

Health and safety for students

1. The College is committed to providing a safe and healthy environment for students and staff and this commitment is set out in the Student Charter. It is expected also that staff and students themselves will follow the information, instruction and training provided and will adhere to the policies and procedures developed for their own protection.

2. The Health and Safety at Work Act 1974 places a legal obligation on both staff and students to ensure their own safety and that of their colleagues. Failure to do so, placing themselves or others at risk, will render them subject to disciplinary action. It should be noted that it is a criminal offence to interfere with or misuse anything provided for health and safety purposes, including fire alarms, extinguishers, first-aid boxes, guards on machineries and safety signs.

3. Details of the arrangements that apply in emergency situations such as fire and fire evacuation, first aid and accident and incident reporting, are to be found in the policy and procedure/code of practice documents that support the College Health and Safety Policy. Students will be informed of the detailed procedures to follow during departmental inductions, and copies are available from departmental offices.

4. It is one of the responsibilities of Heads of Department and Departmental Health and Safety Coordinators to ensure that students receive appropriate safety training. This will vary from department to department, depending on the nature of particular disciplines and courses. All students must:

(a) take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;

(b) co-operate with all members of staff in maintaining the requirements of the Health and Safety at Work Act and all other safety regulations affecting the College;

(c) not interfere with, intentionally or recklessly, or misuse anything provided in the interests of health and safety at the College;

(d) wear, where appropriate, suitable protective clothing;

(e) observe departmental health and safety requirements, which are set out in Student Handbooks, with particular regard to laboratory equipment and materials, and to activities undertaken outside the College.

5. It is also important that students observe the health and safety policies and procedures in the Students' Union and in the Union's clubs, societies

and recreational activities. There are requirements laid down in relation to certain sports and activities to conduct risk assessments and to observe specific safety rules. These are set out in the booklet, "Safe Sport, 2000 — A Safety Framework for Sport at Royal Holloway", published by the Students' Union.

6. Students are forbidden to carry out any repairs, or to fit plugs to any electrical appliances, unless they have been authorised to do so by a member of staff. No appliances may be connected to an electrical system by means other than the correct plug or connection. Students who bring mains-operated electrical appliances onto College premises, or use them there, must see that they are in safe condition and fused correctly. The Director of Facilities Management retains the right of inspection and confiscation of items found to be unsafe.

7. It is forbidden for students to interfere with any electrical or power-operated appliance, with electrical power, water or service equipment, or to install any extra electrical wiring.

Safety in the halls of residence

8. Each Hall of Residence has health and safety rules. Students must read and understand their responsibilities whilst residing in College property.

9. Students must not, under any circumstance, light candles, joss sticks or other flammable items in their room or other areas within their hall. Such actions constitute serious fire risks and will activate the smoke detectors.

Emergencies

10. Important safety information will be posted on notices from time to time and may, for example, relate to fire evacuation, illness, or chemical spillage. These notices should be read and any instruction followed, addressing any query to the originator of the document or the departmental office.

First aid

11. All departments have lists of qualified first aiders, and notices are displayed with their telephone numbers and the location of first aid boxes.

Disciplinary regulations

Disciplinary action will be considered against anyone who does not follow health and safety rules

Smoking policy

In accordance with the duties placed on the College under the provisions of the Health Act 2006, with effect from 1st July 2007, smoking will be prohibited throughout College and Students' Union premises and in, or on, their respective vehicles. The only exceptions permitted under the Act and which the College is prepared to accede to are as identified in 1 and 2 below.

1. In individual rooms in residential accommodation and only those which have been specifically designated by the College as 'smoking rooms' on the basis that they are, as stated in the Act: '... where a person has his home, or is living whether permanently or temporarily...'. Smoking must not take place in areas such as common rooms, corridors, kitchens and rooms designated as non-smoking.
2. In a limited number of cases approved by the College and as stated in the Act: 'For the purpose of making provision for those participating as performers in a performance, or a performance of a specified description, not to be prevented from smoking if the artistic integrity of a performance makes it appropriate for smoking to take place ...'.

Staff and students have found that tobacco smoke being drawn into buildings is unpleasant; it is also potentially harmful. The College will not, therefore, permit smoking to take place within 5 metres of any building, being a distance that should ensure that no person is subject to potential harm or discomfort. There is no intention to identify demarcation lines around buildings and staff and students are asked to self-regulate on this issue.

As with the introduction of the previous College Smoking Policy published on 18 March 2003 the co-operation of staff, students and visitors in adhering to the legislation and this Policy, is also expected. While the College is committed to enforcing its legislative obligations, all are reminded that the Act does lay down penalties for those who are in breach of its requirements. Both the College and individual members of staff and students face fines for breaches of the legislation which will ultimately be enforced by Runnymede Borough Council.

The College expects the co-operation of all in adhering to the requirements of this Policy and is committed to enforcing its provisions should that be necessary.

Advice is available for those who may wish to give up smoking; students should contact the Students' Union Welfare Officer and staff, the Health and Safety Office.