

# Health and Safety Information for Visitors



# Welcome to the University of Roehampton

We ask that you take some time to familiarise yourself with the Coronavirus and health and safety information provided 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.

healthandsafety@roehampton.ac.uk

## Coronavirus - Guidance for visitors coming to the University campus

All contractors and visitors are asked to monitor themselves for COVID-19 symptoms **before travelling to campus**. This measure is best practice.

You can check any symptoms using the NHS 111 Online service [here](#)

Where possible, all face to face meetings should be avoided, encouraging visits and meetings via remote connection/working.

Approval must be obtained from the University Department for the visit to go ahead. The visit must be deemed an essential service.

Scheduling for essential services and contractor visits may be revised to reduce interaction and overlap between people on campus.

Records shall be maintained of all visitors by Campus Security and the University of Roehampton host.

Once approval for the visit is received, the University of Roehampton host will ensure:

1. The onsite guidance on social distancing and hygiene measures has been explained to visitors before arrival, as well as the standard Health and Safety Information for Visitors below
2. The number of visitors on-site at any one time is limited
3. Visitor time should be limited to a specific time window, as agreed prior to the visit

**To support NHS Track and Trace and to help contain COVID-19 clusters or outbreaks, the University will assist by keeping a temporary record of visitors and contractors for 21 days, and assisting NHS Track and Trace with requests for that data if needed.**

Specifically for this purpose the University will request your permission to hold a separate record of your name, a contact telephone number, and the dates and times of your arrival and departure. No additional data will be collected for this purpose. You are strongly encouraged to allow us to keep and share this information, however you may inform your University host if you prefer to opt out.

Records will be held in compliance with the General Data Protection Regulation for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, these records will be securely disposed of or deleted.

For the latest University of Roehampton Coronavirus (COVID-19) information and support please visit <https://www.roehampton.ac.uk/coronavirus/>

# 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 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
- 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 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
- They instruct 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



### 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
- If you are unable to use stairs, go to the nearest Refuge Point, normally in or near a stairwell or landing, and use the intercom or your mobile (call 020 8392 3333) to tell campus security where you are located. Please stay at the Refuge Point.
- Wait at the fire assembly point for further instructions from Campus Security



## 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 will 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
- Plans showing the location of fire assembly points are available from your University of Roehampton Contact (H&S Staff and Student Portals)



## Fire Escapes

- Familiarise yourself with the fire escape routes in the buildings you use
- 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, Incidents and Near Misses that occur when you are on the University of Roehampton campus
- These must be reported via your University site contact, a staff member, or go directly to Campus Security and they will take the details

## **Thank you**

If you have any questions please contact the health and safety team

[healthandsafety@roehampton.ac.uk](mailto:healthandsafety@roehampton.ac.uk)