

Electrical Equipment

Any electrical equipment that is brought onto site must be in a safe condition and suitable for the purpose intended. Check there are no breaks in casings, no loose cables or any signs of wear or heat damage.

Power cables must be correctly positioned to prevent trailing cables causing a trip hazard.

Safety Signs

Please pay attention to, and obey the safety signage around campus.

Children

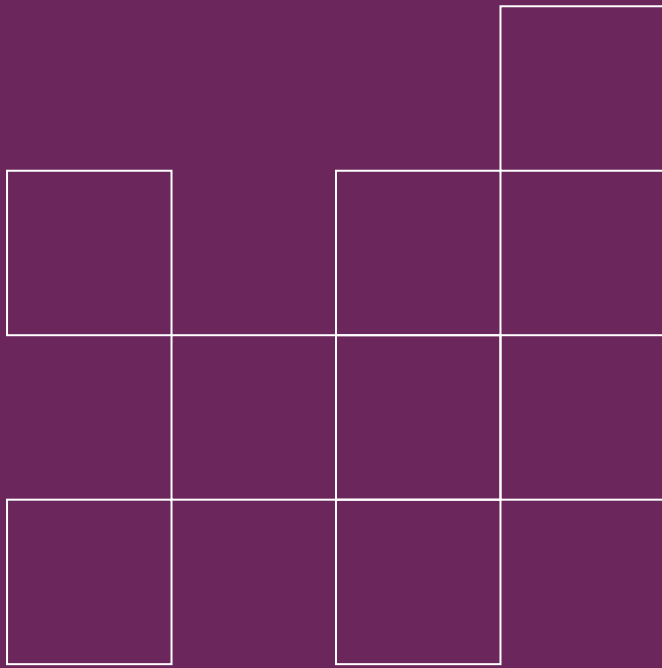
Any children brought onto the campus must be closely supervised at all times and are not permitted to enter workshops or laboratories unless they are attending an officially organised event.

Dogs on Campus

Dogs may not be brought onto campus unless they are under the control of their owner at all times and restrained by a short leash when out of the office and must wear proof of identification in the form of a collar and disc and be micro-chipped.

Environment

As part of our environmental policy we aim to minimise waste and recycle as much as possible. Please use the recycling bins provided.



UNIVERSITY OF
WINCHESTER
CONFERENCES & EVENTS

VISITORS' HEALTH AND SAFETY GUIDE



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Welcome to the University of Winchester. We would ask that you take a few moments to familiarise yourself with the health and safety information contained in this leaflet.

Your host will be able to answer any queries that you may have regarding your visit to the University.

We are committed to providing a safe and healthy environment, and visitors are expected to take responsibility for their own health & safety. We encourage you to report any accidents, hazards, near misses or concerns. Visitors attending the University are responsible for following any safety instructions and procedures.

We hope you have a safe and enjoyable visit to the University.

Security

Security staff are available 24 hours a day to help, support and advise you during your visit. **Security can be contacted on ext.7666** from emergency phones located in public areas within all buildings or from a mobile 01962 827666.

Emergency Services – 999 or 112

Fire Safety

If you are to be left unaccompanied, even for short periods, your host must explain and show you the specific fire evacuation procedure for the building you are in. Always take note of the fire escape routes and emergency exits for the area you are located.

If you hear the fire alarm: If the alarm sounds you must leave the building by the nearest fire exit and proceed to the designated Muster Point (Muster point maps are located by exits in all buildings or on UoW intranet, please familiarise yourself with these on entering the building).

If you discover or suspect a fire: Sound the alarm by activating the nearest fire alarm call point

Evacuate the building by the nearest fire exit.

Contact Security.

Proceed to the designated Muster Point.

Do not stop to collect personal belongings.

Do not use lifts.

Do not re-enter the building unless you have been advised to do so by the emergency services or a member of the Security Team.

If you have mobility issues, make your way to the nearest refuge point and make your situation known.

First Aid

Should you have an accident or require first aid, **please contact Security.**

Security will arrange for an ambulance to be called if necessary.

All Security staff, along with over 20 members of staff at the University are First Aid trained. If in doubt, speak to any member of staff and they will arrange first aid assistance for you.

If you have a medical condition that you think we should be aware of please advise your host.

Smoking

Smoking is not permitted in any of the University buildings or external areas of the campuses, with the exception of the designated smoking areas; this also includes the use of electronic cigarettes. Please ensure you extinguish and discard your cigarette in the facilities provided.

Pedestrian and Road Safety

Pedestrians; please use footpaths and zebra crossings where provided, caution is required when walking around campus.

Please drive carefully through the campus and take extra care of pedestrians and cyclists.

Please be aware that University and Contractor vehicles may need to access pedestrian areas.

Special Requirements

Most buildings on campus are equipped with hearing loops and deaf alerter devices.

Mobility scooters are available for visitors use.

Arrangements for these facilities can be pre-arranged with your host or on the day with Main Reception.

Parking

All vehicles must display a current parking permit or booked in by your host through the electronic visitor booking system. Winchester also has a very good Park & Ride service.

For further information please visit www.winchesterparkandride.co.uk

Personal

The University of Winchester cannot accept responsibility for loss or damage to personal property and you must ensure that appropriate means are taken to secure valuable or personal items.