 

**KINGS CROSS CENTRE**

**KEEPING HEALTHY AND SAFE IN COLLEGE**

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| Students need to think carefully about health and safety. Everybody has a part to play. Please follow all the health and safety rules of the College and your course. |
| **FIRE EQUIPMENT*** Don’t play with fire alarms, fire extinguishers, or other protective equipment. One day somebody’s life may depend on these.
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| **FIRE ALARMS & PRACTICE DRILLS*** Make sure that your teacher explains about emergency evacuations as part of your induction at the start of the course referring to the fire instructions on the wall.
* There are practice fire drills every term. These are important and in a real fire could save lives. . Because of the COVID 19 pandemic these may be varied in format. If you are asked to participate please follow the lead of your teacher or other staff.
* We test the alarms weekly. The test only lasts 5 seconds. This is usually outside of business hours.
* If an alarm lasts more than 5 seconds, this is either a fire practice or a real fire and you need to leave the building immediately
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| **FIRE ESCAPE ROUTES & ASSEMBLY POINTS*** Make sure that you know the escape routes and fire exits from all the locations you learn in. Look at the information provide around the College.
* Do not use the lifts during an emergency evacuation of the building.
* The Assembly Point for Kings Cross Centre is at Mecklenburgh Square (please refer to Assembly Point Plan displayed in teaching rooms).
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| **FIRE PROCEDURES****If you Discover a Fire*** Raise the alarm at the nearest call point.
* Go to the Assembly Point; report the location of the fire to the Fire Emergency Coordinator.
* Report to your Tutor and remain at the Assembly point, do not re-enter the building until told to do so.

**If the Fire Alarm Sounds*** Leave the building by the nearest fire route and go straight to the assembly point, do not stop to collect personal belongings.
* Report to your Tutor and remain at the Assembly point, do not re-enter the building until told to do so.
* When the fire alarm is sounding the doors leading from the corridors to the Atrium will close. If the orange beacon is flashing do not enter the Atrium, leave the building via your nearest emergency evacuation stairs proceeding to the Fire Assembly Point on Mechlenburgh Street.
* Do not use the lifts during an emergency evacuation of the building
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| **ACCIDENTS, INCIDENTS and ILLNESSES*** Tell your course tutor or any other member of staff if you have any accident and if you see anything that may be a risk to health and safety.
* Similarly if you feel ill report this to your teacher. If you are displaying symptoms of COVID 19, report these without delay, stay where you are awaiting further instructions
* It is ever more important during the COVID 19 pandemic to make sure that you shared emergency contact information when you enrolled.
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| FIRST AID* If you need first aid, go to the security guards.
* They have first aid boxes and the contacts of all the people with first aid training
 | **FIRST AID** |
| **SMOKING*** Smoking is not allowed in the College Building. There may be a designated smoking area outside for the Kings Cross Centre but this will be subject to the need to manage COVID 19 infection risks
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| **DRINKING WATER*** Water is available from water fountains in the break out areas.
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| **INTOXICANTS & DRUGS*** We will not let you enter the College if we believe that you will be unable to study because of the effects of intoxicants or drugs
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| **COMPUTERS*** When using a computer it is important that you sit properly with your feet and the keyboard in the right position and that you rest your eyes from time to time. Your teachers will explain this to you in more detail.
* If provided please use wipes to clean PC contact surfaces
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| **PERSONAL EMERGENCY EVACUATION PLAN (PEEP)*** If you have a disability and need assistance during an emergency evacuation you’re Course Tutor, the Disability Coordinator and you must complete a PEEP to identify what assistance you will require during an evacuation.
* Refuge Points for disabled persons are available in all the Fire Evacuation Staircases on the 1st, 2nd, 3rd and 4th Floor.  There is a communication panel at the Refuge Point which links to Security.  The use of the Refuge Point will be part of the completed PEEP.
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| **HAZARDS AND RISKS*** A **HAZARD** is anything with the potential to cause harm, i.e. electricity, slippery floors, spillages, dangerous parts of machinery.
* A **RISK** is the likelihood of that hazard actually causing harm.
* If you find any hazards in your learning area or anywhere on the site, please bring it to the attention of your Course Tutor or the Security Guard, so that corrective action can be taken.
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| **SAFETY SIGNS*** **Prohibition Signs -** These mean that certain actions are not allowed. The signs are red bordered circles with a red diagonal crossbar. Any messages or symbols on them will be in black, e.g. No Smoking, No Entry, No Eating or Drinking in this area.
* **Warning Signs -**These give warning of specific hazards. They are yellow triangles with a black border. Any messages or symbols on them will be in black, e.g. Danger, Slippery Floor
* **Mandatory Signs -** These indicate that certain actions must be taken. They are blue circular signs. Any messages or symbols on them will be in white, e.g. Eye Protection Must be Worn, Fire Door Keep Shut.
* **Safe Condition Signs -** These signs give information about safe conditions. They are green and either square or oblong. Any messages or symbols on them will be in white, e.g. Fire Exit, First Aid, Eye Wash.

**You must familiarise yourself with the signage around the College** |  |

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| **HOUSEKEEPING*** There are many ways in which you can make your place of College safer for yourself and others to learn in. Good housekeeping is one of the most important of these.
* It is the responsibility of **everyone** to
	+ Discard rubbish, packaging materials etc in a proper manner and keep areas tidy at all times.
	+ Deal promptly with breakages or spillages - taking that little extra time now could save time and avoid accidents later..
	+ If you notice that a fire exit, gangway, corridor is blocked please report it to the Security Guard.
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**QUIZ TIME**

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| **Match the picture and the definition** |  | **Fill in the gaps** |

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| Way out |  |  | If you have an accident and need help, go to security. They have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First aid kit |  |  | If you have an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you need to tell your teacher or another member of staff |
| fire extinguisher |  |  | When the fire alarm sounds you need to go to the nearest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| drinking water |  |  | When you hear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_That lasts more than 5 seconds, it is a fire or a fire practice and you must leave the building quickly. |
| an accident | **FIRST AID** |  | You don’t need to waste money on buying drinks because there is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on each site. |
| No Smoking  |  |  | You need to know \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you don’t , you can hurt your back, your hands and your eyes |
| How to work at your computer |  |  |  Don’t play with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_You might break them and put somebody’s life at risk in a real fire. |
| fire alarm |  |  |  You can only smoke in the designated smoking areas of the College in line with the College’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_policy  |