

Smoking Prohibited



- Smoking of traditional cigarettes and e-cigarettes is prohibited throughout all college buildings, around entrances, internal courtyards and terraces.

Security



- We try to provide a secure environment, but would remind you that individuals are responsible for the safe keeping of personal belongings.
- Insurance conditions do not permit the College to accept liability for personal possessions.

CITY OF GLASGOW
COLLEGE



The information in this leaflet is intended to benefit visitors to the College.

City of Glasgow College acknowledges that it has a duty of care for visitors. However visitors are also expected to look after their own health & safety, and behave in an appropriate manner while visiting College premises.

We thank you for your co-operation in helping the College deliver a healthy and safe environment.



Scottish Charity No. SC036198

www.cityofglasgowcollege.ac.uk

FOR VISITORS

Health & Safety and Security Information

First Aid & Accidents



- Should you require first aid treatment, please advise the nearest member of staff, reception or a janitor.
- There are fully qualified First Aiders at each College Campus.
- Inform us immediately if you have an accident, no matter how minor the injury, so we can take action to reduce the risk of recurrence.

Fire Action



- On activation, a continuous siren sounds in all areas with red flashing beacons on all floors.
- The fire alarm system is tested weekly on a Monday at 9am.
- Fire alarm call points are located throughout all College buildings.

On Discovering a Fire



- Raise the alarm by activating a fire alarm call point.

On Hearing Fire Alarm



- Leave the building by the nearest, safest exit or as directed by staff.
- The escape routes and stairwells to evacuate premises are indicated by signs.
- Close doors behind you.
- Proceed to the designated assembly area.
- Do not use lifts.
- Do not stop to collect personal belongings.
- Do not re-enter the building until instructed.

Fire Evacuation for People Requiring Assistance



- If you have a mobility difficulty or other impairment and you require assistance to evacuate the building, please advise reception, a janitor or your host, so that an Evacuation Plan can be given to you. Evacuation Plans are held at reception areas.
- All escape stairwells have a refuge area with an Emergency Communications System which can be used to call for assistance.