

Student Health and Safety

What the College expects from you - your responsibilities

- Report any safety concerns to the Lodge staff or by using the Maintenance or Housekeeping request system on the Wolfson website
- Responsible behaviour and attitude
- Look after yourself and others.
- Your co-operation

What you can expect from the College - our responsibilities

- Safe premises
- Safe equipment
- Information and instructions
- Help, advice and support
- We won't interfere with your enjoyment unless there is a genuine reason

Fire Awareness

- Keep fire doors closed at all times
- Most kitchens are fitted with HEAT detectors; these will only be activated by the heat of a fire, not from cooking
- Most other areas have SMOKE detectors. Smoke from cigarettes and cooking WILL set these off
- Do not misuse fire fighting equipment, it's there to save lives and is a criminal offence!
- Read the fire notice and familiarise yourself with escape routes and know the location of your assembly point
- Fire alarm testing: the alarms are always tested on a Monday unless otherwise stated

Fire Action - on discovering a fire

- Raise the alarm by breaking the glass on the nearest fire alarm call point
- Inform the Lodge by dialling 01865 274100 and inform the Fire Brigade by dialling 999
- All kitchens have fire blankets and these should be used to deal with pan fires
- Fire extinguishers are available, but DO NOT attack the fire unless you are trained to do so as the College does not want you to put yourself at risk
- If safe to do so, make sure that any fire doors are closed
- GET OUT

Fire Action - on hearing the alarm

- Leave quickly by the nearest available exit route

- Do not use the lift
- Go to the assembly point
- Do not re-enter the building until instructed to do so by the Fire Officer in charge

Cooking

- Ensure that kitchens are kept clean and tidy
- Clean the cooker or grill after use, as this prevents build up of fats which can smoke or burn
- Keep kitchen doors closed, otherwise smoke gets into corridors and most are fire doors and are designed to stop the spread of fire
- When cooking stay in the kitchen and keep the window open
- No chip pans, deep fat fryers/deep fat frying are permitted. Most kitchen fires are caused by pans of oil, fat etc. overheating
- Do not cook in your bedroom this includes the use of kettles, microwaves, toasters, rice cookers, sandwich makers, and so on
- Use the College provided Barbeque area only. Don't bring your own Barbeques into College. You can use disposable Barbeques but only in the designated area and never use them on balconies

Electrical Items

- Please ensure that all electrical items brought to the College are safe to use and Portable Appliance tested and display a PASSED safety test sticker
- The College electrical supply is 230/240v 50 Hz
- Report damaged or broken sockets and switches
- Never overload sockets. Do not use multi-way adaptors. Use factory made, multi-sockets with a cable not exceeding one metre
- Always check the Wolfson College Electrical Regulations
- Portable Appliance testing will be provided. Dates to be announced

Security

- Always lock doors and windows when leaving your accommodation even if only for a short time
- Never leave computers or other valuables near open windows
- Report to the Lodge if you see anyone acting suspiciously

Waste Disposal

- Regularly remove rubbish from kitchen and bedrooms and place in the waste bins provided (see College Handbook for location details)
- Always place rubbish in the bins provided. Rubbish placed on the ground encourages vermin, is a danger to other residents (including the children living onsite) and makes a mess

- We have three main type of waste bins – **Blue bins** - for recycling of glass bottles and jars, plastics, cardboard, metal cans, foil, paper and drinks cartons. **Green Bins** - Broken glass and crockery, polystyrene foam, non-electrical gadgets, unusable textiles. **Red Bins** - Food waste. A kitchen caddy can be collected from the Accommodation Office. Other recycling available at the College include batteries, clothing, wood, electrical items and computers. Please ask at the Lodge for further details

Other Safety Advice

- Please drive carefully and slowly around the site
- Never allow unsupervised children near the harbour and river
- Never get into or swim in the harbour or river
- No bicycles are permitted in accommodation

Prohibited items

- No smoking or e cigarettes are allowed in any of the College accommodation
- Chip pans / deep fat fryers, for reasons above
- Candles - can fall over or ignite other items
- Electric Heaters and Oil Heaters
- Two or three way multi-way adaptors and DIY sockets
- Halogen lights - these become very hot and can melt or burn fittings if left on for lengthy periods
- Extra furniture. Our furniture is built to standards of fire resistance, other furniture you may acquire might not be. Smoke from furniture foam is highly poisonous
- Fireworks
- Highly flammable liquids and sprays
- Naked flames
- Any of these items or any item deemed to be dangerous will be removed if found