Student Health and Safety

The Health and Safety information given to students at the 2017 induction is reproduced below.

What the College expects from you - your responsibilities

- Report any safety concerns to the Lodge staff or by using the Maintenance request system
- 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

- 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 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 use to deal with pan fires.
- DO NOT attack the fire: Extinguishers are available but the College does not want you to put yourself at risk
- 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
Emergencies and First Aid

- Should you require first aid, contact the Lodge who will, if possible get a first aid trained person to attend. (This may be more difficult at night or weekends)
- The College doctor is based at 172 Banbury Road, just before the shops in Summertown and a doctor is on call 24hrs a day and can be contacted by phoning the surgery on 01865 515731
- For urgent medical help and advice that is not a life threatening situation you should call the NHS 111 Service http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcare/services/Pages/NHS-111.aspx
- The John Radcliffe Hospital has an accident and emergency department and is in Headley Way, Oxford. Any taxi company will know the Hospital
- In the event of an emergency inform the Lodge by dialing 01865 274100
- If you require the emergency services such as Police, Ambulance and Fire they can be contacted by ringing 999. (Only for emergencies). For further information see paperwork for Medical Assistance and Advice attached

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 in October. 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 two 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 - Food waste, broken glass and crockery, polystyrene foam, non-electrical gadgets, unusable textiles. 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 is 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
What to do in the event of an attack by an armed person or persons

The purpose of this guidance is to alert and not to alarm – it is not being provided in response to any specific information. Staff and students should remain alert to the danger of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal.

In the event of an incident, quickly determine the best way to protect yourself:

**Evacuate**
- If it is possible to do so safely, exit the building or area immediately
- Have an escape route in mind (Fire Exit signs are a good point of reference)
- Evacuate regardless of whether others agree to follow
- Help others, if possible
- Prevent others from entering the area of danger
- Do not attempt to move wounded people
- When you are safe, call 999 and ask for the police

**Hide**
- If evacuation is not possible, find a place to hide where the offender is less likely to find you
- If you are in a room/office, stay there
- If you are in a corridor, get into a room/office
- Lock the door and blockade it with furniture
- Silence your mobile phone and remain quiet
- Turn off the lights and draw any blinds
- Hide out of view and behind something solid (desk or cabinet)
- If it is possible to do so safely, call 999 and ask for the police

**Inform**
When you contact the police provide the following information:
- Location of and the number of offenders
- Any physical descriptions of the offenders
- Number and type of weapons used by the offenders
- Number of potential victims at the location
- Your location

Stay SAFE

Further information and advice is available from
Oxford University Security Services
01865 (2) 72944
security.control@admin.ox.ac.uk

UNIVERSITY OF OXFORD
Medical Assistance and Advice

The Ambulance 999 service and Accident & Emergency Departments in all hospitals have seen a large increase in the number of people using these services. These should only be used for genuine emergencies to ensure seriously ill patients are treated as quickly as possible. Please see below who you should contact if medical advice or assistance is required.

In the first instance you should either contact the College GP or your own GP. Contact details for the College GP: Banbury Road Medical Centre – 01865 515731
http://www.banburyroadmc.nhs.uk/contact1.aspx

For urgent medical help and advice that is not a life threatening situation you should call the NHS 111 Service
http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx
Call 111 if:
- you need medical help fast but not a 999 emergency
- you think you need to go to A&E or need another NHS urgent care service
- you don’t know who to call or you don’t have a GP to call
- you need health information or reassurance about what to do next

For immediate, life-threatening emergencies, you need to call 999.

Where possible the person requiring medical attention should make the call in order to provide personal information and details of the condition.

Please contact the Lodge if you need any of the following:
- assistance
- a reminder of who you should contact
- the use of the First Aid Box which is kept in the Lodge

A number of staff are trained First Aiders and some are trained in the use of a Defibrillator which is also kept in the Lodge.

Please inform the Lodge if you have made a 999 call so that the person on duty can give directions and assistance when the ambulance arrives.
Injured? Unwell?

Choose well.

It doesn’t have to be A&E, call NHS 111