



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.

Martin Hammond
Health, Safety & Wellbeing Manager

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Health, Safety & Wellbeing Advisor

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Email: 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.

The information in this leaflet is intended to benefit visitors to the College.

Ayrshire College acknowledges that it has a duty of care for visitors. However visitors are also expected to look after their own health & safety, and behave in an appropriate manner while visiting College premises.

We thank you for your co-operation in helping the College deliver a healthy and safe environment.



Contact Us:

Phone: 0300 303 0303

Web: 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

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