

## Appendix 1

# Visiting Teachers – Your Health and Safety

The College is committed to providing a safe and healthy environment for its staff, students and visitors. The following is the minimum information that you should know when working on Royal Holloway premises. Where you require further detail on the arrangements outlined in this document, please contact your Department Administrator/Contact, either before you arrive, or at the time of your first visit.

### **FIRE SAFETY**

#### **Action to be taken in the event of discovering a fire**

Operate the nearest red break glass call point and leave the building immediately by the nearest route, alerting others as you leave. There is a Fire Action Notice at every fire alarm call point, which details this procedure.

#### **Action to be taken in the event of the fire alarm sounding**

Leave the building immediately by the nearest route, alerting others as you leave. The Fire Action Notice at every fire alarm call point has details of this procedure.

#### **Know where the nearest fire alarm call point to your place of work is located, and the location of the nearest alternative**

These are Red Break Glass boxes, which are normally to be found at the exits from buildings and at exits from other floors, usually at the staircases.

#### **Know the location of the nearest exit route from the building, and any alternative escape route**

Every building is provided with a means of escape from fire and, in many cases, there will be more than one way to get out of a building. New staff must be shown all available escape routes to open air, and how to operate any exit devices on those routes.

#### **Know the location of the Fire Assembly Point for the building**

Each building has a designated Assembly Point, and this is shown (usually as a number) on the Fire Action Notices by the Fire Call Points. You should know its location and go to it whenever the fire alarm sounds.

#### **Know what the Fire Alarm sounds like, and the time and date of the Fire Alarm Test**

The sound of the fire alarm may differ between buildings. It is the responsibility of each member of staff to make sure that they are able to identify the sound of the fire alarm. The fire alarm in each building is tested either weekly or fortnightly, at the same time and day. During such tests the alarm should sound for no longer than 30 seconds.

#### **Know who the Fire Marshals are and their role during an evacuation**

Fire Marshals wear an orange tabard and their role is to assist with the evacuation of a building, during which you have a duty to cooperate with them. They are also the only people trained to use extinguishers to fight fires.

#### **Be aware of any areas of high fire risk**

If you are going to work near a hazardous area or process you will need to know if there are any special fire safety provisions in place.

#### **Know your responsibilities to visitors and others in the building**

In the same way that you have been given information on the fire safety measures in your workplace, you must also inform visitors and others who you are responsible for, of all the fire matters which may affect them while they are on the College campus.

### **EMERGENCY TELEPHONE NUMBER**

The College emergency number (444 or 01784 443888 from an outside line or mobile) should be used in the following circumstances:

1. To notify Security of a fire following the activation of a break glass call point;
2. To request an ambulance;
3. In the event that you feel that your personal safety is at risk;
4. Following the receipt of a bomb threat.

## **FIRST AID**

### **College first aid arrangements for normal working hours**

Most Departments and/or buildings within the College have at least one trained first aider and during the hours of 08.00 to 18.00 Monday to Friday, these staff will normally be available to provide first aid assistance.

In the event that you require first aid, you should:

- Immediately contact a building/department first aider. Contact details are available on the first aid signs in each Department

In the event that a building/department first aider is unavailable or cannot be contacted you should:

- Phone College Security on 444 (or 01784 443888 from an outside line or mobile) for assistance.

### **College first aid arrangements for outside normal working hours**

Outside the above specified hours, when a building/department first aider may not be available to provide first aid assistance, you should:

- Phone Security on 444 (or 01784 443888 from an outside line or mobile) for assistance.

### **Procedure for requesting an ambulance**

In the event that you require an ambulance at any time, you should:

- Dial 444 (or 01784 443888 from an outside line or mobile) to notify Security, who will call for an ambulance

In the case of dialing 9-999 directly:

- Contact Security on 444 (or 01784 443888 from an outside line or mobile) immediately following the call in order to notify them that an ambulance has been requested.

## **REPORTING HEALTH AND SAFETY PROBLEMS**

If while working at the College you notice anything which could present a risk to your health and safety or others, please report this to your departmental contact.

## **HEALTH AND SAFETY POLICIES AND PROCEDURES**

All College Policies (including those relating to Health and Safety) can be found at the following link:

<http://www.rhul.ac.uk/iquad/collegepolicies/home.aspx>

As a member of staff you have a duty to take reasonable care for the health and safety of yourself and other persons whom your acts and omissions may affect. In practical terms, this means you should co-operate and adhere at all times to the safety information, instruction and training provided to you (including the information contained in this document) and bring without delay to the attention of your line manager, any hazards you have identified, or improvements you consider necessary.

Your Department should already have established the College Policies and Procedures which apply to activities within the Department. Where these apply, you will be advised of any requirements before commencing work.

Matt Purcell  
Director of Health and Safety  
Version 2

Alan Oakes  
Fire Safety Officer  
21<sup>st</sup> June 2017