



Emergency Information

Health and Safety Procedures

Churchill College has a robust attitude towards Health and Safety issues and has a comprehensive Health and Safety Policy Document which is continually changing to take into account new or updated regulations, or in response to the College's experiences.

The Student Facilities and Services Committee which meets on a regular basis includes items and discussions concerning Health and Safety policy. A separate Health and Safety Sub-Committee chaired by the Bursar meets on a regular basis. The Committee consists of key members of the College such as the Health and Safety Officer; Fire Officer; the Maintenance Manager and other Members of Staff, including a Representative of the GMB Union.

This Committee meets to discuss issues concerning Health and Safety that may have been raised by Members of Staff, or College incidents requiring remedial action regarding Health & Safety. The Committee ensures that any Health and Safety action is carried out to remedy the situation. The Sub-Committee also carries out Health and Safety inspections of the Departments at the College. The Sub-Committee reports to the Student Facilities and Services Committee.

Churchill College has a No Smoking Policy on site within its buildings but provides several areas outside for smoking, and for placement of smokers' debris.

The College's electrical equipment is annually PAT tested for safety and the College expects any electrical equipment brought onto the site to be similarly tested.

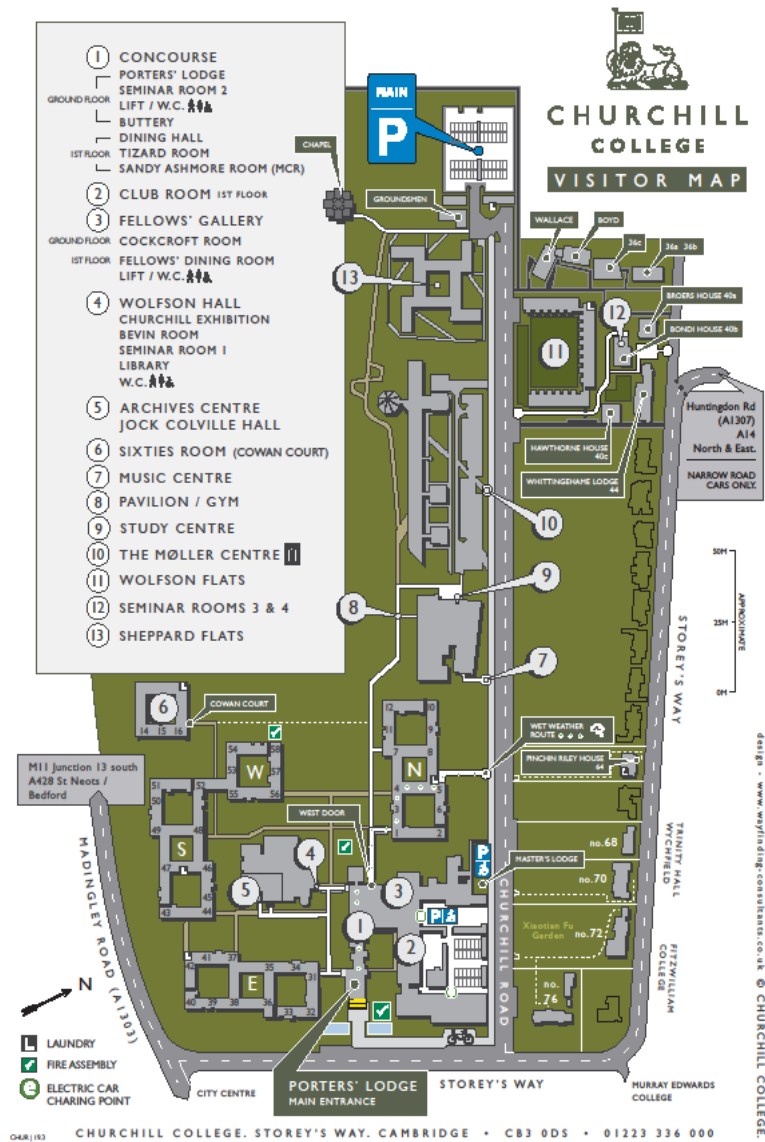
Where organisers, exhibitors, delegates or third-party suppliers bring their own equipment onto the site, we require a risk assessment to be provided in advance of the event together with evidence of Public Liability insurance.

Evacuation Procedures

All the areas used by Conferences are covered by the College's Fire Alarm system, including overnight accommodation. Occupants are expected to leave the building as quickly and safely as possible and make their way to a Fire Assembly Point. There are three main Fire Assembly Points within the College, shown on the map below. All Public Meeting rooms have instructions within concerning Fire Alarm activation and which Assembly Point to go to. The Fire Alarm system is regularly inspected and upgraded to ensure active and working cover.

Any other Emergency Evacuation, for example a 'suspect package', the Fire Alarms would be used to commence the evacuation. This would be set in motion by the Porters in the Porters' Lodge.

The Porters' Lodge is continually manned throughout the 24 hours, and a Duty Porter would attend to any activation of the Fire Alarm to investigate the cause. Some areas of the College are linked directly to a Call Centre and the Fire Brigade would attend immediately. Otherwise, the Fire Brigade would be summoned by the Porters.



Fire alarm tests:

The fire alarms are tested on the following days using short bursts of the alarm.

Monday	Main building	07:20
Monday	East Court	09:30
Tuesday	South Court	09:00
Wednesday	West Court	10:00
Thursday	Cowan Court	10.00
Friday	North Court	10:00

Evacuation of the building is only required when the alarm sounds continuously.

First Aid Procedures

A sufficient number of Staff are fully trained in First Aid, and the College employs a Nurse during Term Time for a few hours each day and the Nurse is available at those times to attend to Conference Visitors and Guests should he/she be required.

All the Porters in the Lodge are First Aid trained and it is in the main the Porters who deal with First Aid incidents. The Lodge will also summons an Ambulance should it be required or organise a taxi for transport to the Accident and Emergency Department at Addenbrookes Hospital. The Lodge also have contact telephone numbers for a local Doctor through Camdoc.

All accidents which occur whilst on College premises, including those not requiring First Aid, should be reported to the Porters' Lodge.

Security Procedures

The Porters' Lodge is manned 24 hours a day, and in the main are responsible for the security of the College. CCTV cameras are in use in various positions throughout the College to help detect intruders and safeguard its occupants. The Lodge Members carry out Security Patrols. They are in contact with each other by radio, and in turn are in radio contact with the University Security Control Room, who will respond to calls for assistance and call the Police, Fire Brigade, or Ambulance on behalf of the Porters.

The Lodge Members will attend to any report of suspicious persons or incident and the College has a very good relationship with the local patrolling Police.

All bedrooms used are lockable with quality locks, but the College does have to rely on occupants putting their own security in place either by locking the door when they leave the room unoccupied, or locking themselves in. Exiting a locked room is simply by turning a thumb-turn. In addition, fobs are required for entry into courtyard staircases. These are issued with the room key and are specific to the allocated staircase.

Most rooms used for Meetings are also lockable via either Salto fob or a key, should this be necessary during breaks in Meetings.