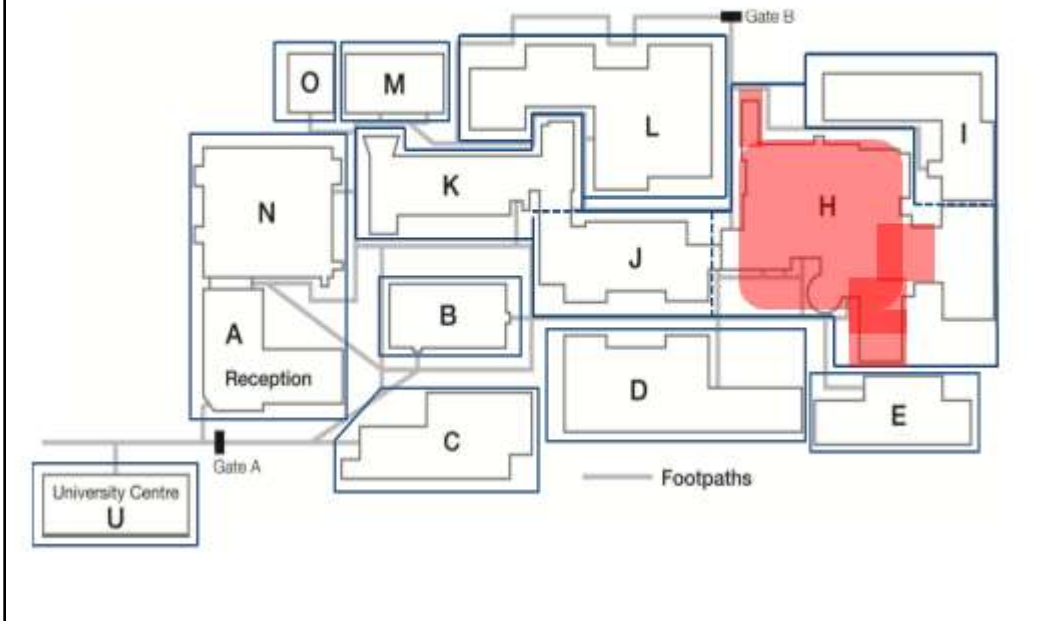


HOUSEKEEPING

- Not expecting a fire alarm
- Sounded every Monday 8.15 am in UCH and 8.25am for the rest of Campus
- Tampering with fire fighting equipment is illegal and costs the college thousands of pounds each year
- Zoned evacuation 8.00am – 5.00pm

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Site Map with Zones

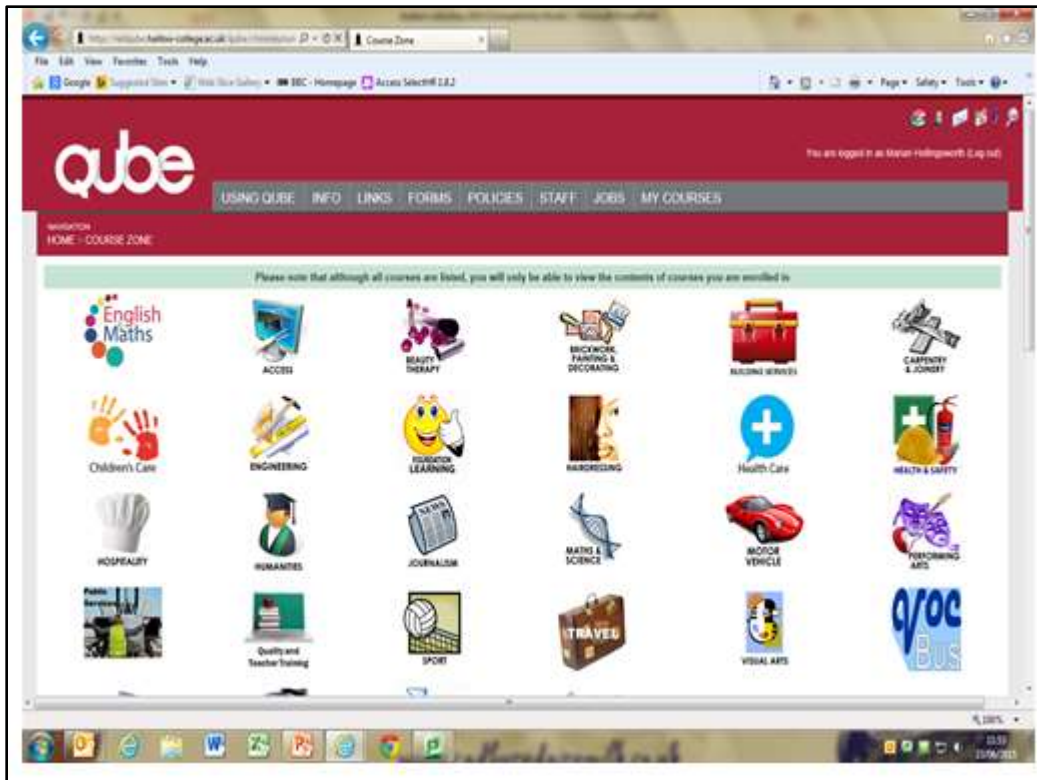




We are all responsible for the health and safety of ourselves and those around us

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Building H is being demolished and a new £7m Advanced Manufacturing Centre is being developed – so please be aware of signage and observe the signs.



