

Welcome

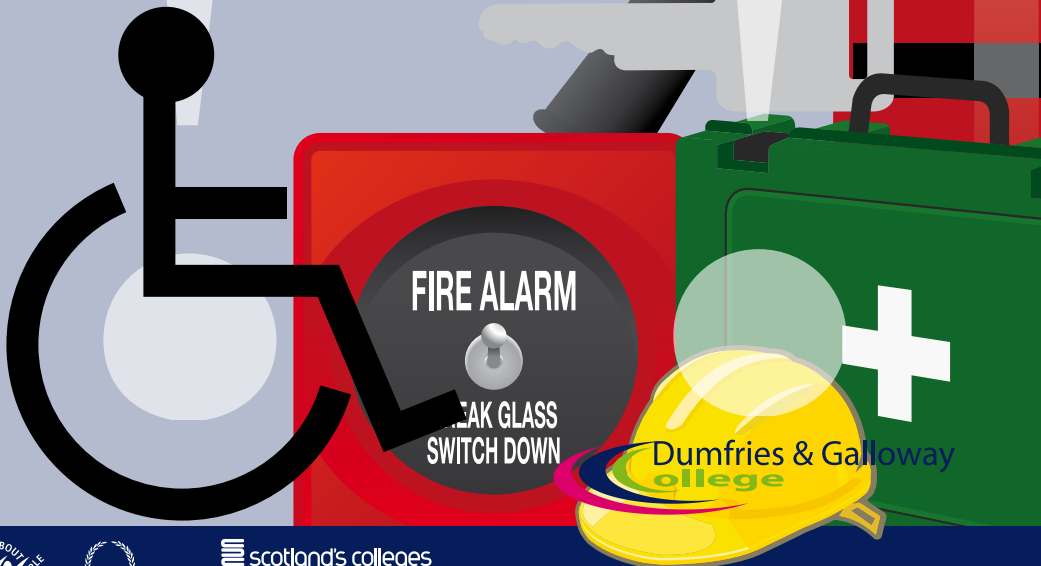
Our full Health & Safety Policy is available from the College Intranet.

Our Health & Safety Officer can be contacted on: Tel: 01387 734253, or via the main reception desk at Dumfries Campus.

The procedures in this leaflet are intended to benefit everyone who visits College locations. If you have any suggestions or concerns about our procedures, please let us know.

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Your Health, Safety & Security Information



Please help us to maintain a safe environment

...for visiting, studying and working, by observing College safety procedures. In the interest of your own safety we request that you take a few minutes to read the information in this leaflet.

First Aid & Accident



- Should you require First Aid treatment please advise the nearest member of staff or main reception
- There are fully qualified First Aiders on call at each College Campus. Contact main reception if necessary
- Please report any injury immediately so that we may take action to prevent any recurrence
- Inform us if you have an accident, no matter how minor the injury
- Inform us if you witness or observe any safety related incident by reporting to main reception

Smoking



- Smoking is prohibited within College grounds and premises

Security



We try to provide a secure environment, but would remind you that individuals are responsible for the safe keeping of personal belongings.

Insurance conditions do not permit the College to accept liability for personal possessions.

Exit Fire & Evacuation

- Notices of emergency procedures are displayed throughout all College sites
- Make yourself aware of alternative routes to the fire exit nearest to where you are visiting, studying or working

Fire Action

On Discovering a Fire

- Sound the alarm
- Dial 999 to call the Fire Brigade
- Leave the building by the nearest available exit

On Hearing the Fire Alarm

- Leave the building by the nearest available exit
- Close doors behind you
- Report to person in charge of your Assembly Point at main car park
- Only re-enter when instructed - staff to go first
- Fire Alarm test on Friday's at 3pm - do not evacuate the building

Fire Action for Disabled Persons

If you have a mobility difficulty or other disability contact the Health and Safety Officer for a personal emergency evacuation plan.

- If on the ground floor of the building leave the building and proceed to the Assembly Point
- If on the first floor of the building make your way to a fire refuge in a stairwell where assistance will be given