

Health and Safety

Action on hearing the fire alarm

If you notice a fire, you should immediately raise the fire alarm, by breaking the glass, at the nearest manual fire call point. This can be done using your Elbow or shoe.

The alarm is a continuous bell

On hearing this, you should immediately leave the building by the quickest Route, closing doors as you leave.

On leaving the building you should assemble on the paved area at the Entrance to the Shackleton Building.

Nominated First-Aiders

Mr A Cannings	Tele: 23135	Room No. 4029
Mr D Grimsey	Tele: 22040	Room No. 1005
Mr M Scully	Tele: 23932	Room No. 1001
Mr M Ashley	Tele: 22065	Room No. 3087
Mr L Whitelock	Tele: 25363	Room No. 4033

Visitors

Visitors are requested, on arrival, to report to the Reception on level 5, Room 5007. Visitor Information packs will be issued, with info regarding, Induction, Emergency procedures & Accident /Incident reporting (S24). Contractors should report to the School Safety Officer (Colin Miles, Room 1019. Ext 22078) before commencing any works. Information packs will be issued. Visitors with Mobility difficulties or disabilities, should inform The School Safety Officer (Colin Miles, Room 1019. Ext 22078) of their presence, where a PEEP Personal emergency evacuation Procedure can be put in place.

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