



BLENHEIM

PYE
homes
BLENHEIM

Welcome to your Work Experience at Blenheim & Pye!

This is your guide for what to expect and who you can contact if you have any questions!



Ahead of your First Day Information



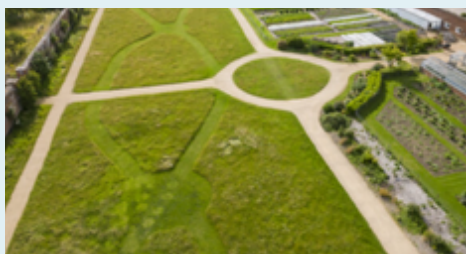
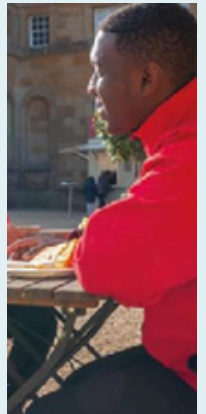
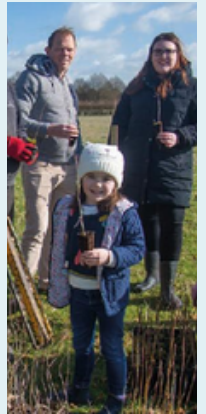
Our Behaviours & Goals



Health & Safety Information



Key Locations



Ahead of your first day!



Dress Code:

Business smart casual, neat, clean, and presentable whilst at work. No torn trousers, leggings, miniskirts, or sports clothing (tracksuits and football shirts). If you require uniform, this will be given on your first day.

Parking:

- Blenheim Palace
 - Drive through the main entrance and parking is on the right, if the gate is closed press the buzzer and Security will open the gate for you.
- Estate Office
 - There is limited parking available next to Woodstock Gate Entrance, we recommend parking in Blenheim Palace & walking to the Estate Office.
- Blenheim Walled Garden
 - Drive through the main entrance, then take the first left, you'll then see parking on the right next to the Walled Garden.
- Blenheim Park Farm
 - Follow the signs to 'Deliveries', at the gate scan your pass on the little black box on the right, or press the button, and Security will open the gate for you, follow the track to the car park.

Key Contacts



People Team: peopleteam@blenheimpalace.com



Health and Safety: HealthandSafety@blenheimpalace.com



Security: 01993 815 607 or 07384 437 710

Ahead of your first day!



What to expect from us



- ✓ *Lunch provided daily*
- ✓ *Experience across multiple teams*
- ✓ *Hint and Tips on the interview process*
- ✓ *CV writing workshop*



skills Session

During your week of work experience, we'd love for you to get involved in creating a small project where you can choose either to:

- ✓ *Record short clips of different team members, or*
- ✓ *Create a poster that includes photos of three new things you've learned.*

You'll be given an opportunity to talk through your findings on Friday afternoon, when everyone comes together for our Skills Session. During this session, we'll also spend time learning about CV writing and interview skills to help you prepare for future opportunities.



First Aid

Each department has First Aiders and a First Aid Kit. If you see a visitor in need of First Aid phone CCTV or alert a member of the team.

We also have defibrillators in different locations across the Estate:

Woodstock Gate
Operations Gate
Clock Arch
Park Farm
Private Apartments
Walled Gardens Entrance
Pye Sites & Pye Office



What is an accident?

An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury.

What is a near miss?

A near miss is any unplanned event that has the potential to cause harm, but does not actually result in human injury.

What is a safety concern?

A Safety Concern is any condition, or violation that causes a substantial probability of physical harm or property damage.

If you have any questions about the Incident Reporting Procedure please email Healthandsafety@blenheimpalace.com

How to Report an Accident

It is important to report all accidents, incidents or near misses. To make a report scan the QR code and complete the form. or near miss scan the QR code and complete the form.



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HEALTH & SAFETY RULES



Always obey the speed limit wear a seat belt at all times



Never use a handheld phone or electronic device while driving



Never undertake any job unless you have been trained and are competent to do it

Protect yourself against a fall when working from height



Wear PPE as defined by the risk assessment

Always obtain a valid permit for tasks where a permit is required



Do not smoke outside of the designated smoking areas

Check all equipment pre-use and do not use if faulty or defective



Always intervene or report any unsafe acts or conditions

If in doubt, stop and ask



Failure to comply with the rules will put all the teams and guest onsite at risk and breaches of the rules will result in investigation, potential disciplinary action and contractors being asked to leave site.

