



**HEALTH AND SAFETY HANDBOOK**

**FOR HE STUDENTS**

<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
General Statement of Health & Safety .....	3
Emergency Arrangements .....	3
Fire Safety and Emergency Evacuation Procedures .....	3
Personal Emergency Evacuation Plan .....	6
Computers .....	7
Electricity .....	8
Glassware and Sharps .....	9
Slips, Trips and Falls .....	9
Safety Concerns, Reporting Accidents, Incidents and Near Misses .....	10
Security .....	10
First Aid .....	10
Drugs & Medicines .....	10
Smoking .....	10
Evacuation Plan.....	11

## **General Statement of Health and Safety**

Holy Cross College is committed to providing a safe and healthy environment for you while studying here.

To fulfil this, the college needs your co-operation by reading and following the guidance in this leaflet. We all have to take responsibility for ensuring that our actions and omissions do not cause injury or ill health to other people.

**Definition – Risk** – the likelihood of that hazard causing harm or injury.

**Definition – Hazard** – anything with the potential to cause harm.

## **Emergency Arrangements**

Whichever building you go in, make sure you get to know:

- The layout of the building.
- Where the emergency exits are, as well as your normal route in and out.
- What to do if there is a fire.
- Locations of the fire assembly points

If you need to contact the emergency services or college receptionist, (ext 0) you must speak clearly and say:

- Who you are
- Where you are ie what building/floor/room
- What emergency services are needed and briefly what has happened.
- Exactly where the emergency assistance is needed.
- Make sure the operator/receptionist has understood what you told them by asking for the information to be repeated.

## **FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES**

### ***Introduction***

The purpose of this document is to familiarise College users with the various aspects of good fire safety practice, which includes, prevention of fires, housekeeping, means of escape, fire fighting equipment and emergency procedures. It is also essential that each new intake of students are informed of fire safety and emergency procedures applicable to the building(s) in which they will be taught.

### ***Means of escape***

Routes and exits which are means of escape should be available for use and kept clear of obstructions at all times. Doors leading to and at the end of escape routes should be kept unlocked during the time the building is occupied or, if locked for

security purposes, fitted with a locking mechanism that can be easily and immediately be overridden or is automatically disengaged when the alarm is sounded.

Fire /smoke doors, i.e. those marked with a blue and white sign bearing the message "Fire door - keep shut", are provided to safeguard against the spread of smoke and fire. The use of wedges or anything else, other than magnetic catches linked into the fire alarm system, to hold open these self-closing doors, even temporarily, is prohibited. A programme of checking the efficacy of the self-closing devices is undertaken by the Premises staff. Any problems noted in between these checks should be reported promptly to the Estates Manager.

### **Fire alarm system**

### **Evacuation**

A continuous sounding siren means a fire is detected in the building and everyone must evacuate

### **Fire fighting equipment**

Staff who have received training in the use of fire extinguishers may tackle any small fire if they consider it safe to do so. Other staff members, students and visitors are not expected to use the extinguishers.

### **Information, Instruction and Training**

New members of staff and students must be made aware of the actions to take on discovering a fire and on hearing the fire alarm, as soon as possible after starting at the College. They must also become familiar with escape routes and locations of fire alarm call points, fire fighting equipment and assembly points.

Fire action notices displaying what action to take on discovering a fire and on hearing the fire alarm will be conspicuously located throughout each building.

### **Assembly points**

During normal College hours (8:30am – 4:30pm) the emergency assembly points are located at Brierley Street and Back Horne Street North. These assembly points are accessed via the Manchester Road entrance along Richmond Street or via the Wellington Road entrance and Brierley Street. See Appendix 1 for the Fire Evacuation Routes and Assembly Point Plan.

Outside normal College hours (4:30pm – 9:15pm) the emergency assembly point is located at the Mary Kelly gate. This will be reviewed when the building work is completed.

