

## Health & Safety & Security Information:

Your responsibilities as a student at MediProspects regarding Health & Safety include:

- Taking reasonable care for your own health, safety, and welfare, as well as that of others who may be affected by your actions or inactions.
- Following health and safety guidance and instructions.
- Using machinery/equipment correctly, in the manner it was designed for.
- Using and taking care of any personal protective equipment provided.
- Not misusing any items or equipment provided for health and safety reasons.

**Unauthorised Persons:** Unauthorised persons are not allowed to visit students on the MediProspects site. Any such persons may be instructed to leave the premises.

**Parking:** MediProspects does not have on-site parking facilities; however, there is sufficient free parking available on the side roads adjacent to our building.

**Security of Property:** Lost property should be handed in at Reception. Students are advised to keep bags and valuables with them at all times. MediProspects is not responsible for the loss of such items. For online classes, ensure your digital devices are secure, and keep login details private.

**Mobile Phone Policy:** Mobile phones must be switched off and kept out of sight during all in-person classes, tutorials, and examinations. For online classes, phones should be muted or switched off to prevent distractions. MediProspects is not responsible for any loss of such items.

**Smoking Policy:** Hawley House is a NO SMOKING building throughout, in line with current legislation.

**Emergency Closures:** In cases of extreme weather, disruption to heating, electricity, or water supplies, or events beyond our control, the college may decide to close. In such cases, we will endeavour to inform all those attending on the day by telephone. Please ensure we have up-to-date contact information. Note that classes may continue online where possible.

**First Aid:** The First Aid Box is located at Reception, and First Aid Officers can be contacted via Reception. If you require assistance, please ask a member of staff. First Aid Officers and teaching staff cannot issue tablets for ailments. Please inform MediProspects of any known medical conditions and ensure we have up-to-date emergency contact numbers. For online learning, notify us if any medical condition may affect your participation.

**In the Event of an Accident:** Follow the instructions for contacting a First Aid Officer. Do not move the injured person more than necessary.

**Instructions for Emergency Evacuation:** Evacuation procedures will be conducted regularly, and you will receive advance notice. There will also be an unannounced evacuation exercise during the year.

### Fire Safety

- Raise the alarm in the immediate area.
- Report it to Reception.
- Attempt to extinguish the fire if you know how and it is safe to do so—do not take risks.
- Do not stop to collect personal belongings.
- Do not re-enter the building until authorised.
- Do not smoke while waiting at the assembly point.

### When the Alarm Sounds

- Be aware of exit routes and assembly points.
- Evacuation routes are marked with white and green 'Fire Exit' signs and arrows.
- Fire Notices indicate the designated assembly point.
- The assembly point is on Grasmere Road, by the side of Hawley House.
- Upon hearing the fire alarm, leave promptly in the instructed direction. Keep moving to avoid causing obstructions.

## DECLARATION

I, the undersigned, have been given a copy of MediProspects' Health & Safety & Security Procedures, to be kept as a record for information. I agree to abide by all related rules and regulations while attending in person or participating in hybrid learning sessions.