



Health & Safety Information for Visitors

University of Roehampton

Welcome

Welcome to the University of Roehampton.

We would ask that you take a few moments to familiarise yourself with the health and safety information provided.

Your host will be able to answer any queries that you may have regarding your visit to the University.

We hope you have a safe and enjoyable visit to the University.

healthandsafety@roehampton.ac.uk

University Responsibilities

The University has a legal duty to ensure non employees such as visitors, contractors and students are not harmed as a consequence of the activities of the University or its staff, or the condition of its premises and equipment. The University has a legal duty to provide all employees with:

- A safe place of work
- Safe systems of work
- Suitable and safe work equipment
- Adequate welfare arrangements
- Information, instruction, training and supervision

Your responsibilities

As Visitor or Consultant you also have duties:

- To take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work.
- To cooperate with your site contact by complying with the University's health and safety policies and procedures.
- You must not interfere with, or misuse, anything provided for the purposes of health and safety or welfare.
- You must inform the University if you are aware of any dangerous work situations or events.

Policy and Organisation

The University Health & Safety policy

- States the University's commitment to the effective management of health and safety
- Describes the University's health and safety aims and objectives
- Describes how health and safety will be managed and where responsibility lies
- Details the arrangements in place to assist with the development of a positive H&S culture and the provision of adequate resources to achieve this

<https://www.roehampton.ac.uk/corporate-information/policies/>

Emergency Procedures

- Dial 3333 on any internal telephone to report an emergency
 - Fire (activate the fire alarm first)
 - Injury or ill health requiring first aid
 - Any dangerous situation
- Dial **02083 923 333** from a mobile phone
- Campus Security provide the first response, including First Aid and will summon the appropriate emergency service if required.



Fire Safety

- Fire Action notices are displayed in all buildings
- They remind you what to do if you discover a fire or hear the fire alarm
- They will indicate which Fire Assembly point you are required to go to.
- They are located close to all fire alarm call points and building exits



Fire Safety

If you discover a fire:

- Sound the alarm
- Call Security on 3333
- If you think it is safe...
 - Check for people at risk
 - Close all doors and windows...
 - and GET OUT
 - Wait at the Assembly Point for further instructions or directions



Fire Alarms

- All buildings are equipped with an automatic fire alarm system
- The fire alarm signal is a continuously sounding bell or siren
- When testing the alarms (Routinely on Monday each week), it will sound for a brief period and then stop. You do not need to evacuate for an alarm test.
- If the alarm sounds continuously, you must not delay evacuation. When you exit the building, you must proceed to the fire assembly point and wait for further instructions
- Plans showing the location of fire assembly points are available from your University of Roehampton Contact (H&S Staff and Student Portal)



Fire Escapes

- Familiarise yourself with the emergency equipment and the escape routes in the buildings where you are based
- Consider the alternative routes in case your normal entry/exit route is unavailable
- If you are in an unfamiliar building, follow the escape route signs



Accident Reporting

- Please report all Accidents/ Incident and Near misses that occur when you are on University of Roehampton Campus
- This must be reported via your UOR site contact, a staff member or go directly to UOR Campus Security and they will take the details.

The screenshot shows the top navigation bar of the University of Roehampton website. On the left is the university logo with the text 'University of Roehampton London'. To the right of the logo are links for 'Health and Safety', 'Staff Portal home', and 'Common Tasks'. Further right is a search box labeled 'Search this site' with a magnifying glass icon. Below the navigation bar is a left-hand menu under the heading 'Health and Safety'. The menu items are: 'Report an accident' (highlighted in dark blue), 'A-Z Index', 'Policies', 'Safety Management', 'Forms and Checklists', and 'Training and resources'. The main content area has the heading 'Report an Accident' and a paragraph of text: 'In the event of an accident, it must be reported to the H&S Office. Please refer to the guidance below. If you are unsure as to whether you need to report then please contact us for further advice and guidance at healthandsafety@roehampton.ac.uk'. Below this text is a prominent purple button that says 'Report an accident online'. At the bottom of the main content area, the text 'Accident Reporting Procedure' is visible.

Thank You