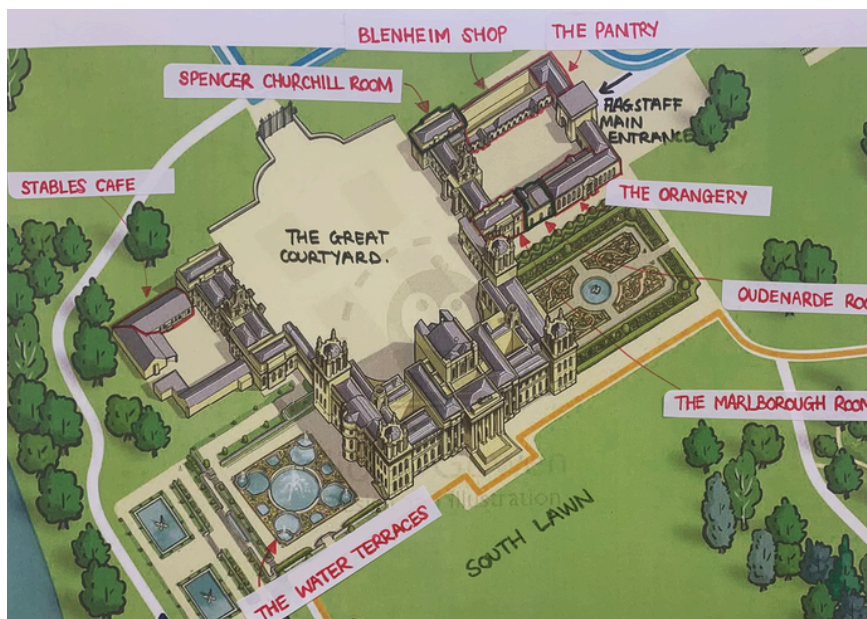
— **BLenheim** —

Blenheim Map



Key Blenheim Office Locations

We have several other offices located throughout the palace, which your manager will share with you.



**Estate Office
Blenheim Palace
Woodstock
OX20 1PP**



**Park Farm
Woodstock
OX20 1HD**



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Pye Office



**Car
Park**

**Main
Entrance**

Arrival:

Pye Office: *There is a car park available at the Pye Office. Call the reception buzzer and we'll open the door for you. You will be informed of all the relevant access pin codes during your office induction.*

Pye Locations



**Pye Homes
Langford Locks
Kidlington
OX5 1HZ**



**Park View
Woodstock
Oxfordshire
OX20 1QL**



**Church Farm
Radley
Abingdon
OX14 3EY**



**Marcham
Temple Gate
Abingdon
OX13 6FJ**

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Our Blenheim & Pye Behaviours

Love the fact that every day at Blenheim is different.



Roll up your sleeves and muck in to help get things done, even though they may not be your job. Run towards problems, not away from them.

Relish a new challenge everyday



Showing honesty with kindness



Do the right thing even when it is uncomfortable or inconvenient.

Be open and truthful but be sensitive to how it lands because everyone deserves that. Visitors, suppliers, customers, partners, stakeholders and each other.



Keep our promises we make to ourselves, our colleagues, the world outside.

Take responsibility and be passionate about never letting anyone down. In this way our people develop, and become the best versions of themselves, helping each other to fulfil Blenheim's potential.



Sharing a sense of belonging



Keep our Promises



Keep our promises we make to ourselves, our colleagues, the world outside.

Take responsibility and be passionate about never letting anyone down. In this way our people develop, and become the best versions of themselves, helping each other to fulfil Blenheim's potential.



We are guardians of this place for just a moment in time. Blenheim is unique and special, investing in the surrounding area to help local communities thrive, understanding that we all benefit from this. So help create a new kind of history by redefining our relationship with the world around us.



Making History



***We are delighted to welcome you as part of the
Blenheim and Pye team and wish you well in
your fantastic Career with us!***

Our 10 Year Goals



Triple

our economic
contribution to
the local area.



Build high quality,
affordable homes
for **300** families.

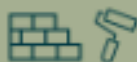


Achieve annual paying
visitor numbers in excess
of **750,000**

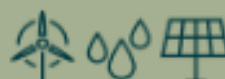


Double

our charitable
contributions
to the community.



Complete
£40 million
of vital restoration work.



Become
**carbon
neutral**
by 2027



Train over
100 new
apprentices in roles
across the Estate.



Reacquire or borrow
key works
from the Palace's
lost collections.



Become one of the
UK's top 100
employers.



Secure endowment of
£45 million
to conserve our
World Heritage Site.

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