



HEART OF

**WORCESTERSHIRE
COLLEGE**

Health and Safety Guidelines

All students are reminded that, under the Health and Safety at Work Act, 1974, they have a duty not to interfere with or misuse anything provided in the interests of health, safety and welfare. This includes safety equipment, such as fire extinguishers, first aid equipment and machinery guarding, but also with welfare facilities provided for their use. Also students should also cooperate with the College in its arrangements for meeting our duties under legislation and our Health and Safety Policy and Procedures.

All students must comply with the instructions and safety systems created by the College in general and particularly in hazardous areas such as laboratories and workshops; the wearing of personal protective clothing is not optional, but part of the Student/College contract. Instruction will be given at the interview and in the induction period on matters such as protective clothing and equipment, fire drills and first aid provision.

It is the clear duty of any student who knows about any medical condition which might affect his/her own health and safety or that of others to acquaint the Head of Department at the time of enrolment, or at the earliest opportunity. Examples of such conditions include epilepsy, diabetes, asthma, and allergies. This applies particularly to students working in laboratories and workshops and is equally vital in relation to students undergoing work experience, or going on overseas visits as part of their course. Catering students must also declare any history of intestinal infection or food poisoning especially any contracted abroad, because of the danger of transmitting such infections to the public through their practical work.

- Food and drink are not allowed outside Refectory/Diner areas.
- Students are not allowed to bring animals on to College premises.
- Smoking is banned throughout the College on all sites for students and staff.

Lecturers, Tutors and Heads of Department are always interested in your views and suggestions on Health & Safety, and you are encouraged to voice them when appropriate. The College Health & Safety Manager is Clive Woodward; you can contact Clive on 01905 725607.