

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:
healthandsafetydncg@dncolleges.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**
HESTA Go to staff office room 1
Stainforth Go to room SF15

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

If you call for an ambulance, please ensure that reception have been informed so we can guide the paramedic crew to you.

FIRE ALARM TESTING

Weekly fire alarm tests are conducted on:
Doncaster – Fridays at approximately 06:30
North Lindsey – Wednesdays between 09:00 and 10:00
UCNL – Wednesdays between 13:30 and 14:00
Stainforth - Fridays at 09:00

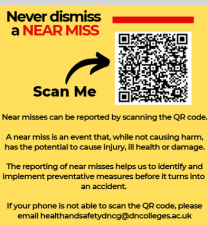


NEAR MISS REPORTING

All near misses can be reported by scanning the QR code on the yellow posters displayed around campus.

The reporting of near misses helps us to identify and implement preventative measures before it turns into an accident.

If your phone is not able to scan the QR code, please email **healthandsafetydncg@dncolleges.ac.uk**



Scan me

ACCIDENT/ INCIDENT REPORTING

All accidents / incidents 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.



WELFARE FACILITIES

There are toilets located in all college buildings

Dining /catering facilities are available at all main sites

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 inform your host and make yourself aware of the location of your nearest refuge area.

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

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, or
- Move from the refuge area unless instructed to do so

INVACUATION / LOCKDOWN RUN, HIDE, TELL

The 'stay safe' principles give some simple actions to consider during a critical incident and the information that armed officers may need in the event of a weapons or firearm attack. Critical incidents are unpredictable; rapidly evolving and mobile. The decision on what action to take in any emergency, will need to be assessed by individuals and communicated to those within their immediate area.



DNCG alerts can be audible, verbal or onscreen messaging depending on the circumstances, please follow the instruction and guidance provided by your host.

SMOKE/ VAPE FREE CAMPUS

North Lindsey – Smoking/vaping is only permitted in the designated smoking areas.

Doncaster/UCNL/Stainforth & HESTA –

Smoking/vaping is only permitted outside and away from the buildings.

NORTH LINDSEY CAMPUS



We currently have some demolition work taking place at our North Lindsey Campus. Please be mindful and aware of the inherent risks that come as part of demolition activity.