## ***General Evacuation Procedures***

### ***Action to be taken by a person discovering a fire:***

- Activate/Sound the alarm by using the nearest fire alarm call point;
- Leave the building by the nearest available exit/route (closing all doors behind you);
- Report to the responsible person in charge at the appropriate assembly point;
- Do not take risks, do not collect personal belongings, do not use lifts, do not re-enter the building for any reason unless authorised to do so.

### ***Action to be taken on hearing a fire alarm***

- Leave the building immediately by the nearest escape route, closing all doors behind you.
- Report to the responsible person in charge at the appropriate assembly point;
- Do not take risks, do not collect personal belongings, do not use lifts, do not re-enter the building for any reason unless authorised to do so.

## **Specific Evacuation Requirements**

### ***Persons with Impaired Mobility and Wheelchair users***

Wherever possible (i.e. when on ground floors), wheelchair users should make their own way out of the building by utilising the fire escape routes;

Whenever the person is above ground floor, wheelchair users should be directed to the nearest available refuge point, with the assistance of a colleague or other available person. The movement of others leaving the building should not be obstructed.

Where a person is directed to a refuge zone, a responsible person, ie. the Evening Receptionist or a member of the Premises staff should be notified of the wheelchair user's location.

In many instances unless immediately threatened by the fire, it is safer for the person to remain in the refuge. If this is the case, the Premises Supervisor must be informed so that the information can be given to the Fire Brigade on their arrival.

If a decision is taken to carry the person down the stairs to the final exit or in an emergency evacuation chair, the action taken must have the full consent of the wheelchair user and staff must be trained.

Any persons with impaired mobility, e.g. anyone temporarily using crutches, should wait until the room and/or stairs has been emptied before making their way to the exit, assisted by a third party if required.

### ***Visually Impaired or Blind Persons***

Wherever a person is identified with vision impairment, they must be made aware of the escape routes (by walking the route if necessary).

Staff should offer assistance to visually impaired colleagues and students, if necessary, and lead them to the assembly point.

The sighted person should normally lead the way during the evacuation, inviting the other person to take their arm; on a staircase, the helper should descend first, with their colleague's hand on their shoulder.

### ***Hearing Impaired or Deaf Persons***

Wherever an individual is identified as deaf or hard of hearing, arrangements should be made to inform them whenever the fire alarm is activated.

If they are able to hear the fire alarm, no further action to the general fire evacuation is required.

## **PERSONAL EMERGENCY EVACUATION PLAN**

The college policy recognises that some people will need to be assisted to escape in the event of evacuation of a building.

A Personal Emergency Evacuation Plan (PEEP) should be established to incorporate the following:

1. Establishing contact with the individual
2. Allocating people to give assistance
3. Devising methods of assistance

### ***Management Arrangements***

Wherever possible disabled students undertaking a course at Holy Cross University Centre should identify themselves to the College Health and Safety Manager, via your Support Tutor and/or the Disability Adviser at the appropriate university,

however, this is an entirely voluntary arrangement. Where an individual has identified themselves the Health and Safety Manager will conduct a risk assessment, provide a Personal Emergency Evacuation Plan and arrange for the appropriate remedial action (if required). Personal Emergency Evacuation Plans (PEEPs) will take account of the specific needs of individuals having disabilities, setting out an evacuation procedure appropriate to them and their location(s).

## **Emergency Evacuation Questionnaire For Disabled Staff / Students / Visitors**

### **Why you should fill in the form**

Holy Cross Sixth Form College has a legal responsibility to protect you from fire risks and ensure your health and safety. To do this properly we need to know:

1. If you require information about our emergency egress procedure:
2. If you need assistance during an emergency.

### **What will happen when you have completed the form?**

We will be able to provide you with any information you need about the emergency egress procedures in the building(s) in which you work/study.

If you need assistance, we will be able to work out a “Personal Emergency Evacuation Plan” for you. To do this we will discuss the best ways of getting you out quickly and comfortably. We will involve you, the Health & Safety Manager and the relevant university’s disability advisor.

### **Computers**

Some practical measures to avoid problems:

- Adjust your chair and Visual Display Unit (VDU) to find the most comfortable position for your work. Your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough workspace to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.

- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.
- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- Individual characters on the screen should be sharply focussed and should not flicker or move. If they do, the VDU may need servicing or adjustment.
- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need.
- Frequent short breaks rather than fewer long ones are recommended.
- If you are a VDU user and think you have health problems it is best to talk to a member of staff.

### **Electricity**

Electricity kills quickly and indiscriminately if mishandled. It can also cause nasty burns, fire and other damage. Don't get complacent, follow some simple good practices:

- Switch off appliances that are in daily use at the socket after use.
- Switch off and unplug appliances that are used less often.
- Only use the appliance for its intended purpose.
- Use the appliance in a safe and stable position.
- Do not place items on an electrical appliance that could cause it to overheat or obstruct cooling air supplies.
- Position leads, extension leads and plugs carefully to avoid tripping hazards and so you can reach the socket to switch off quickly if something goes wrong.

- If you use a multi-socket extension lead do not overload it and make sure it is fused.
- One extension lead is enough! Never add a further extension lead.
- Use an extension lead of appropriate length, but always fully uncoil a wind-up extension lead before use.
- Report any damaged sockets, light switches or other fittings and do not use them until they have been competently repaired.
- Visually check electrical appliances before use and don't risk using one where you can see something wrong. (95% of faults on portable electrical appliances can be seen). If unsure check with a member of staff.
- Only use equipment with a valid PAT label within date.

### **Glassware and Sharps**

Broken glass can cause particularly deep and damaging cuts, and is a common cause of injury. Always check glassware for damage before use and never risk using damaged glassware. Consider other people, such as cleaning staff, when disposing of broken glass or other sharp edged rubbish. Either dispose of the broken glass into dedicated bins or wrap the debris in newspaper and label it clearly.

Syringes – If you come across any syringes immediately ask a member of staff to contact a member of the Premises Staff to dispose of. **DO NOT HANDLE**

### **Slips, Trips and Falls**

A large number of accidents reported to the HSE occur by people slipping, tripping or falling, sometimes with serious consequences. To avoid these keep all areas of the college tidy and implement the measures below:

- Clean up or report spills of liquids immediately.
- Do not leave bags, other personal belongings, boxes or files on the floor for other people to trip over. This is especially important near doorways.
- Never run on polished or waxed floors of corridors or rooms.
- Route electrical leads and telephone cables with care, no trailing wires across access routes.
- Close filing cabinet drawers and other drawers immediately after use.
- Report loose carpets, damaged or uneven flooring and other trip or slip hazards to a member of staff.

### **Safety Concerns and Reporting Accidents, Incidents and Near Misses**

Please report any accidents or near misses that either caused, or could have caused, injury or ill health immediately to a member of staff. Give your full co-operation to staff whilst completing an Accident/Incident Report form.

## **Security**

Students are requested to wear their ID/Lanyard at all times whilst on site.

If you suspect anyone in college that should not be here or if someone is causing trouble within the college or you have any safety concerns, please use the text alert system.

**Text from your Mobile phone using the word:**

**HCCALERT and location and brief description to 88020**

## **First Aid**

There are a number of staff who have been trained to provide emergency first aid.

If you need a first aider contact the main reception (ext 0) between the hours of 8:30 and 16:30 and Mary Kelly reception (ext 0) or the University Centre Office between the hours of 16:30 and 21:15. You will need to provide the following information:

1. *Name (of person requiring first aid, if known),*
2. *Injury (+ severity of),*
3. *Location of incident*
4. *Any known medical history*

## **Drugs & Medicines**

Staff cannot administer drugs and/or medicines to students. Individuals must take responsibility for their own medication.

## **Smoking**

Smoking is only permitted in the designated smoking shelter situated in the Mary Kelly car park. It is prohibited in all of the College's buildings and other areas throughout the site. This includes the college minibus or in cars parked on the premises.

This Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited

### Fire Evacuation – Daytime (during Construction)



Updated September 2017

### Evening Fire Evacuation Route

