

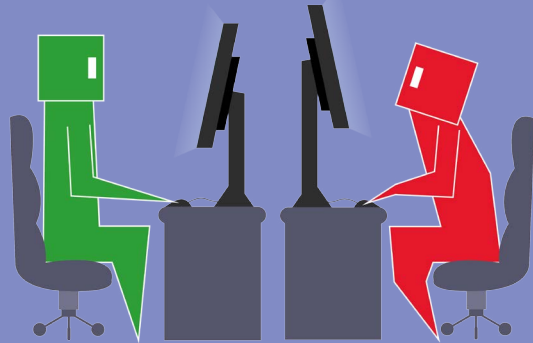
# HOUSEKEEPING

## GOOD PRACTICE

- **DO NOT** place bags in walkways.
  - Place electrical items as close as possible to electrical sockets to avoid trailing wires.
  - **NEVER** place objects in front of fire exits.
  - If you spill liquids, wipe them up.
  - A build up of rubbish can pose fire, pest or health risks.
- It is important that rubbish is placed in bins and not left on tables or work stations
  - If you notice the floor is slippery, notify a member of staff who will locate a wet surface sign.



# DISPLAY SCREEN EQUIPMENT



## GOOD PRACTICE

- Set up a comfortable workstation.
- Regularly look away from your screen at more distant objects.
- Take regular breaks away from your workstation.
- Visit an optician for regular eye check ups.
- Follow DSE workstation guide, available at Student Safety via Blackboard.

# HEALTH AND SAFETY DEPARTMENT

Watch our Fire Safety Video

Visit Student Safety via Blackboard

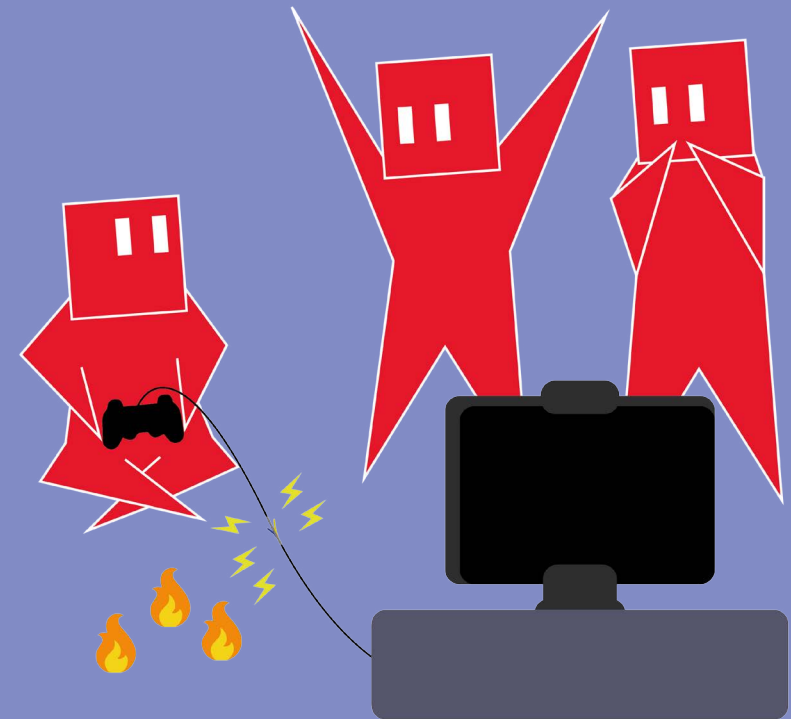
Talk to us at Welcome Week

Email us at: [safety@lincoln.ac.uk](mailto:safety@lincoln.ac.uk)

**LOOK OUT FOR REGULAR STUDENT SAFETY MESSAGES AROUND CAMPUS.**



# WELCOME TO THE UNIVERSITY OF LINCOLN FROM THE HEALTH AND SAFETY DEPARTMENT



# STUDENT SAFETY LEAFLET

# STUDENT RESPONSIBILITY

Health and Safety is everyone's responsibility

## DO

- Obey all safety signs and warnings.
- Seek advice from tutors /supervisors when needed.
- Read and comply with all safety instructions provided by your tutors / supervisors.
- Know how to exit the building you are in, in the event of an emergency.

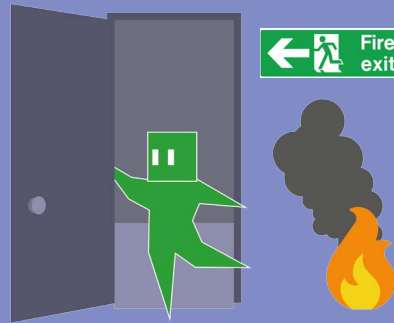
## DO NOT

- Take part or encourage any other person to take part in potentially dangerous situations.
- Use equipment which you have not been trained to use or for which it was not intended.
- Damage or misuse equipment supplied for Health and Safety purposes. (e.g. Fire extinguishers)

# FIRE EVACUATION

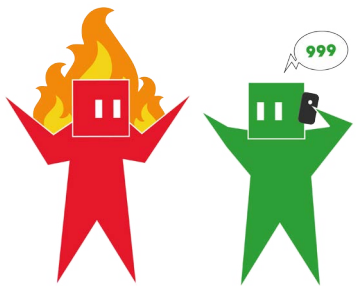
On activation of a fire alarm . . .

- **DO NOT** use lifts.
- Leave calmly via your nearest available exit.
- Where possible close fire doors behind you.
- Make your way to the building's fire assembly point.
- Fire Action Notices will tell you where your assembly point is.
- **DO NOT RE-ENTER** the building until you are instructed to do so.
- Listen to the instructions of the appointed Fire Marshals. They wear high visibility vests.



# ON DISCOVERING A FIRE...

- Operate the nearest fire alarm point.
- Leave the building calmly via your nearest available exit.
- Dial 999 and request the fire service (9999 from a University phone).
- Dial 01522 886062 and inform security that there is a fire (6062 from a University phone).

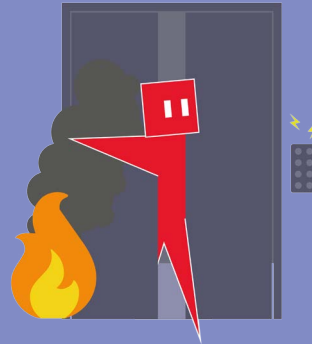


# REFUGE AREAS

If you have mobility issues, contact Student Wellbeing. They will prepare a Personal Emergency Evacuation Plan (PEEP) for you, which will address your individual needs and establish what assistance you require.

Please make sure your tutor / lecturer is aware of your requirements, this will usually involve going to a refuge area.

- There are suitable refuge areas at each stairwell.
- Use the call button or phone to contact security and request assistance.
- If phones are not working, ask a passing Fire Marshal to tell security where you are.
- Guidance will be displayed in the area for you to follow.
- The University has evacuation chairs on site, and there are trained operatives available to aid your evacuation.



# FIRST AID

First Aid care will be available for students who become ill or injured on University teaching premises during working hours.

The University have trained first aiders and defibrillator operators located around the campus. If you or a fellow student requires medical assistance you should...

- Inform a nearby member of staff.
- Telephone the switchboard on 6666 from a University phone or 01522 886666 from a non-University phone.
- Tell them your precise location and provide details about what has happened.
- They will then assist you by contacting a nearby first aider.

Some buildings have first aid rooms. These rooms do not have First Aiders in them, you will need to summon a First Aider.

