

# Keeping You Safe

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## Keeping you Safe

The College is committed to providing you, our learners, with a safe, supportive environment where you can succeed and where you are protected from harm, abuse and exploitation. Protecting you is a shared responsibility and we need you to help us to achieve this by cooperating with staff at all times and being aware of your surroundings.

## Child Protection

The College has a specific duty to look after young people under the age of 18 and adults at risk. There are two child protection coordinators in the College who you can talk to if you feel that you have, or are experiencing, abuse or exploitation. They will be able to talk you through the things they can do to offer the right support for you. You can contact them at Learner Services in the Hub. Just pop in or you can talk to your course tutor or lecturer.

## Security

You will be issued with a student identification (ID) card at enrolment. It is College policy that you must carry your ID badge at all times while you are in College. This helps us to keep the building secure and a safe place for you to study. If you do not carry your ID badge you can be disciplined and this could result in you being excluded from College.

It is important that you read and apply the following points:

- ID cards must be carried at all times
- Staff may ask students to produce their ID cards at any time
- Your ID card is for your use only. Do not lend it to anyone else
- Failure to show your ID, or improper use of it, will result in disciplinary action
- In the event of an incident of unacceptable behaviour staff will record details from the student ID card and disciplinary action will be taken
- If a student is unable or refuses to provide ID, following an incident of unacceptable behaviour, they will be required to leave the College premises immediately and disciplinary action will be taken
- If a student provides ID details that are subsequently found to be false they will be suspended from their course and disciplinary action will be taken

Your student ID card gives you access to all of the College's student facilities and also to lots of student facilities and discounts available elsewhere. Cards last for one academic year and are available from the start of the session until one month before the end of the session.

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There is no charge for your ID card but if you lose your card a replacement will cost £2.00. You will require proof of identity and enrolment to have it replaced.

### **First Aid**

There are qualified First Aiders in every area of the College, so if you feel unwell or need help you should tell a member of staff or go to the main reception desk.

### **Drugs**

Anyone found using, or in possession of, illegal drugs will be suspended immediately and may be reported to the Police. Information about the risks of taking drugs is available from Learner Services in the Hub.

### **Gambling**

Gambling is not allowed anywhere in the College.

### **Games**

The College cannot be held responsible for any injury you may sustain if you take part in unsupervised games during breaks, or before or after College hours. Ball games may be played in the Sports Hall only when supervised by teaching staff.

### **Student Behaviour**

The College expects that students act responsibly and show respect for people, property and equipment. Treat others as you would like to be treated.

### **Personal Property**

In any busy environment, like the College, it's always possible that your property can be lost, stolen or damaged in some way. The College does not take any responsibility for the safety of your personal belongings - you are expected to do everything possible to look after them at all times.

We encourage you not to bring valuables to College and to make sure that you have adequate insurance cover for all your possessions.

The College does not pay students compensation for loss of, or damage to, personal belongings whether on or off campus.

### **Health & Safety – Your Responsibilities as a Student**

The College has clear Health & Safety Policies and Procedures and takes all reasonable steps to make sure that all staff, students and visitors have a safe working environment, safe systems of work and that all College equipment is safe and fit for purpose.

You should be provided with the necessary information and training to ensure you understand health and safety in the College as part of your induction.

All students have the responsibility to work safely, report accidents, hazards and near misses, and to cooperate with the College to achieve a safe and healthy workplace.

It is important that all students make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner.

**You must:**

- Follow instructions from staff with regard to safety
- Report any hazard to a member of staff
- Report any accident and get first aid treatment as necessary
- Know what to do in the event of an emergency evacuation
- Do not smoke within the College campus grounds
- Wear any personal protective equipment as required
- Eat and drink only within the Hub and designated social areas
- Do not attempt any task or activity which you are unsure of and always ask for help and advice from a member of staff

**Fire**

If you discover a fire you must:

- Raise the alarm by pressing the nearest red break glass point
- Get out of the building immediately, as your safety comes first
- Do not attempt to put the fire out
- If you discover a suspicious package, inform a member of staff immediately

**Note:** It is an offence to tamper with fire extinguishers or fire prevention equipment. Any such actions will lead to the student disciplinary procedures being implemented.



