

# KING'S LYNN CAMPUS



## FIRE ASSEMBLY AREAS

- A** Front block, Applewood Nursery, Creative studios, University Centre, Vancouver, Workshop block School of Nursing, Ag Shed
- B** Tower block, Technology centre, Beech house



# HEALTH & SAFETY

**WELCOME TO THE COLLEGE OF WEST ANGLIA, IN ORDER TO ENSURE YOUR SAFETY ON SITE PLEASE READ AND COMPLY WITH THE FOLLOWING INFORMATION.**

**Please ensure that you have signed in at reception, obtained a lanyard and pass, and sign out at reception when exiting the campus.**

## **FIRE/EMERGENCY EVACUATION**

On hearing the fire alarm (continuous siren) please exit the building via the nearest emergency evacuation exit.

On exiting the building you will be directed to the assembly area by a fire marshall or member of staff.

Do not leave the assembly area or attempt to re-enter the building until instructed to do so.

Please await instruction before signing out at reception and departing the campus.

Disabled visitors: if you are disabled and require specific assistance please make staff aware. Disabled toilets are located around the campuses; please ask staff for the one most convenient for you.

## **FIRST AID**

If you require first aid while on the campus please alert a member of staff or contact security by using an internal telephone on **2222**.

## **HEALTH AND SAFETY**

You are required to comply with any health and safety direction given to you by college staff.

- Please ensure that you are wearing the correct PPE where required
- The speed limit on campus is 10mph
- You are to ensure that your vehicle is parked correctly at all times and does not obstruct emergency clearways
- Some campuses operate a one way track system
- Please be aware that some building or maintenance work may be taking place and temporary access arrangement may be in place

Further detailed health and safety information is available on the red notice boards, located on the ground floor of each of our buildings by the entrances.

## **WELFARE INFORMATION**

Smoking is permitted in designated areas only; this includes e-cigarettes, for which there is a separate vaping area.

There are a number of toilets available around the campus, please ask a member of staff for the one most convenient for you.

Our disabled toilets are also gender neutral and can be used by anyone. Remember not all disabilities are visible.