



Welcome to Heriot-Watt
University

Borders 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.

Heriot-Watt University Scottish Borders Campus home of Textiles and Design is located in the town of Galashiels, only an hour's drive away from Edinburgh.

The modern Campus recently underwent a refurbishment to create an inspiring learning environment and centre for excellence. We've established integrated learning facilities, computer suites, specialised workshops, spacious studios, a library and a gallery.

The Campus offers a range of support services for students and has a lively Students' Association with strong links to its partner on our Edinburgh Campus.

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 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.

Fire Safety in Halls of Residence

Heriot-Watt University will not tolerate any interference or misuse of fire safety equipment and will take disciplinary action if necessary.

- Never tamper with smoke or heat detectors, they are there to detect fire and smoke at an early stage.
- Keep fire doors in bedrooms, lounges, corridors and kitchens shut - they are there to keep fire in a small compartment and allow you to escape safely.
- Do not tamper with fire extinguishers, they are there to extinguish a fire in its early stages.
- Most fires start in kitchens particularly when cooking. Keep flammable items away from the cooker.
- Never leave cooking unattended. This is very important as unattended cooking is the cause of most fires and fire alarm activations.
- You must ensure that any electrical equipment is in good safe working order.
- Do not over load electrical power sources.
- Bicycles must be kept in an approved cycle area.
- No setting fires.



Prohibited Items

To ensure safety there are a number of items that you are prohibited from bringing into your bedroom accommodation these include:-

Woks, saucepans, heaters, grills/toasters, clip on desk lights, candles/incense sticks and any other open flame device, socket cube adaptors, inside BBQ trays, additional fridges, and irons, decorative lights, slow cookers (rice cookers may be allowed in kitchens with the permission of the housekeeper) or extra microwaves, additional or extra furniture.

Security

The University Campus and buildings are extensively covered by CCTV and we have a 24 hour permanent security presence. The Security Office is located in the main reception and can be contacted by dialing 01896 662600 or out of hours 01896 662 655.

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 or Security Officer you must cooperate.

Ensure your valuables are kept safe and secure at all times. Should you identify anything suspicious, contact Security immediately.

Accident Reporting - First Aid

If you have an accident, need first aid or other emergency assistance, contact Reception/Security by dialing internal extension number 2600.

Out with normal reception hours dial extension 2655. Reception/Security can either deal with the incident or make the necessary calls for assistance.

There are first aid rooms and other facilities available on Campus.

Note - Do not summon emergency services via the 999 system, 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 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 or Security aware so that they can record and take action for this to be addressed and take necessary action accordingly.

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.



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, Security or your Housekeeper.

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.

Signage

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

Smoking

The University has a Smoke Free Policy, smoking is prohibited on Campus, this including electronic devices.

Emergency Contact Details

Scottish Borders Campus Main Reception 01896 662600
Security/Facility Management 01896 662600 or out of hours 01896 662 655

Heriot-Watt University, Scottish Borders Campus, Galashiels, TD1 3HF Website: www.hw.ac.uk



Further safety and security advice or support can be obtained by contacting:

Health & Safety Services by emailing healthandsafety@hw.ac.uk or calling 0131 451 3900.