



Polkyth House - Guidance for Visitors

Created: February 2026

What is covered in this information sheet:

- [Arrival](#)
- [Staff & Visitor Parking](#)
- [Confidentiality](#)
- [Training and Meeting Leads](#)
- [Enquiries and Contacts](#)

Welcome to Polkyth House!

Arrival

On arrival to Polkyth House, please ring the doorbell and someone will come and collect you.



State who you are visiting to staff member who greets you at the entrance, and sign in.

Staff & Visitor Parking

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

DRUG & ALCOHOL TEAM

Cornwall and Isles of Scilly

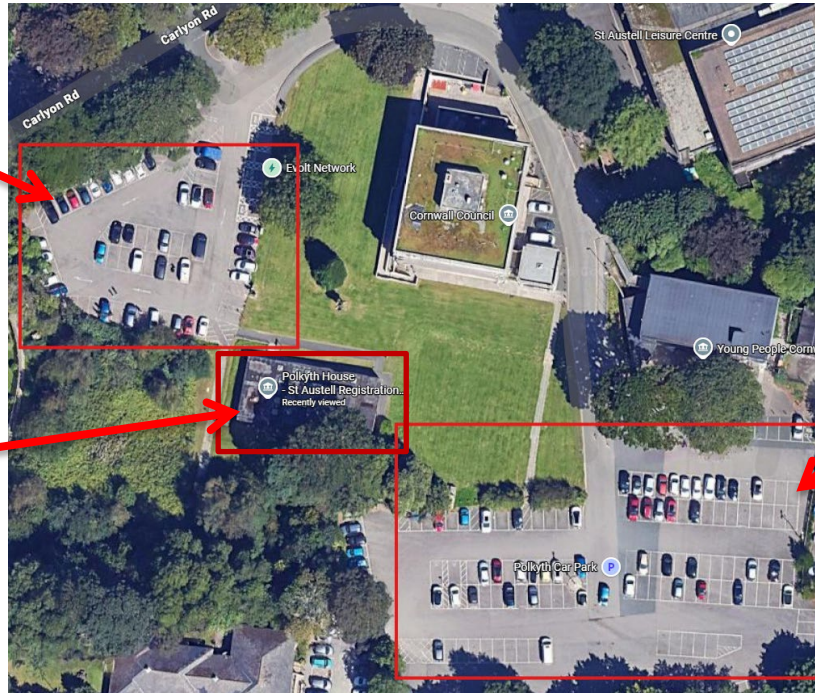
Reducing Harm | Promoting Recovery

SAFER CORNWALL

Kernow Salwa

Main Pay and
Display car park

Polkyth House



Additional Pay
and Display
parking

Confidentiality

Please be aware there will be different partners, agencies sharing the office spaces.

With the virtual way of working we are now accustomed to, please ensure any **confidential or sensitive** conversations/meetings are had in a **separate room** and not in the open plan office. For all non-confidential meetings in a communal office, please use headsets.

Interview rooms are available to book via the [Room Booking website](#).

Trainers and Meeting Leads

Housekeeping Guidance notes are available in the Training and Interview rooms for Fire Safety, First Aid and other relevant information (see below).

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Polkyth House - Housekeeping Guidance

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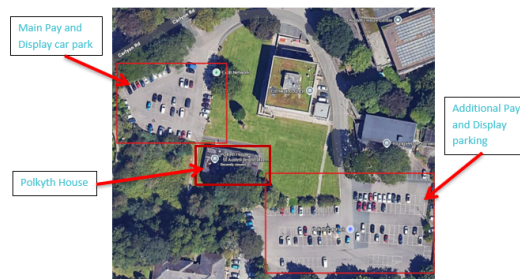
- Office Opening Hours
- Parking
- Reception
- Fire Safety & Alarm
- First Aid
- Cornwall Council Wi-Fi
- Room Booking
- Available Equipment
- Recycling
- Kitchen Facilities
- Toilets
- Swipe/ID cards
- Points of Contact
- Building Contacts

Office Opening Hours

The building is open from 8am-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.



For any enquiries prior to the meeting/training (i.e. booking equipment, etc) please email safeandwellstaustell@cornwall.gov.uk

Enquiries/Contacts

For any general enquiries please email safeandwellstaustell@cornwall.gov.uk

For urgent enquiries:

Liz Howard	Liz.Howard@cornwall.gov.uk
Vanessa Fudge	Vanessa.Fudge@cornwall.gov.uk