



# HEALTH AND SAFETY INFORMATION FOR VISITORS AND CONTRACTORS



**Burnley College is committed to providing a safe and healthy working environment for staff, students, visitors and contractors. However brief your visit to College, we want to ensure that your time with us is a safe one and that you know what to do in the event of an emergency.**

This leaflet will provide you with the basic information. Should you need further information, the College Policies, Procedures and Public Value Statement are available on our website at [www.burnley.ac.uk/Policies-Procedures-Public-Value-Statement](http://www.burnley.ac.uk/Policies-Procedures-Public-Value-Statement).

### Contractor - Specific Information

Contractors visiting the site must report to the security gate house and sign in. Contractors will be met by a member of the Facilities team who will complete a site safety induction, confirm the work being completed and ensure any relevant Permits to Work are completed.

Any work at height must always have a Permit to Work obtained from Facilities as well as any higher risk activities such as electrical work, hot work etc. Any work at height equipment required for the task must be provided by the contractor; Burnley College does not loan out their work at height equipment.

Smoking (the use of naked flames or the application of heat e.g. welding or burning) is prohibited in all College buildings. Permission must be sought from the responsible Facilities Team member before commencing any of these activities.

Contractors are expected to follow relevant method statements or safe systems of work. Contractors are required to notify the Facilities Team if any works are likely to disturb hidden services. Contractors and their employees must familiarise themselves with actions to be taken in the event of emergency situations including how to raise a fire alarm, location of nearest fire exit, location of firefighting equipment and the fire appropriate fire assembly point. Contractors also need to be aware of the process of reporting any accidents, hazards or incidents to the College.

### Any contractor working on College premises:

- Must not obstruct any escape routes
- Must not wedge open any fire doors
- Must not disable fire detectors, isolate zones or tamper with the fire alarm system
- Must not remove fire extinguishers
- Must not carry out their work in such a way as to pose a risk to the health and safety of others

Information on locations of any asbestos on site can be obtained from the Facilities Team and must be discussed prior to work taking place.

All contractors are required to report any defective equipment, unsafe practices or unsafe methods of work to the Facilities Team.

### Fire Safety

Burnley College has systems in place to manage fire safety. It is therefore important that you are aware of what to do if you discover a fire or hear the alarm.

#### What to do if you discover a fire:

- Immediately operate the nearest fire alarm call point
- Do not try to fight the fire!
- Evacuate the building using the nearest fire exit, follow the green directional signage.

### Fire Alarms

Burnley College has two types of fire alarm; intermittent and continuous.

#### Intermittent fire alarm

If you hear the intermittent fire alarm this is notification that there is a fire in another part of the building and to prepare to evacuate if the alarm becomes continuous.

#### Continuous fire alarm

The continuous fire alarm is notification to evacuate the building immediately via the nearest fire escape route. Do not stop to collect personal belongings.

Evacuation aids are available in each stairwell to assist with the evacuation of mobility impaired persons. If you have a condition which may impair evacuation, please notify the person you are meeting.

Fire alarms are tested weekly and you will be notified on arrival if there is a test on that day. Any alarm tests should sound for no longer than 30 seconds.

### Any Other Emergency

In the case of any emergency where you require the police, an ambulance or security, please contact the nearest member of staff or report to one of our reception desks. Please state the nature of the emergency so College staff can respond appropriately.

### Smoking

Smoking on site is prohibited within the college buildings, including the use of E-cigarettes. Smoking is only permitted in the smoking shelter located at the back of College.

### First Aid

All rooms have notification of the nearest first aid kit and first aid trained personnel. A first aider can be summoned by alerting the closest member of staff or reporting to one of our reception desks. If you have a medical condition that you think we should be aware of, please notify the person you are meeting.

### Incident Reporting

All incidents must be reported even if you do not sustain a personal injury or it is a near miss incident or a hazard which could cause an injury.

The person you are visiting is responsible for completing an accident form with you ensuring all details are correct.

### Moving Around Site

Please take care when moving around the College site. Ensure that you:

- Stick to the driving speed limit
- Are mindful of pedestrians and cyclists
- Park sensibly in a marked bay
- Walk on the laid out footpaths and walkways
- Report any hazards to reception

## Safety Signs and Signals

Whilst you are on site it is important that you are aware of the different types of safety signs. Examples of some of the most important ones may be found below:

### PROHIBITION SIGN



Red and white circles represent something you must **NOT** do.

### WARNING



Yellow and black triangles warn of danger.

### MANDATORY



Blue and white circles represent something you **MUST** do.

### EMERGENCY



Green and white rectangles provide emergency information and usually lead to a place of safety.

# CORE VALUES

*Creativity  
& Curiosity*

*Building  
Beyond*

*Ambition  
& Challenge*

*Leadership  
for All*

*Care, Trust  
& Belonging*

*Collaboration*

*Building* **FUTURES,**  
*Changing* **LIVES**