



Welcome to Heriot-Watt
University

Dubai Campus



Information Leaflet for Students

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

Heriot-Watt University Dubai Campus, Dubai Knowledge Park. Dubai Knowledge Park is adjacent to Dubai Media City as well as Dubai Internet City

We offer excellent facilities, including a well-equipped library, IT and audio-visual facilities, recreational areas, catering facilities, etc

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



Fire Safety

On arrival to Campus, you should familiarize 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 is shown in picture.



Fire Evacuations

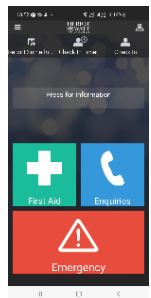
The emergency evacuation signal is a combination of a continuous siren and a voice alert broadcasting an evacuation instruction: -

- 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 or Assembly Point Controller

SafeZone

Safe Zone is a university app that allows staff and students to immediately alert SafeGuarding Control when support or assistance is required; including first aid, general SafeGuarding enquiries, lone working or summon emergency help. The SafeZone app is free to download from the iOS app store and Google Play.



Accident Reporting—First Aid

If you have an accident, need first aid or other emergency assistance, contact SafeGuarding by either using the Safe Zone app or calling +971 525623467. SafeGuarding Control can either deal with the incident or make the necessary calls for assistance.

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

All students must report all injuries, no matter how trivial, to SafeGuarding this information will be recorded on our incident management system Shield.

Code of Conduct

While on University Campus, offensive behaviour of any kind will not be tolerated.

- No inappropriate physical contact between males and females
- Inappropriate dress for males and females prohibited.
- No fighting, assault, or any act of violence
- No harassing, threatening, bullying, or intimidating others.
- No possessing, using, or distributing illegal substances.
- No possessing of firearms, explosives, or weapons
- No gambling
- No raising false alarms
- No setting fires.
- No ballgames out with designated areas

SafeGuarding

The University Campus and buildings are extensively covered by CCTV, and we have a 24-hour permanent SafeGuarding presence. SafeGuarding can be contacted via the SafeZone App.

If you are given safety instructions by a member of staff or SafeGuarding Officer, you must cooperate. Ensure your valuables are always kept secure. Should you identify anything suspicious, contact SafeGuarding.

Vehicles

Parking is only permitted in designated areas. 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.

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 health and safety signs and notices on Campus.

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 liaise with Student Wellbeing Team

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 the Facilities team.

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.

Drones

The University does not permit recreational use of drones on its property by any person.

Anyone undertaking drone activity on behalf of the University shall do so in line with Legislative requirements.

Smoking



The University has a Smoke Free Policy, smoking is prohibited, in and within five meters of the buildings. This includes electronic or vaping devices.

Lost & Found

Lost property is located at Main Reception, anyone handing in or claiming lost property can do so here.

Emergency Contact Numbers

SafeGuarding +971 525623467
Dubai Campus Main Reception +971 4 5717000

Police 999
Fire (Civil Defence) 998
Ambulance 997

Heriot-Watt University
Dubai Knowledge Park
P.O. Box: 38103
Dubai
United Arab Emirates
Website: www.hw.ac.uk/dubai/about-us.htm