

Health, Safety & Wellbeing

Essential information for your health & safety as a visitor of Ayrshire College



The Health, Safety and Wellbeing (HSW) Team for the College look after the health, safety and wellbeing of Ayrshire College staff, students and visitors.

Visitors are also expected to look after their own health & safety, and behave in an appropriate manner while visiting College premises. We thank you for your co-operation in helping the College deliver a healthy and safe environment.

FIRST AID: The College has trained First Aid personnel available on all Campuses. If you require First Aid for yourself or for someone else who has been injured, please inform Front of House and a first aider will be contacted. Keep calm and keep the injured person calm. If you think that an ambulance is required then ask for one when you request First Aid and one will be sent for. If an ambulance has already been sent for, inform Front of House.



It is essential that you report all accidents and incidents which occur in the College. Either report through your host or directly to the HSW Team.

**Ayrshire
College**



Contact us:

Email: hsw@ayrshire.ac.uk

Phone: 0300 303 0303 ext. 7312

Visit [https://www1.ayrshire.ac.uk/about-](https://www1.ayrshire.ac.uk/about-us/health-safety-and-wellbeing/)

[us/health-safety-and-wellbeing/](https://www1.ayrshire.ac.uk/about-us/health-safety-and-wellbeing/) for further info



FIRE PROCEDURE

IF YOU HEAR THE FIRE ALARM



1. Stop what you are doing
2. Evacuate the building. Walk swiftly, but don't run to designated assembly point
3. Do NOT return for valuables
4. Do NOT re-enter the building until told to do so by the Evacuation Controller

IF YOU DISCOVER A FIRE



1. Do NOT attempt to fight it
2. Leave the room
3. Close the door to contain the fire
4. Operate the nearest Break Glass call point to evacuate the building (Estates will call the Fire Brigade)
5. Evacuate the building. Walk swiftly, but don't run to designated assembly point
6. Inform the first member of staff you meet or Fire & Rescue of the location and type of fire
7. Do NOT return for valuables
8. Do NOT re-enter the building until told to do so by Evacuation Controller.

If you require any special assistance in the event of an emergency evacuation please let your host, HSW or Front of House know.