



New College Durham



Health and Safety Information for Visitors

Health and Safety Statement

The Corporation recognises and accepts its responsibilities for your health, safety and welfare during your visit.

It is the Corporation's intention to ensure so far as is reasonably practicable:

- All premises and the means of access to and egress from them are maintained in a condition which is safe and without risks to health.
- Safe plant, equipment and systems of work.
- Safe methods of handling, using and storing hazardous substances.
- Information, instruction, training and supervision as is necessary to ensure safety.
- A system of inspections and maintenance to ensure the above responsibilities are fulfilled.

A copy of the Corporation Health and Safety Manual can be viewed by contacting any of the Senior Managers, the Health & Safety Staff or via the College Intranet site.

All visitors are requested to:

- Take reasonable care for the health and safety of themselves and other persons.
- Co-operate with the Corporation in complying with health and safety legislation.
- Report any hazards or incidents that have or may lead to accidents.
- Wear any Personal Protective Equipment as is necessary.
- Not distract any staff or students using machinery.
- Not enter any unauthorised areas.
- Park their vehicle in the marked bays.

First Aid provision

All injuries should be treated – even minor injuries can become infected if left untreated.

A list of current first aid trained staff is available from the Reception or can be found on the College Intranet site.

In an emergency, to contact a first aider, telephone extension 4444 giving the exact location and nature of injury.

All Security Officers are first aid trained; they can be contacted directly on 4058/4059.

Please note that the first aid boxes situated around the College are primarily for use by first aid trained staff.

**IN AN EMERGENCY RING TELEPHONE
EXTENSION 4444 or 4242 AFTER 5:00pm
or at weekends**

Accidents

To enable the Corporation to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations please report all accidents to a member of staff.



Smoking

For the health and comfort of all staff and students, smoking is NOT permitted in the College buildings. There is a designated smoking area adjacent to the Sports Building.

Alcohol

The consumption of alcohol is not permitted on the premises other than at College organised events.

Security

- The Corporation accepts no responsibility for items which are lost or stolen. This includes vehicles on site.
- Any unattended valuables should be locked in desks or cupboards.
- Never leave valuables in an unlocked office.
- Always lock your vehicle and keep valuables out of sight.
- Report anyone acting suspiciously to Security.

To contact Security, call 4058/4059 before 5:00 pm, 4242 after 5:00 pm

Fire Procedures and Emergency Evacuation

Fire exits and assembly points are clearly signed. Familiarise yourself with the escape routes and assembly points for the areas of the College that you are visiting.

If you discover a fire:

- Ensure the safety of yourself and others in immediate danger.
- Operate the nearest call point (break glass), these are situated at all fire exits.
- Alternatively call the operator on Tel Ext 4444 in the event of no response or if after 5:00 pm Tel 4242 or 999.
- Evacuate the premises by the nearest available exit.
- Move away from the buildings and proceed to the nearest fire assembly point.
- Do not stand in the doorways.
- Remain at the fire assembly point and do not re-enter the building until the all clear has been signalled.
- Fire extinguishers are provided to fight small fires only when it is safe to do so.
- Only use fire extinguishers if you have been trained in their use.
- Please Note! The fire alarms are tested every Saturday.

DO NOT PUT YOURSELF AT RISK. IF IN DOUBT, DO NOT ATTEMPT TO FIGHT THE FIRE. LEAVE THE BUILDING.

IF THE FIRE ALARM SOUNDS YOU MUST EVACUATE THE BUILDING.



Evacuation – people with a disability

People with a disability who need assistance to vacate the buildings should report to a fire refuge so that assistance can be given. The refuges are located at each end of the corridors through the Fire Doors.

Fire Alarm Vibrating Pagers

A Vibrating Pager system is installed at the Framwellgate Moor Campus to alert deaf staff and students of fire alarm activations. These devices can be obtained from Reception.

Where to get advice about health and safety

If you have any problems of a health and safety nature or require further information please contact a member of the Health and Safety team on:

0191 375 4529/4448/4019

Please contact the Managed Services Helpdesk -Tel Ext 4433
(for cleaning, catering, heating, lighting, maintenance problems etc.)



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