

## 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 is located in International Academic City, approximately 25 minutes from the centre of Dubai.

We offer excellent facilities, including separate male and female accommodation buildings with comfortable and secure bedrooms, a well-equipped library, IT and audio-visual facilities, sport centre, recreational areas, catering facilities, local shops and hairdressing salon.

Our accommodation buildings are fully serviced and managed with a resident warden, who will provide pastoral care.

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

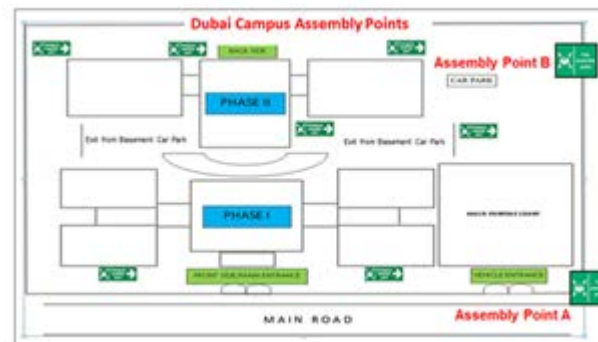
Your student induction session will include fire safety information.

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.



### 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 the power source
- No setting fires

### 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 the Facilities Manager.

### 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, Turbo Cookers, bread toasters, pancake makers, clip on desk lights, Shisha, Bakhour, 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.

## Portable Appliance Testing

Students should ensure that their self-owned portable electrical appliances are inspected and fit for purpose.

## Signage

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

## Accident Reporting—First Aid

If you have an accident, need first aid or other emergency assistance, contact Security on 0561156776. Security 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 the Health & Safety Co-ordinator, this information will be recorded on our incident management system Shield<sup>HSMS</sup>.

## 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

## 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 within the Phase 1 building and can be contacted by dialing from an internal line 0561156776.

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 secure at all times.

Should you identify anything suspicious, 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.

## 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.

## Smoking



The University has a Smoke Free Policy, smoking is prohibited within bedrooms including, in and within five metres of buildings. A designated smoking area is located between the Phases 1 and 2 buildings adjacent to the Sports Pitches.

## 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.

Do not drop litter on floors or in the grounds.



## Emergency Contact Numbers

Dubai Campus Main Reception +97144358700  
Security +971 561156776 and +971 526921764

Heriot-Watt University, Dubai Academic City  
P.O. Box: 294345, DIAC, Dubai, United Arab Emirates

**Website:** [www.hw.ac.uk/dubai/about-us.htm](http://www.hw.ac.uk/dubai/about-us.htm)

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