



## Welcome to Heriot-Watt University Malaysia Campus



### Information Leaflet for Students

The University is committed to ensuring your safety and health. This leaflet provides you with information regarding our safety and health arrangements.

The campus is located on the shores of Lake Putrajaya and has beautiful surroundings and panoramic views. We offer excellent amenities, including state of the art teaching suites, lecture theatres, laboratories, a well-equipped library, IT equipment, audio-visual and Wi-Fi facilities.

The retail outlets and catering facilities are located on the Promenade Level. The catering operators have planned menus which offer a range of food catered to varying budgets. All food served on campus is Halal.

We hope that you have a safe, enjoyable learning experience on campus.

### Fire Safety

On arrival to campus you should familiarise yourself with the location of:

- The means of raising the alarm via manual call point
- The nearest means of escape – these are indicated with green and white signs
- The location of firefighting equipment
- The assembly point is located on the South side of the building as shown below.



Assembly Point

### Fire Evacuations

Your student induction session will include fire safety information. It is important that you know and understand:

The fire evacuation signal is a continuous bell and a voice alert:-

- When the fire alarm sounds you must evacuate immediately!
- You must **leave the building** by the nearest exit
- Do not use lifts
- You **must not stop** to collect belongings
- Do not wait for others go straight to the assembly point
- Fires take hold in a matter of minutes it's vital you act calmly and quickly

You **must not re-enter** the building, even if the alarm stops sounding until you are told it is safe to do so by the Assembly Point Controller.

### Personal Emergency Evacuation

If you have a disability that would impede your escape during a fire evacuation you may need a personal care plan to support you. If you require assistance with this, please contact the Safety & Health Officer.

### Accident Reporting—First Aid

If you have an accident, need first aid or other emergency assistance, use the emergency telephones to notify Security or by calling 2222 from any internal telephone or from any emergency phone dial \*0. We will initiate the necessary response and send assistance immediately.

We have first aid kits located throughout the campus and there is a fully furnished and well equipped sick bay located in the East Wing, ground floor, and inside student common room 2. Our emergency response team are all qualified First Aiders.

Note—Do not summon emergency services directly, as this often leads to circumstances where they arrive on site and we do not know where to direct them. Always notify Security who will summon emergency services as appropriate under controlled conditions.

All students must report all injuries, no matter how trivial, to the Safety & Health Officer. This information will be recorded on our incident management system Shield<sup>HSM5</sup>.

### Hazard Reporting

Should you identify any hazards you should make Security aware so that they can record and take action for this to be addressed.

### Signage

The University has appropriate safety signage throughout, you must always pay attention and conform with safety and health signs and notices on campus.

## Security

The University Campus is extensively covered by CCTV and we have a 24 hour permanent security presence. The Security Office is located on the lower ground floor. Security Officers patrol each floor of the building.

If you are given safety instructions by a member of staff or Security Officer you must cooperate.

Ensure your valuables are kept secure at all times.

Should you have any concerns, contact Security.



## Vehicles

The campus operates a maximum speed limit of 20kph.

Parking is only permitted in designated areas and parking permits to allocated areas will be provided.

The use of mobile phones when driving on campus is strictly prohibited.

Parking and driving must be done in accordance with local signs and restrictions.

You must only use identified walkways and pay attention to vehicle traffic.

## Smoking

The University has a Smoke Free Policy, smoking is prohibited in and within five metres of buildings.



## Portable Electrical Appliances

Students are not permitted to plug in personal portable electrical appliances into the building electrics system, unless prior permission has been given by the Campus Services Manager.

## Housekeeping

It is important to ensure good housekeeping to prevent slips, trips and falls and remove materials which could fuel fires. Do not leave bags or personal belongings in corridors, stairwells, lifts or doorways. If you spill any liquids, please report this to a member of the cleaning staff.

Should you have any concerns that you cannot resolve yourself, they should be reported to either Security or Campus Services.

## Waste Disposal

Ensure that any waste is disposed of in the correct waste recycling receptacle provided.

Do not drop litter on floors or in the grounds.



## Emergency Contact Numbers

Campus Services : dial \*1 or +60173152526

Health and Safety Officer and Security : dial \*0 or +60125173699 or using internal phone, dial 2222



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Malaysia Campus  
1 Jalan Venna P5/2  
Precinct 5  
62200 Putrajaya  
Malaysia

Website: [www.hw.ac.uk](http://www.hw.ac.uk)

Email: [safetyhealthmy@hw.ac.uk](mailto:safetyhealthmy@hw.ac.uk)

Telephone: +603 8894 3888

Fax: +603 8894 3999



Further safety and health advice and support can be obtained by contacting the Safety & Health Officer or by emailing [safetyhealthmy@hw.ac.uk](mailto:safetyhealthmy@hw.ac.uk)