

## Smoking Prohibited



- Smoking is prohibited within College buildings. Smoking is only allowed in designated smoking areas in the College grounds.

## 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.

Whilst City of Glasgow College acknowledges that it has a duty of care for visitors, they too are 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 to a health and safety environment.

**FOR VISITORS**

**Health &  
Safety and  
Security  
Information**

Scottish Charity  
No. SC036198



[www.cityofglasgowcollege.ac.uk](http://www.cityofglasgowcollege.ac.uk)

## First Aid & Accident

- Should you require first aid treatment please advise the nearest member of staff or Reception or 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 as we can take action to reduce the risk of recurrence.

## Fire Action

- On activation a continuous siren sounds in all areas and flashing lights on some floors.
- The fire alarm system is tested weekly on a Thursday at 11am.
- Fire alarm call points are located throughout all College sites.

## On Discovering a Fire

- Raise the alarm by activating a manual 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 Disabled People

- If you have a mobility difficulty or other impairment and you require assistance to evacuate the building advise Reception, Janitor or your host, so that an Evacuation Plan can be given to you, held at Reception areas.
- If you are visiting above the ground floor, make your way to the refuge area and await assistance.