

**Welcome to Heriot-Watt
University**

Orkney Campus



**Information Leaflet for
Students**

The University is committed to ensuring your safety and health while on Campus. This leaflet will provide you with some information regarding our health and safety and security arrangements.

Based in Stromness, our Orkney Campus is home to the International Centre for Island Technology (ICIT), which is part of Heriot-Watt's prestigious School of Energy, Geoscience, Infrastructure and Society.

ICIT is recognised as a world leader in research, teaching & consultancy with particular expertise in managing the resources of the marine environment. We are ideally based in Orkney, a renewable energy-rich area with 550 miles of diverse coastal habitats.

We hope that you have a safe, enjoyable learning environment 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 for our building as detailed on the site plan below.

Emergency Evacuations

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

The emergency evacuation signal is a continuous siren:-

- When the fire alarm sounds you must evacuate immediately!
- You must leave the building by the nearest exit.
- 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 Fire Marshal.

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, please contact Student Support.



Security

While on Campus no cameras or videos may be used on site unless permission has been granted.

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

Ensure your valuables are kept safe and secure at all times.

Should you identify anything suspicious, contact the main reception.

Old Academy Main Entrance

The Main Entrance door opening hours are 0830-1700 Monday – Friday. Outwith these times and at weekends the door must be kept locked – access is by use of a swipecard or fob which all students are issued with.



Normal working hours are from 8.30 AM to 5.00 PM Monday to Friday. Any student wishing to work out with these times or at weekends may do so provided they:

- Have approval and a risk assessment is completed considering lone working.
- Ensure that if no one else is in the department that all lights are switched off, windows are closed and outside doors are locked when leaving.

Accident Reporting - First Aid

If you or a colleague has an accident, involved in a dangerous occurrence or any other incident, contact the main reception asking for a first aider.

There are first aid kits located in the Kitchen and Laboratory.

If a situation arises whereby someone is seriously injured or becomes ill you must treat this as an emergency and call 999.

Emergency Services are trained in dealing with emergency situations. You must stay calm at all times; depending on the situation you will be asked a number of relevant questions, which will enable them to evaluate the situation and initiate the appropriate response.

All accidents are required to report, no matter how trivial, to course Tutor, School Safety Officer or Health & Safety Services. This information will be recorded on our Safety and Security Management System Shield^{SSMS}.

Hazard Reporting

Should you identify any hazards you should make your course Tutor, School Safety Officer aware so that they can record and take action for this to be addressed and take necessary action accordingly.

Signage

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



Portable Electrical Appliance Testing

Students should ensure that personal portable electrical appliances are inspected and fit for purpose. Free checks will be provided at the start of each semester.

Housekeeping

It is important to ensure good housekeeping to prevent slips, trips and falls and remove materials which could fuel fires.

Should you identify any concerns, this should be reported to either your Tutor, School Safety Officer or Reception.

Waste Disposal

Ensure that any waste is disposed of in the correct waste recycling receptacle and do not drop litter on floors or in the grounds.

Smoking

The University has a Smoke Free Policy; smoking is prohibited in and within five metres of buildings, this including electronic devices.

Vehicles

The Campus operates a maximum speed limit of 20mph.

Parking is only permitted in designated areas.

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.



Emergency Contact Details

Main Reception 01856 850 605
Stromness Medical Surgery 01856 850 205

Heriot-Watt University
The Old Academy
Back Road
Stromness
Orkney, Scotland
KW16 3AW

e-mail: icit@hw.ac.uk **Website:** www.icit.hw.ac.uk



Further health and safety advice and support can be obtained by contacting the ICIT Safety Officer or Health & Safety Services by emailing:

healthandsafety@hw.ac.uk or calling 0131 451 3900.