

Health and Safety Information For Visitors to London Campus



York St John University



Welcome to York St John University – London Campus.

We would ask that you take a few moments to familiarise yourself with the health and safety information provided for your safety.

Reception will be able to answer any queries that you may have regarding your visit to the University. Please note that York St John University London Campus is a smoke free campus.

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



Matt Bellew

Health and Safety Adviser

University responsibilities

The University has a legal duty to ensure non employees such as visitors, contractors and students are not harmed as a consequence of the activities of the University or its staff, or the condition of its premises and equipment. The University has a legal duty to provide all employees with:

- A safe place for work;
- Safe systems of work;
- Suitable and safe work equipment;
- Adequate welfare arrangements.

Your responsibilities

As a Visitor or Consultant, you also have duties:

- To take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work.
- To cooperate with your site contact by complying with the University's health and safety policies and procedures.
- You must not interfere with, or misuse, anything provided for the purposes of health and safety or welfare.
- You must inform the University if you are aware of any dangerous work situations or events.

Emergency procedures

Dial **6944** (Reception) on any internal telephone or **01904 876944** from a mobile phone to report an emergency such as:

- Fire (activate the fire alarm first);
- Injury or ill health requiring first aid;
- Any dangerous situation.
- Campus Reception will provide the first response, including First Aid, and will summon the emergency services if required.



Fire Safety

Fire action notices are displayed in all areas.

They remind you what to do if you discover a fire or hear the fire alarm.

They are located close to all fire alarm call points and building exits.

Your host will take you to the assembly point.



If you discover a fire:

- Sound the alarm.
- Call Reception on **6944** (or **01904 876944**), if using a mobile phone).
- If you think it is safe:
 - Check for people at risk;
 - Close all doors and windows.
 - and **GET OUT**. Do not attempt to fight the fire.
 - Wait at the assembly point for further instructions or directions
 - If you need assistance to evacuate the building, please see the **Assisted Evacuation Procedures** at the end of this information sheet.



Fire Alarms

All buildings are equipped with an automatic fire alarm system.

The fire alarm signal is a continuously sounding bell or siren. When testing the alarms, it will sound for a brief period and then stop. You do not need to evacuate for an alarm test.

If the alarm sounds continuously, you must not delay evacuation. When you exit the building, you must proceed to the fire assembly point and wait for further instructions.

Fire Escapes

- Familiarise yourself with the escape routes in the buildings where you are visiting.
- Consider the alternative routes in case your normal entry/exit route is unavailable.
- If you are in an unfamiliar building, follow the escape route signs.

Accident Reporting

- Please report all Accidents, Incidents and Near misses that occur when you are on Campus.
- This must be reported via your site contact, a staff member or go directly to reception and they will take the details.

Thank you for taking time to read this guidance.

If you have any questions, please contact the Health and Safety Team:

01904 87 6613

healthandsafetyteam@yorks.ac.uk

Assisted Evacuation Procedures

The following instructions are intended to support emergency evacuation within the building. Please ensure you are familiar with the procedures outlined.

Where assisted evacuation is required, established procedures are implemented that incorporate the use of a buddy systems or the London Campus Reception Team that may include the use of evacuation chairs.

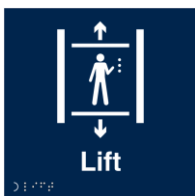
Where evacuation can be undertaken with limited mobility, please allow all others to evacuate before proceeding within evacuation routes.



- The fire alarm is an electronic sounder.
- When activated, all occupiers are required to evacuate the building immediately.
- Do not re-enter the building until it is indicated it is safe to do so.



- Refuge Point signs are used to indicate all temporary waiting spaces/refuge point locations.
- This building has temporary waiting places strategically located within stair enclosures.
- If assistance is likely to be required, **please ensure** you inform the London Campus Reception Team who will point out your nearest refuge point during your stay.
- Instructions for summoning assistance are found on the devices. A member of the London Campus Reception Team will meet you at the refuge point when the alarm sounds.



- Passenger lifts should **not** be used in an emergency.



- **Assembly Point:** All occupiers, including visitors, are required to attend the designated assembly point which are located at the rear of the Export Building.