



# AYRSHIRE COLLEGE

Health, Safety and  
Wellbeing:

Essential Information  
for Your Health &  
Safety as a visitor of  
the College

## Health, Safety and Wellbeing

We are located in Dam Park, Ayr  
Campus but visit all campuses.

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Martin Hammond – ext. 7557  
Health, Safety & Wellbeing Manager

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Lisa Little – ext. 7455  
Health, Safety & Wellbeing Advisor

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Senna Richardson – ext. 7311  
Health, Safety & Wellbeing Advisor

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Margaret Kerrigan – ext. 7312  
Health, Safety and Wellbeing Admin

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Email: [hsw@ayrshire.ac.uk](mailto:hsw@ayrshire.ac.uk)

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We are the Health, Safety and Wellbeing (HSW) Team for the College. This means that we look after the health, safety and wellbeing of Ayrshire College staff, students and visitors.

While you should first discuss any health & safety concerns with your host, please do not hesitate to contact HSW Team if you feel that your concerns have not been properly resolved.

Remember you have a duty to ensure your own health & safety and that of others who may be affected by your acts and omissions. You are required to inform the College of any health & safety concerns.



### Contact Us:

Phone: 0300 303 0303

Web: [www.ayrshire.ac.uk](http://www.ayrshire.ac.uk)



## Smoke Free Procedure

The College Campuses are designated as “No Smoking Areas”. This means that staff, students and visitors are not allowed to smoke anywhere within College Campuses. This includes all College grounds, buildings and vehicles.

The restriction on smoking also applies to E-Cigarettes and other Electronic Nicotine Dispensing Systems.

A copy of the full text of the Smoking Policy may be obtained from the Ayrshire College website.

## First Aid

The College has trained First Aid personnel available on all Campuses. Details of first aiders can be found on Health, Safety & Wellbeing noticeboards.

If you require First Aid for yourself or for someone else who has been injured, please inform Front of House.

Give full details, i.e. what the injury/incident is and how serious it is. A first aider will be contacted.

Keep calm and keep the injured person calm. Do not let them leave until seen by the First Aider.

If you think that an ambulance is required then ask for one when you request First Aid and one will be sent for. If an ambulance has already been sent for, inform Front of House.

**REMEMBER TO REPORT THE INCIDENT  
TO THE HEALTH, SAFETY AND  
WELLBEING TEAM!**

## Accidents / Incidents

It is essential that you report all accidents which occur in the College or while you are on College activities, e.g. off-campus trips.

An accident is any incident where someone was injured (no matter how trivial) or could have been injured where buildings, property, equipment or personal belongings were damaged or could have been damaged.

Report all accidents either through your host or directly to the Health, Safety and Wellbeing Team [hsw@ayrshire.ac.uk](mailto:hsw@ayrshire.ac.uk)

The College is required by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations to keep a record of all accidents and take appropriate action.

**HELP US COMPLY WITH THE LAW!**

## Fire Procedure

### A. IF YOU HEAR THE FIRE ALARM

- 1 Stop what you are doing
- 2 Evacuate the building – Walk quickly – Don't run – to designated assembly point
- 3 Do NOT return for valuables
- 4 Do NOT re-enter building until told to do so by Evacuation Controller or Fire & Rescue

### B. IF YOU DISCOVER A FIRE

- 1 Do NOT attempt to fight it
- 2 Leave the room
- 3 Close the door to contain the fire
- 4 Operate the nearest Break Glass call point to evacuate the building (Estates will call the Fire Brigade)
- 5 Evacuate the building – Walk quickly – Don't run – to designated assembly point
- 6 Inform the first member of staff you meet or Fire & Rescue of the location and type of fire
- 7 Do NOT return for valuables
- 8 Do NOT re-enter the building until told to do so by Evacuation Controller or Fire & Rescue