

# Studying Safely On-campus

For students enrolled on any of our on-campus courses please note the following information.

## Health and Safety Key Points

Your tutor will outline key points at the first class meeting.

### Emergencies

Security Control (emergency) **0141 548 2222**. University Security Staff are all fully trained in First Aid.

General security enquiries 0141 548 3333.

**For urgent medical emergencies where an ambulance is required, 999 should be called as soon as possible** and then Security Services to advise them that an ambulance has been called and to request first aid support.

In the event of an accident involving injury or illness summon the assistance of colleagues.

Telephone **0141 548 2222** and state:

- your own name
- the exact location of the incident: building, floor, room number
- the exact nature of the incident and the extent of injury or illness
- whether a doctor or specialist support is required
- Assist and comfort the casualty

### First Aid

A First Aid box is located in the Centre for Lifelong Learning General Office/Reception (GH759).

### Evacuation

During an emergency evacuation from the classroom, your tutor will direct you to evacuate safely.

- Read carefully the Fire Regulations displayed in each building
- Know the meaning of audible fire alarms
- Know your nearest escape route in the building.

If you discover a fire or see evidence of a fire:

- If it is a small fire and you judge that you could tackle it and there is an extinguisher nearby of the correct type and you are trained and feel confident in its use then you may attempt to put the fire out.
- When you evacuate a room or space, close the door and raise the alarm by activating the nearest 'break glass' fire alarm point, or inform the Security Wardens on 0141 548 2222.
- Do not use lifts.
- Do not re-enter the building until you are informed that it is safe to do so.

## **Incident Reporting**

All staff, students and visitors must report all incidents (includes accidents, fire, near miss events, occupational ill health, unsafe acts or conditions, dangerous occurrences, and physical violence / verbal aggression at work which may affect the health or work of any person, or cause damage to any equipment within CLL to the immediate responsible person (tutor or CLL Reception staff) as soon as possible. This will then be reported to University Safety Services via SIRIS (the University's online incident management system) to enable a prompt response and ensure that any necessary remedial action is taken.

## **COVID-19 Safety Measures**

Safety measures are constantly under review and this advice will be updated with any changes to practice.

### **Face Masks**

We no longer require students to use a face covering on campus. This means that it is down to individuals to choose if, when and where to wear a face covering while on campus.

### **Social distancing**

Students are also encouraged to keep a reasonable distance from others wherever possible. We recommend keeping approximately 1 metre distance, especially when indoors and in enclosed spaces.

Additional measures of hand washing, regular cleaning and maintaining good ventilation should continue.

### **Covid Symptoms**

Students who have Covid symptoms are advised to follow the [latest Scottish government guidance](#).