## **Emergency Evacuation Procedure**

The College has a phased evacuation procedure for fire or other emergencies. You must listen carefully to the emergency announcements and follow the necessary instructions.

- Fire Action instructions are located in each classroom
- Phase one announcement notifies all persons to 'stand-by'. This means that you need to prepare to evacuate. The announcement may stop after this message or proceed to an evacuation announcement
- On hearing the evacuation announcement, students must proceed directly to the main assembly point, via the nearest green directional fire exit signs
- You must leave the building immediately - do not return for your belongings
- The main assembly point is at Waterfront Parkway (see campus plan)
- Cooperate with the College fire marshals and follow their instructions
- Do not proceed to your car or attempt to move any vehicle during an evacuation
- Only return to the building when the air horn has signalled it safe to do so

## **Assistance to Evacuate**

There are special arrangements for students with disabilities. Further information is available from Learner Services. You must notify us if you have any disability that may delay your escape. Our Health and Safety unit will work with you to develop a personal evacuation plan to assist you.

## **Accidents Incidents**

If you have an accident, witness an accident, or if you feel unwell, please inform your course tutor or another member of staff. They will arrange for a First Aider to help you. If there has been an accident, you may be asked to help the member of staff to complete the incident report form. If you need to go to hospital the College procedure is to notify your next of kin.

You will not normally be accompanied to hospital if taken in an ambulance. However, all students under-18 will be accompanied by a First Aider. We record all accidents and you may be asked to help an accident investigation by the Health and Safety Unit

## **Personal Protective Equipment**

Some courses will require you to wear or use personal protective equipment. It is important that you:

- Follow the instructions for the appropriate equipment for each activity, e.g. eye protection, safety footwear, gloves, etc.
- Pay attention to the safety signs in your area
- Look after your protective equipment and store it safely
- Report any loss or damage of equipment to your course tutor immediately
- Complete the personal protective equipment acknowledgement form, with your course tutor, at the start of each academic year
- Tell us of any special requirements e.g. allergies to certain materials

## **Smoking**

Edinburgh's Telford College is a non-smoking site (this includes all external areas and the car park). The College will enforce the no smoking policy if necessary through the student disciplinary procedures.

## **Pregnancy, New Mothers and Nursing Mothers**

Pregnant women, new mothers and nursing mothers can be at risk from certain hazards. The College has a responsibility to protect you and to make sure you are not at risk. As soon as you know you are pregnant, or if you are a new or nursing mother, you must tell your course tutor or Learner Services as soon as possible and they will arrange for you to meet with the Health & Safety Officer to carry out a risk assessment.

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# Top Tips for Settling in at College

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## **1. Smile!**

Even though you might feel nervous or apprehensive when you arrive at your first class, look to be as friendly and open to new people as you can.

## **2. Get Going**

Attend class induction. It's a great way to meet other new students.

## **3. Take a Break**

Talk to people in your classes. It helps to have people in your subject area to compare notes and share study resources, particularly when the workload starts to increase. You could ask a couple of students from your class to join you for a coffee, they may need a friend too!

## **4. Be Heard**

The Students' Union represents students' views and can give help and advice on a range of issues. Why not go along and have a word with the president or staff. Your class reps will also be able to represent your views on any topic through the Learner Council. Talk to them and get your views heard.

## **5. Lend a Hand**

Build up your skills and meet new people by volunteering. You could help local people, children, the homeless or the environment. It's a good way to meet new people, gain a new view on life and make a real difference to the world around you as well as contributing to the citizenship part of your course.

## **6. Ask for Help**

Student life can be exciting, busy and full of surprises, but it can also be overwhelming. If things start to get on top of you your course tutor and Learner Services are here to help. Pop in to Learner Services in the Hub and see what they can do for you.

## **7. Enjoy being a Student**

You will meet people from a range of backgrounds and cultures, giving you new views on life and challenge your thinking. You could make friends for life. Enjoy!

## **8. Don't Give Up!**

For help with your next steps, future plans or to discuss employment, further college courses or university, contact the Careers Adviser in Learner Services and plan for a bright future.