

Health and Safety Information for Visitors



Welcome to the University of Roehampton

We ask that you familiarise yourself with the health and safety information below.

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 time here.

University of Roehampton Health and Safety Information

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 for work
- Safe systems of work
- Suitable and safe work equipment
- Adequate welfare arrangements

Your responsibilities as a visitor

- To take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions
- 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, safety, or welfare
- You must inform the University if you are aware of any dangerous situations or events

Policy and organisation

The University Health and Safety Policy

- <https://www.roehampton.ac.uk/corporate-information/policies/>
- 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 health and safety culture and the provision of adequate resources to achieve this

Emergency procedures

- Dial ext. **3333** on any internal telephone to report an emergency such as:
 - Fire (activate the fire alarm first)
 - Injury or ill health requiring first aid
 - Any dangerous situation
- Dial 020 8392 **3333** from a mobile phone
- Campus security provide the first response, including First Aid, and will summon the emergency services if required



Fire Safety

- Fire Action notices are displayed in all buildings by the fire exits
- They instruct you what to do if you discover a fire or hear the fire alarm
- They indicate which Fire Assembly Point you are required to go to
- They are located close to all red 'break glass' fire alarm call points



Fire Escapes

- Familiarise yourself with the fire escape routes in the buildings you use, including alternative routes in case your normal entry/exit route is unavailable
- If you are unfamiliar with the building, follow the fire exit signs



Fire Alarms

- All buildings are equipped with automatic fire detection and alarm systems
- The fire alarm signal is a continuously sounding bell or siren
- Fire alarms are tested each week, the alarms should sound for no more than about 10 seconds. You need not evacuate during an alarm test
- If the alarm sounds continuously, you must leave the building quickly by the nearest safe fire exit and go directly to the designated **fire assembly point** and wait for instructions from Campus Security
- If you are on an upper floor and unable to use the stairs, go to the nearest **Refuge Point**, normally in a stairwell landing or lift lobby, and use the refuge intercom (or your mobile to call 020 8392 **3333**) to tell campus security where you are located. Please stay at the Refuge Point and Security will help you to evacuate if they confirm there is a genuine emergency
- Plans showing the location of fire assembly points are available from your University of Roehampton Contact (H&S Staff and Student Portals)



If you discover a fire:

- Sound the alarm using the red 'break glass' fire alarm call point
- Call Security on ext. **3333** (or 020 8392 **3333** on a mobile phone)
- If you can do so safely alert other people at risk and close doors and windows
- Then leave the building quickly by the nearest safe fire exit and go to the designated fire assembly point. You cannot use the lifts
- If you are on an upper floor and unable to use the stairs, go to the nearest **Refuge Point**, normally in a stairwell landing or lift lobby, and use the refuge intercom (or your mobile to call 020 8392 **3333**) to tell campus security where you are located. Please stay at the Refuge Point and Security will help you to evacuate if they confirm there is a genuine emergency
- Wait at the fire assembly point for further instructions from Campus Security



Accident Reporting

- Please report all Accidents, Incidents and Near Misses that occur when you are on the University of Roehampton campus
- These must be reported through your University site contact, a staff member, or go directly to Campus Security (call 020 8392 **3333**) and they will take the details

Thank you

If you have any questions, please contact the Health and Safety Team

healthandsafety@roehampton.ac.uk