Bluetooth speaker

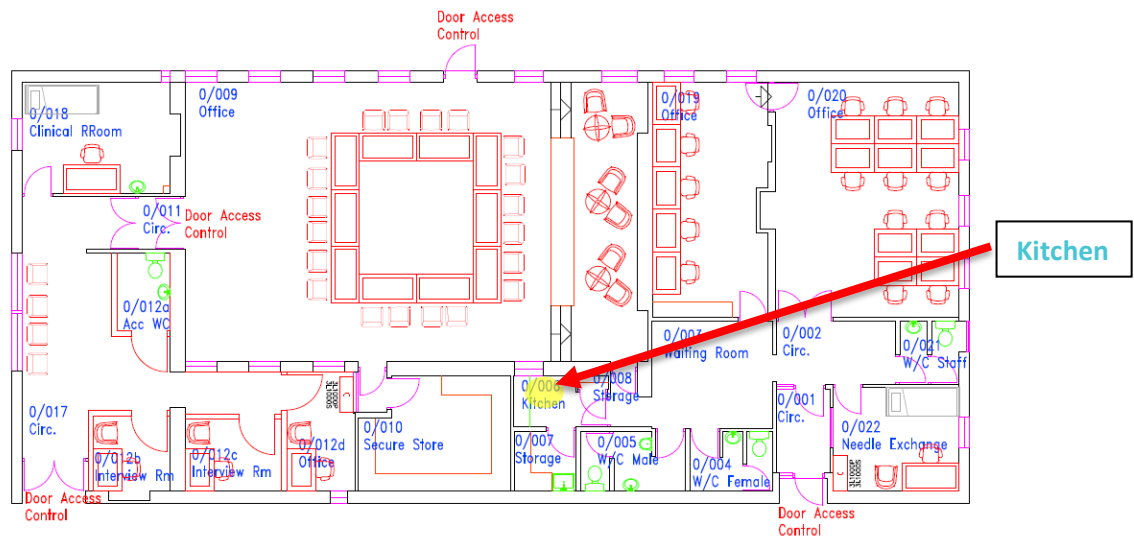
Recycling

There is a plastic, glass and cardboard recycling bin and food waste caddy in the kitchen.

The paper recycling bin can also be found in the kitchen

Kitchen Facilities

There is a kitchen available to the left of the main entrance.



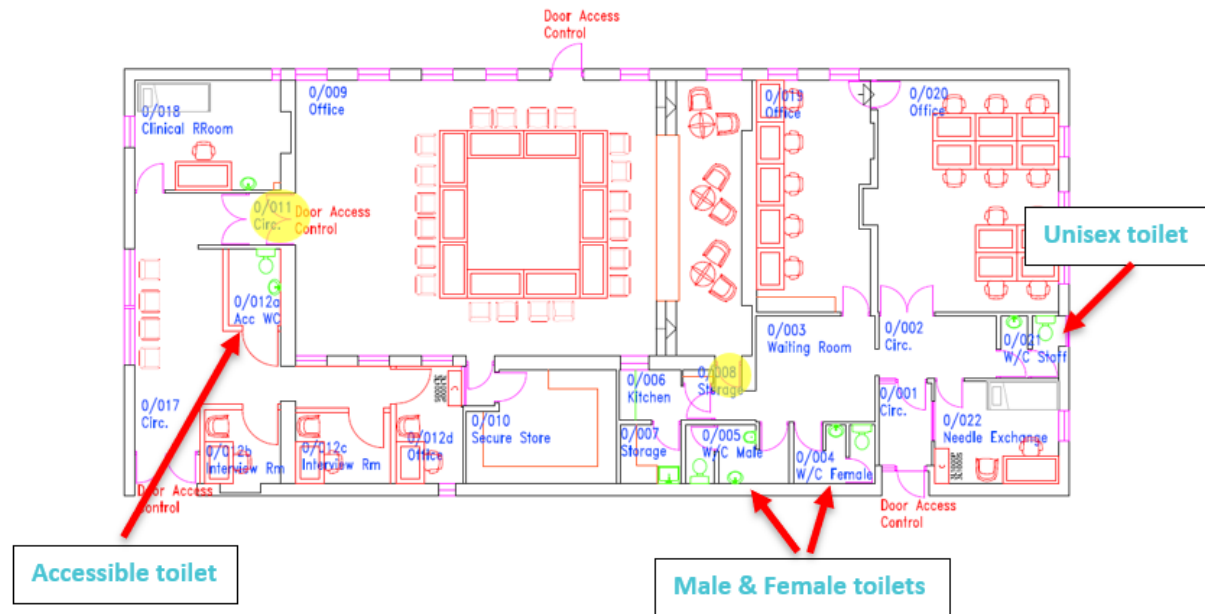
Tea and coffee supplies, cups, plates, kettle, sink, and microwave are all available to use. **Visitors will need to bring their own milk.**

If supplies are running low, please email safeandwellstaustell@cornwall.gov.uk so stocks can be replenished.

Toilets

There is a disabled toilet available on the left side of the building.

There are also Women's, Men's and Unisex toilets available on the right side of the building.



Swipe/ID Cards

The building has 2 main entrances (one at the left side and one at the right side). Both entrances require a swipe card to access. Visitors will need to ring the doorbell to gain entry.

Additional ID cards can be requested internally via the Assystme form or by emailing IDcards@cornwall.gov.uk

Points of Contact

Central points of contact for any queries are:

Safe and Well St Austell	safeandwellstaustell@cornwall.gov.uk	
Liz Howard	Liz.Howard@cornwall.gov.uk	07483 338752
Vanessa Fudge	Vanessa.Fudge@cornwall.gov.uk	07483 409268
Megan Kennally-Pritchard	Megan.Kennally-Pritchard@cornwall.gov.uk	

Building Contacts

On-Site:

Safe and Well St Austell

safeandwellstaustell@cornwall.gov.uk

Workspace issues:

Dawn Richards

Dawn.richards@cornwall.gov.uk

07527470321

IT issues:

Anita Gripe

Anita.gripe@cornwall.gov.uk

07969211761

Useful Numbers

Lorne Stewart

Tel: 01752 768 088

Email cornwall@lornestewart.co.uk

Kestrel Security

Tel: 02380 865 658

National Gas Emergency Service

Tel: 0800 111 999

Western Power

Tel: 0800 6783 105

South West Water

Tel: 03443 462 020