

## **Control of Contractors Policy: Southwark Bridge Road Health & Safety for Contractors**

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### **Health & Safety**

The University College of Osteopathy is committed to ensuring the Health & Safety of all staff, students, patients, visitors and contractors by providing a safe environment and minimising risk wherever is reasonably practicable. It is the responsibility of the individual to ensure they are aware of the policies and procedures in place and to highlight any areas of concern they may have.

Any accident, however minor, that occurs whilst on the University College of Osteopathy's site should be reported to the HR department and entered into the accident book. The location of the nearest first aiders is displayed at the main entrance to each floor.

### **Fire Precautions**

Fire alarm testing takes place on Tuesday mornings between 11am and 11.30am. If the alarm sounds continuously or outside of this time, building occupants should:

- make their way to the nearest fire exit quickly and calmly and should not attempt to use the lift
- leave all personal items or other equipment unless immediately accessible
- head towards the Fire Assembly Point. For Borough High Street this is Cole Street and for Southwark Bridge Road this is Sturge Street.
- not re-enter the building until instructed to do so by the Chief Fire Warden.

### **Site Rules**

- All visitors must sign in and out using the log book at reception.
- Visitor/ID badges should be displayed at all times unless it poses a health & safety risk. In this case the badge must be accessible and shown on request.
- Anyone visiting or working at the University College of Osteopathy should make themselves aware of the nearest fire exit and the location of the nearest first aider.

Please note a full version of the University College of Osteopathy's Health & Safety Policy is available on request.