

# HEALTH AND SAFETY INFORMATION

## FOR VISITORS

DN Colleges Group (the College) welcomes you on site. We have outlined some key information below that you need to be aware of to ensure your safety and wellbeing whilst visiting us. Please take a moment to read this and be sure to ask your host if you are unsure of anything.

### HEALTH AND SAFETY TEAM

The College Health and Safety Team are available on site to answer any health and safety queries you may have.

Please contact: [health.safety@don.ac.uk](mailto:health.safety@don.ac.uk)  
or [hands@northlindsey.ac.uk](mailto:hands@northlindsey.ac.uk)

### FIRST AID ARRANGEMENTS

Emergency action notices are displayed throughout all buildings, please familiarise yourself with these, your host will outline what to do in the event of an emergency.

To request first aid please call:

- » Doncaster ext **3933** or **01302 553933**
- » North Lindsey **07824 605057**
- » UCNL **07881 817078**

In an emergency please call 999 or get someone else to do this for you and then request a first aider.

Your first aider may be wearing additional personal protective equipment, do not be alarmed, this is for their protection and yours.

### COVID-19 VISITOR SAFETY PRINCIPLES

1. Stay at home if you are unwell
2. Sign in and out at reception
3. Provide a contact phone number
4. Your host or representative will collect you from reception
5. Wear identification at all times
6. Adhere to social distancing requirements and markers/signs set out for you throughout all buildings, this includes evacuation assembly points, smoking areas and queue control
7. Maintain social distancing when moving around the car parks/grounds
8. Wash or sanitise your hands thoroughly and frequently
9. Cleaning and sanitising stations are available throughout all the buildings, please use them
10. Avoid touching your face, particularly eyes, nose and mouth
11. Follow 'catch it, bin it, kill it' if you cough or sneeze
12. Stick to the left when moving around the building, this includes corridors, stairwells and escalators
13. Keep moving and do not congregate in the communal areas
14. Only use the lifts if you need to and where possible, use should be single occupancy
15. You are required to provide and wear a face covering where social distancing cannot be maintained, should you choose to wear a face covering in addition to the requirements, this will be supported

## **ACCIDENT / INCIDENT / NEAR MISS REPORTING**

All accidents / incidents / near misses that happen on College premises or on official activities offsite must be reported to the Health & Safety Department. An accident report will be completed with you.

## **FIRE EVACUATION**

Emergency action notices are displayed throughout all buildings, please familiarise yourself with these, your host will outline what to do in the event of an emergency.

### **If you discover a fire:**

- » Raise the alarm by breaking the nearest fire alarm call point
- » Inform evacuation controller, located at the front of the building of fire location
- » Evacuate as outlined below

### **On hearing the alarm:**

- » Leave the building by the nearest available exit
- » Go immediately to the designated assembly point
- » Maintain social distancing

### **For persons not able to evacuate the building by use of the stairs:**

- » Make your way to the nearest refuge area
- » Please wait in the refuge area and follow the instructions given next to the communication panel, a member of the evacuation team will advise you of any appropriate action to be taken

### **DO NOT:**

- » Stop to collect belongings
- » Use the lifts
- » Re-enter the building until authorised to do so
- » Move from the refuge area unless instructed to do so

## **GENERAL EVACUATION INFORMATION**

- » Please evacuate the building by your nearest available exit, as quickly but as calmly as possible, do not assume that this is the same way as you entered the building
- » Please be aware of the correct assembly point, these vary for each College building
- » For persons not able to evacuate the building by use of the stairs, please make yourself aware of the location of your nearest refuge area

## **WELFARE FACILITIES**

- » There are toilets located in all College buildings, please maintain social distancing when using the facilities
- » At this time, hand dryers have been isolated and hand towels and bins have been provided
- » Dining/catering facilities are available at all main sites and are set up with social distancing in mind
- » We accept cashless payment methods only

## **SMOKE FREE CAMPUS**

Smoking is only permitted in the designated smoking areas (North Lindsey).

Where smoking is on public land, please continue to adhere to social distancing requirements.

## **AREA SPECIFIC SAFETY**

Please be aware that certain buildings / departments have area specific safety rules e.g. the requirement to wear protective clothing or equipment, please adhere to these instructions at all times.



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