Welcome to Royal Holloway. As your health and safety is important to us, please familiarise yourself with the information contained in this guidance leaflet. Your host will be able to answer any additional queries that you may have regarding your visit.

**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 and support you during your visit. For general enquiries Security can be contacted on 01784 443063 or via the Security Office located in the Founder’s Building.

Security Emergency contact number is ext.444 or 01784 443888 from a mobile; available 24/7 and for emergency use only.

**If you require First-Aid**

All Security staff at the College can provide first aid in the event of an emergency, which can be requested using the College emergency number. Security will arrange for an ambulance to be called if it is necessary.

In addition, each College building has its own First-Aiders who are available to provide assistance as required.

**Special Needs**

If you have any special needs you think we should be aware of, please do not hesitate to raise these with your host (before your arrival if possible).

**Smoking**

The College operates a ‘No Smoking Policy’ within its buildings, (including e-cigarettes), in accordance with smoke-free legislation. College Policy also requires no smoking at the entrance or within five metres of any College building.

Founder’s Square is a ‘no smoking’ area (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 College where access is restricted to authorised persons only. Safety signs and notices are provided to protect you; we require that you comply with them at all times, along with any additional instructions provided by your host. Please ask a member of staff if you are unsure of what action to take.

**Contractors**

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

**Traffic**

The campus roads are used by a variety of vehicles. Please use the marked crossing points and maintain a high level of awareness when crossing roads. If you drive on campus, please keep to the speed limits identified.

**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.

We are committed to providing a safe campus so we require all visitors to report any safety or environmental hazards, accidents, incidents or near misses to your host, or alternatively contact the Health and Safety Office on 01784 443828.