Health and Safety Information for Visitors to the University

Please familiarise yourself with the health and safety information contained in this guidance. Your host will be able to answer any queries that you may have regarding your visit to Royal Holloway.

Fire safety

If the fire alarm sounds continuously you must leave the building by the nearest available exit and proceed to the assembly point. Fire Marshals are available to assist you during the evacuation.

If you discover/ suspect a fire:
Activate the fire alarm by using one of the red break-glass Call Points (situated at all staircases and final exits). Leave the building and make your way to the assembly point. At the assembly point report your actions to the Fire Marshal. Remain at the assembly point until told it is safe to return to the building.

Security
Security staff are available 24 hours a day to help, advise and support you during your visit. For general enquiries Security can be contacted on 01784 443063 or via the Security Office located at Founder’s Building.

Security Emergency contact number is
01784 443888

The Emergency line is available 24 hours a day, 7 days a week but should only be used in an emergency.

If you require First-Aid:

All Security staff at the university are fully qualified First- Aiders and can be contacted using the university emergency number. Security will arrange for an ambulance to be called if it is necessary.

In addition each of the College buildings has its own trained First-Aiders who are available to provide First Aid assistance as required.

Special Needs:
If you have any special needs please do not hesitate to raise these with your host (before your arrival if possible). Arrangements can then be made to make sure that your visit runs as smoothly as possible.
Smoking

The university operates a No Smoking Policy within its buildings, (including e-cigarettes), in accordance with smoke-free legislation:

- In all College buildings
- At the entrance to any College building
- Within 5 metres of any building
- Founder's Square has been designated by the College as 'no smoking', (with the exception of the designated smoking area on the Windsor Terrace)

If you wish to smoke outside please ensure you extinguish and discard your cigarette in the facilities provided.

Specific Risks

There are certain areas within the university where access is restricted to authorised persons only. Safety signs, notices and instructions are provided to protect you; we require that you comply with them. Please ask a member or staff if you are unsure.

Contractors

All contractors are required to sign in at reception in the Estates Building. For outside of normal working hours, contractors must report to Security in Founder’s.

Traffic

The campus roads are used by cars, buses, bicycles and lorries. Please use the marked crossing points and maintain a high level of awareness when crossing roads.

Children

Please ensure that any children brought onto the campus are closely supervised at all times. Children are not permitted to enter workshops or laboratories unless they are attending an officially organised event e.g. open day.

Please report any health and safety issues or concerns that you may have to your host or contact the university Health and Safety Office on 01784 443828.

Ms Elaine Cassidy
Health and Safety Officer (Auditor)

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