

# HEALTH AND SAFETY FOR HIRERS

**All users of College Centres have a part to play to ensure the health and safety of all. Please read the following information before confirming your booking & before your event or activity**

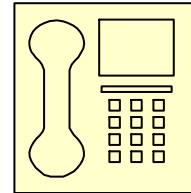
## **EMERGENCY CONTACTS**

In addition to your main College contact, please note the following numbers to call if there is an unexpected emergency

**Security King's Cross Centre    020 7832 5111**  
**Security Victoria Centre        020 7802 8342**  
**Security Regent's Park Centre   020 7391 6409**  
**Security Soho Centre              020 7025 1921**

Please note, the emergency number for the Centre you are located at. You should also note that if for any unforeseen reason you cannot get hold of your local security officer, security at other Centres may be able to help, so keep these numbers just in case.

In a serious emergency such as a serious accident or any fire always **call 999**. (**prefixed by a further 9** if you are calling from a College telephone)



**(9)999**

## **FIRE EQUIPMENT**

- **Do not remove** fire extinguishers or other fire fighting equipment for any reason. One day somebody's life may depend on these.
- **Do report** if you notice that anything is amiss with any equipment.



## **FIRE ALARMS & PRACTICE DRILLS**

- There are practice fire drills at each Centre three times a year. These are important and in a real fire could save lives. If one is planned during the period of your hire, you will be informed in advance, usually at the time of booking.
- Alarms are tested weekly. The test only lasts a few seconds and is usually carried out outside of business hours. You will be informed at the time of booking if a test is planned.
- If an alarm is sounded at any other time or lasts more than five seconds, this is either a fire practice or a real fire and you need to leave the building immediately



## **FIRE ESCAPE ROUTES**






- Make sure that you know the escape routes and fire exits in the location you have hired. Look at the information displayed in the room(s) and if in doubt, speak to you College contact.



## **ACCIDENTS & INCIDENTS**

- Inform security if you have any accident and if you see anything that may be a risk to health and safety.



<p><b>FIRST AID</b></p> <ul style="list-style-type: none"> <li>• If you need first aid, go to the security guards.</li> <li>• They have first aid boxes and the contacts of all the people with first aid training</li> <li>• If the activities associated with the hire present significant potential risks to the participants (e.g. cookery, dance, sporting activities), then you should consider providing your own first aid cover and equipment, especially if the activity takes place outside of normal business hours (evenings, weekends). This requirement should be determined as part of your risk assessment of the event.</li> </ul>	
<p><b>SMOKING</b></p> <ul style="list-style-type: none"> <li>• Westminster Kingsway College is a no smoking College</li> </ul>	
<p><b>DRINKING WATER</b></p> <ul style="list-style-type: none"> <li>• Water is available from water fountains at all Centres</li> </ul>	
<p><b>INTOXICANTS &amp; DRUGS</b></p> <ul style="list-style-type: none"> <li>• Westminster Kingsway College reserves the right to refuse admission to anyone who appears to be under the influence of alcohol or illegal substances.</li> </ul>	
<p><b>DISABILITY AND MOBILITY</b></p> <ul style="list-style-type: none"> <li>• At all College premises, wherever possible, reasonable adjustments have been made to allow safe access and egress for people with disability and mobility issues.</li> <li>• Nevertheless the College may not always be possible to accommodate people with disabilities or mobility issues and this should be discussed in advance with your College contact before confirming the booking.</li> </ul>	
<p><b>GENERAL HEALTH AND SAFETY AWARENESS</b></p> <p>Many activities carried out during a room or facilities hire may not present obvious hazards, but nevertheless this can only be determined by carrying out a suitable and sufficient risk assessment. Hirers are required to carry out an appropriate risk assessment prior to the event or activity taking place. Most companies have a standard process for this. If you are not sure discuss this with your company health and safety person and/or with your College contact.</p> <p>Please consider the health and safety of the College community as a whole. By its nature and ethos the college caters for people of all backgrounds and abilities. This may include people with physical and mental disabilities, and learning and behavioural difficulties. Many students are in the 14 to 19 age group. For this reason many could be described as vulnerable and this should be taken account of as part of any risk assessment . This is particularly important if the event or activity may involve any interaction with College students.</p> <p>In line with the College safeguarding policy, all audio/visual activity and press/media attendance at events must be agreed in advance with the College and appropriate location agreements completed and authorised.</p>	