

Health and Safety Information for Sessional Staff

ENTRY TO BUILDINGS

- Most buildings are freely accessible to everybody but there are certain rooms or areas within them where entry is prohibited for reasons of safety. Notices are displayed indicating these prohibitions. Please do not enter these areas unless you have received permission from a member of staff and are accompanied.

CHILDREN

- If you bring children on to campus, they should be supervised at all times.

ROAD SAFETY

- Although the campus roads are under the control of the University we would ask you to exercise the same care and consideration as you would were you on a public highway.
- The campus roads are relatively narrow, so do not park your car at the side of the road. Use the car parking areas.
- Please observe the Highway Code whether you are walking or driving.
- There is a 20 mph speed restriction on campus.

IF YOU DISCOVER A FIRE WHILST YOU ARE IN A BUILDING

- Leave the building but make sure that doors and windows to the room where the fire is discovered are closed.
- If you are supervising a class, it is your responsibility to take control of the class and ensure that everyone leaves the building.
- On your way out, break the glass of a fire alarm call point. These are the red, glass-fronted boxes usually found at the final exit doors to buildings. Please do not use your mobile phone to summon the Fire Service directly.
- The fire alarm will sound and a Security Officer will automatically be alerted. He will summon the Fire Service and arrange for them to be met and escorted to your location.
- Make your way to the building's assembly point and await instructions from the Fire Service. The assembly point is indicated on notices adjacent to the exits.
- If you have any information that will assist the emergency services, you can use your mobile phone to contact University Security on 01524 594541.

Important: Only tackle the fire with an extinguisher if it is safe to do so and you do not put yourself or others at any risk.

IF YOU HEAR THE FIRE ALARM

- The fire alarm is a continuous sounding of bells or sirens.
- Close doors and windows to the room you are in.
- Leave the building and go to the assembly point.
- If you are supervising a class, it is your responsibility to take control of the class and ensure that everyone leaves the building.

Important: **Do not** stop to collect personal belongings. Smoke travels very quickly during a fire. If the building you are in has a lift, do not use it. It could stop without warning between floors.

Do not re-enter the building until the Fire Service have declared it safe to do so. If you are supervising a class and you have a person in the class who is disabled or in any way unable to use stairs, move the person to a staircase enclosure and ask

a) someone to inform Security that a disabled person is awaiting rescue – from an internal telephone dial 94541, or from a mobile phone dial 01524 594541 and

b) someone to remain with the disabled person.
In this position, persons will be safe until Security and the Fire Service arrive.

IF YOU OR ANY MEMBER OF YOUR CLASS HAS AN ACCIDENT

- Report it immediately to a member of University staff. This can be the nearest building Porter or University Security, which is located in the Reception Building.
- Make sure an accident report form is completed. Porters have the forms.

IF YOU OR ANY MEMBER OF YOUR CLASS NEEDS FIRST AID

- Contact a first aider. The names of first aiders are displayed at various locations in buildings and are listed at the front of the internal telephone directory. All Porters have first aid boxes.
- First aid is also available from the Nurse Unit located in the Reception Building. Dial Extension 94737 for assistance.
- If a first aider or nurse cannot quickly be contacted, dial 94541 and ask the Security Officer to help.

IN ANY OTHER EMERGENCY

- Where you may need, for example, the Police or an ambulance, dial 999 on an internal telephone and give details to the Security Officer.

IF YOU NEED ADVICE OR INFORMATION ON ANY ASPECT OF GENERAL SAFETY, FIRE PREVENTION OR PERSONAL SAFETY, PLEASE CONTACT EITHER THE UNIVERSITY SAFETY OFFICE (EXTENSION 92099) OR UNIVERSITY SECURITY (EXTENSION 94541/92091)

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