

# Health and Safety

## *What you should know about – Where to get the information*

The College attaches the greatest importance to health, safety and welfare of its learners, staff and visitors. This booklet will help you find out more about Health and Safety within the College.



It is important that all learners follow the College's Policy on Health and Safety, please read this leaflet as it covers some of the main points.

## **Fire and Evacuations**

**You need to know where the nearest Fire Exit is!**  
**You need to know where your Assembly Point is!**



There should be Fire Instructions on your class door or displayed within the room you are studying to show the procedures you would follow if the Fire Alarm sounds.

### **DO NOT USE THE LIFTS IN A FIRE EVACUATION**

A complete list of Trained Fire Wardens is available on the College Extranet, Reception or from the Health and Safety Office (based on Pontypridd Campus).

## **First Aid**

In the event of an accident or medical emergency each College Campus has a team of qualified First Aid Personnel who can be contacted via your Tutor, Receptionist or the Campus Services at each site.



A complete list of trained First Aiders is available on the College Extranet (Health and Safety Section), on Reception or from the Health and Safety Office (based on Pontypridd Campus).

## **Reporting Accidents**

If you have been involved in an accident or dangerous occurrence you must report this to your tutor or a member of College staff immediately.



## **Moving about the College**

**Remember!!! Walk, don't run around the College,** look out for and obey all warning notices and safety signs.

**Car Parking – Please remember to watch your speed.**



All drivers are required to comply with the driving and parking restrictions in operation in/around the Campuses, ensuring parking only in designated parking spaces, arrangements are in place for learners with mobility, sensory or other disabilities.

**College roads must be kept clear at all times for Emergency Vehicles.**

## **PPE – Personal Protective Equipment**

Protective equipment and clothing, such as overalls, safety shoes and helmets etc. are supplied to protect you, **WEAR THEM!**



**Make sure you:**

**Know how to put protective equipment on correctly, if in doubt ASK you tutor.**

## Risk Assessments

Risk Assessments have been carried out throughout the College to ensure that you are studying in safe conditions. Risk Assessments on hazardous materials, working within the workshops, correct usage of VDU and many others have been carried out to make the College a safer place to be.



*Remember though, you are responsible too – be smart – think before you act.*

## College Smoking Policy



From April 2<sup>nd</sup> 2007 it is illegal to smoke in enclosed public spaces in Wales. The smoking ban applies to the College. There are designated smoking areas within the exterior of the College grounds, these areas are identified, please ask a member of staff their location.

## Safety Policy

- Do not interfere with or misuse anything provided for safety.
- Learn how to study safely and obey safety rules.
- Use all equipment and protective clothing provided.
- Report things that seem dangerous, damaged or faulty to your tutor.
- Only use tools, machinery or substances after you have been trained and given permission to do so.
- Never play practical jokes – they can cause serious harm.

If you want to look at more information on Health and Safety within the College and view the individual College Policies please visit the website below:

[www.morgannwg.ac.uk](http://www.morgannwg.ac.uk)

If you require a hard copy of any Policy please ask at one of the College Services.

**If you have any queries on Health and Safety please ask your tutors who can refer back to the Health and Safety Manager at Coleg Morgannwg, Pontypridd Campus.**



# Be Safe!

# A Learner's Introductory Guide to Health and Safety