

# Community Engagement

## Safety Induction for Hirers: Alton Campus

### Essential Contact Numbers



Reception	01420 592 200
Facilities Helpdesk	Ext. 440
First Aid	Ext. 333
Emergency	999 and inform Reception



### Signing In and Out

Upon every visit, you must sign in at reception where you will be issued with a visitor pass. You also need to sign out at reception at the end of your visit and return your visitors pass.



### Accident and Incident Reporting

Follow your own company procedures, but also report all accidents, incidents and near misses to your point of contact at the college.



### Parking

You are only permitted to park in a site car park in designated parking bays; check your booking if you are instructed to use a specific car park. Please ensure you park courteously.



### Risk Assessments and Method Statements (RAMS)

If requested, you must provide a site-specific risk assessment and, where appropriate, method statements to detail how you will work to control the hazards.



### Waste, Recycling, and Cleaning

Please ensure all waste is cleared away into appropriate bins, ensuring you use the correct recycling bins where possible. Please ensure the facility is left as clean as it was upon arrival.



### Safeguarding

Visitor passes and lanyards must be displayed at all times. Everyone who encounters young people has a role to play in their safeguarding. If you have a concern that a member of the College has been harmed or is at risk of harm please contact the Safeguarding Team as soon as possible. They can be contacted through Reception or by email via [safeguarding@hsrc.ac.uk](mailto:safeguarding@hsrc.ac.uk).

Please ensure you familiarise yourself with our Safeguarding and Prevent policies and speak to the Community Engagement team if you are unsure about what is expected of you as a hirer.



### Fire Evacuation

Please see overleaf the information about what to do in the case of a fire, and familiarise yourself with these procedures. We ask that as a college with students on site, you ensure your group behave calmly and sensibly in the event of a fire.



### Fire Assembly Points

Please refer to the above campus map for fire assembly points at the **Alton** campus. Please go to the nearest assembly point quickly and calmly, and wait for further instruction.



### Action on Discovering a Fire

Either operate the nearest fire alarm call point, or immediately notify a member of staff.



### Action on Hearing the Fire Alarm

If you hear a continuous fire alarm for more than 20 seconds, assume it's genuine and:

- Evacuate the building immediately by the nearest available exit route
- Make your way to the assembly point and remain there until you are either given permission to re-enter the building or given further instruction