

Health and Safety Information for Visitors to the University



► Welcome to the University of Surrey. We would ask that you take a few moments to familiarise yourself with the health and safety information contained in this leaflet.

Your host will be able to answer any queries that you may have regarding your visit to the University.

We hope you have a safe and enjoyable visit to the University.

If you hear the fire alarm:



If the alarms sound continuously you must leave the building by the nearest available exit and proceed to the assembly point. Fire Wardens are available to assist you during the evacuation.

If you discover/or suspect a fire:

Activate the fire alarm by using one of the red break-glass Call Points (situated at all staircases and final exits) leave the building and make your way to the assembly point. At the assembly point report your actions to the Fire Marshal. Remain at the assembly point until told it is safe to return to the building.

Smoking



This is
a no
smoking
area

The University operates a No Smoking Policy within its buildings, including e-cigarettes, in accordance with smoke-free legislation. If you wish to smoke outside please ensure you extinguish and discard your cigarette in the facilities provided.

► Security

Security staff are available 24 hours a day to help, advise and support you during your visit. For general enquiries the Security Department can be contacted on 01483 682002 or via the Security Office located at the base of Senate House.

The University Emergency contact number is 01483 683333

The Emergency line is available 24 hours a day, 7 days a week but should only be used in an emergency.

If you require First-Aid:

All Security Staff at the University are fully qualified First-Aiders and can be contacted using the University Emergency number. Security will arrange for an ambulance to be called if it is necessary.



In addition each of the Faculties/ Departments has their own trained First-Aiders who are available to provide First Aid assistance as required.

Special Needs:

If you have any special needs please do not hesitate to raise these with your host (before your arrival if possible). Arrangements can then be made to make sure that your visit runs as smoothly as possible.

Specific Risks:



Restricted Access

There are certain areas within the University where access is restricted to authorised persons only. Safety signs, notices and instructions are provided to protect you; we require that you comply with them. Please ask a member or staff if you are unsure.

Traffic

The campus roads are used by cars, buses, bicycles and lorries. Please use the marked crossing points and maintain a high level of awareness when crossing roads.

Lakes

The University lakes are a very attractive feature of the campus; however these areas are not suitable for children to play unsupervised. Swimming and fishing are prohibited.

Children

Please ensure that any children brought onto the campus are closely supervised at all times. Children are not permitted to enter workshops or laboratories unless they are attending an officially organised event.

In order that we can continue to maintain a safe University we would ask that you report any health and safety issues or concerns that you may have to your host or contact the University Health and Safety Department on 01483 689362.

Pets

Pets and other assistive animals on site must be kept under control at all times.