



Health & Safety At College

Booklet for Learners



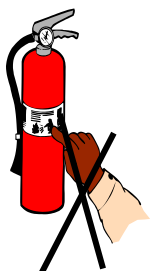
Advice to help keep you safe



- Always listen carefully to what your Tutor tells you about Health and Safety.
- Read and obey all Health and safety signs and notices.
- Tell a member of staff if you are worried about your own or anybody else's Health and safety.



- Walk around college - do not run.
- Do not block fire and emergency doors or exits.
- Do not sit on the floor, obstructing corridors and stairways.



- Do not play with fire extinguishers or any equipment provided for your own, or anybody else's safety.
- Tell a member of staff if you notice any dangers or hazards, or defective facilities or equipment.
- Use all equipment as you have been instructed and shown by your Tutor or other member of staff.
- If you are working in an area where you need special clothing to protect you, make sure that you wear it.



- When a Risk Assessment is in place for the activity you are carrying out, ensure you read the assessment and any guidance before you start the activity.

Safe Learners

The Skills Funding Agency (SFA) requires the College to ensure that you are able, through your learning experience, to:



- Have an understanding of the importance of health and safety.
- Understand how hazards are identified, risks are assessed and control measures are put into place.
- Develop a set of safe behaviours, so that you acquire safe, practical and transferable skills from your experience.

To help with this, the SFA 'Be Safe' booklet will be made available to you electronically at induction. There is a workbook and quiz at the back of this booklet for you to complete.

First Aid

If you have an incident at college, tell a member of staff immediately. The member of staff will call a First Aider by dialing the Campus Emergency Telephone which is Extension **2222**.



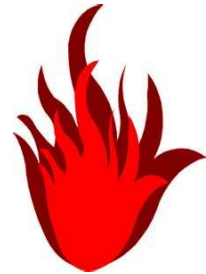
If the incident is of a more serious nature, your next of kin will be contacted to escort you to the Medical Centre or an ambulance will be called.

A College incident Report form will be completed.

Fire

What to do if you discover a fire:

- 1 Use the nearest Break Glass point to sound the fire alarm.
- 2 Do not attempt to tackle the fire.
- 3 Tell a member of staff where the fire is.
- 4 Leave the building by a safe route and make your way to the designated Fire Assembly point.



Fire Evacuation Procedure

Fire alarms are tested in all the College buildings at a specific time each week. Twice a year there will be fire evacuation drills. However, all alarms must be treated as real by everybody.

Whether the fire alarm is set off accidentally or on purpose, you should treat it as a real evacuation. **Any time** you hear a continuous fire alarm you must evacuate the building.

When You Hear The Fire Alarm:

- 1 Leave the building by the nearest safe route.
- 2 Follow safe routes out of the building, shown by the Green Fire Exit signs.
- 3 Do not run when leaving the building.
- 4 Do not stop to collect your coat, bag or anything else.
- 5 Do not use the lifts.
- 6 Assemble with your class group and Tutor, at the Fire Assembly point and await further instruction.
- 7 Do not go back into the building until the Senior Fire Officer or Incident Controller tells your Tutor it is safe for you to do so.



If you are disabled or a wheelchair user:

Please tell your tutor as early as possible if you will need assistance to evacuate any College buildings in an emergency, so that a plan can be put in place for you.

If you are on the ground floor, you should wait until most people have passed and then leave the building in the normal way.

If you are on an upper floor, move along the corridor to a refuge point or stairwell away from the fire. If you have a support worker with you they will stay with you until help arrives.

The College has a number of evacuation chairs that can be used during fire evacuations.

Fire Assembly Points



Fire Assembly points are safe places where people should gather once they have left the building. You should stay as far away from buildings as possible, and off the roads.

The College fire assembly points are:

Victoria & Elizabeth Centre

No 2

Front of the Elizabeth Centre opposite multi-storey car park



St Paul's Centre

No 2

Front of the Elizabeth Centre, opposite multi-storey car park



**Harrison Centre &
Sir Bill Taylor
Futures Centre**

No 3

University Centre Car
Park



**Sports & Leisure
Centre**

No 4

St Paul's Gardens
(Nab Lane entrance)



**Regional Automotive
Technology Hub
(RATH)**

No 5

Feilden St Car Park
near to Montague St



**University Centre
(UCBC)**

No 6

University Centre
Car Park



**Beacon Centre &
Construction (ConTec)
Centre
No 7
St Paul's Gardens**



Rules on Smoking & Use of E-Cigarettes

The full College Smoke-Free Policy is available on Moodle.

Smoking and Use of E-Cigarettes is prohibited:

- In all College buildings
- At all entrances and exits to College Buildings
- In all College vehicles and vehicles hired by the College



Smoking Provisions

Smoking shelters and waste bins are conveniently located around campus. Smokers are requested to always use the shelters and dispose of cigarette butts in the bins provided.

Non-compliance

College disciplinary procedures will be followed if learners do not comply with the smoking prohibitions and the request to use the smoking provisions.