On the Qube you will find lots and lots of information about courses, events, jobs and opportunities.... You will also find a H+S icon... lots of information about stuff... but also incident/accident report forms – so if you are hurt or have a “near miss” this is how you can let me know, also blank risk assessment forms and maternity risk assessment forms, as well as a disclosure form.... This is where you tell us what makes you – you. You should have all completed one in your enrolment. You might already be a parent or a carer, you might have a specific need that affects your life in some way... let us know. We are here to help you succeed.

Feeling lucky..?





We don't do lucky...!

At Harlow College we take your health and safety very seriously, and we expect you to do so too!

We risk assess all trips, all activities – for example if you are using anything from a lathe to a sewing machine, they have all been risk assessed and your trained professional staff will guide you in the safest way to operate the equipment.

Risk Assessment

hazard x risk

Hazard / Cost – financial human reputation

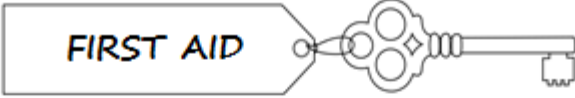
RISK		Hazard / Cost – financial human reputation		
		1	2	3
L i k e l i h o o d	1	1	2	3
	2	2	4	6
	3	3	6	9

We use a traffic light system... red amber green... we do have a level nine risk...
 The higher the risk – the more hazardous the activity – the bigger the number.



This is the level 9 risk... so we are not stopping you from doing stuff...we just want to teach you to do it safely





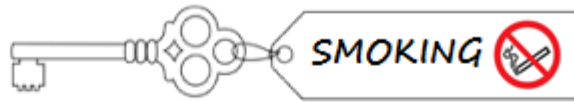
FIRST AID

- Dial 01279 868111 - Reception
- Not Doctors – if feel ill – say why!
- Please ensure you complete a disclosure form – we can only support you if we know
- Cannot give ANY medication
 - Paracetamol
 - Aspirin
 - Plasters are available from first aid boxes

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If you haven't completed a disclosure form, speak with your tutor... we can only help you if you tell us how.

We have many diabetic learners – we have a first aid room where you can dispose of your sharps, we have many epileptics, we have anorexics, self harmers, people who struggle with various illnesses, medical or mental health conditions.... Remember we are here to support you through your time at college.



- 2 smoking shelters
- Behind University Building
 - Beside Hides Gate

Please do not smoke around campus

This includes E-Cigarettes

You will be asked to put it out/away

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Please smoke inside these shelters







- **8 digit number** – log on – **password** DoB
- Remove pen drives correctly
- Always use your own account log in and **NEVER** leave your machine logged on
- Ensure all you do is **Legal, Honest** and **Decent**
- **Wi Fi access** – Code is on the Qube
- Contact IT helpdesk with any concerns JG32

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Log in created for you – dd mm yy – change after first log in...

Don't just pull the pen stick out, ensure you have saved correctly, and checked the icon in the corner to ensure it is safe to do this.

We have had many issues with people just leaving their machine for a break... coming back and the work is gone, deleted or edited in some way. You are responsible for anything that happens on your account.

We do monitor the internet traffic, so please ensure you use this for college work only.... WI-FI ...???



- Who used the keyboard before you?
- Had they washed their hands recently?
- Had they coughed, sneezed, scratched or picked recently?
- Suggestion - don't eat at the keyboard – wash your hands after use!

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How clean is your tablet?

How much bacteria we found on the worst tablet and smartphone we tested, and an office toilet seat*



600



140



<20

*Staphylococcus aureus
(amount in units per swab)

Which?

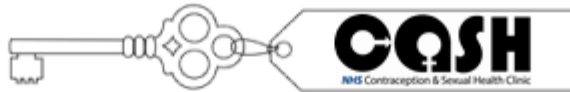


Meningitis ACWY Vaccine

- This NEW vaccine will be offered to all learners aged 18 (year 13) (March 2016)
- Next year will be offered to all aged 16 – 18 (years 12 and 13) (Sept 2016)
- Different to the Men C vaccine given in schools

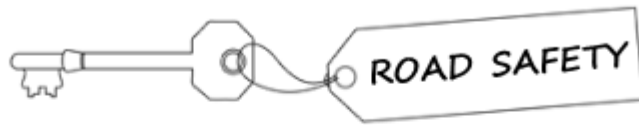
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Room numbering system



- BG13 - No appointment is necessary
Monday 12.00 – 2.00
 - *Contraceptive pill/injection
 - *Pregnancy Tests
 - *C – Card
 - *Emergency Contraception
 - *Chlamydia Testing
 - *Confidential Advice
- 1st Floor Galen House – under 25s walk in : 2.00 – 4.30 Tue
- ASDA - Boots – Addison Pharmacy – Met West (Staple Tye)
can offer morning after pill, Chlamydia testing, C card outlet

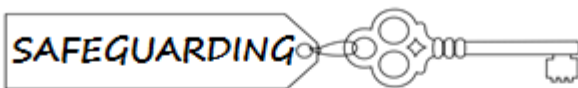
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- Please do not walk in the bus lane!
- Do **not** expect people to stop for you – they won't!
- Remember those following you might not have the ability to cross as quickly as you!

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Please remember that some of our learners who cannot make the same sorts of rational decisions that you all can will see you crossing the road, and simply might just follow you.



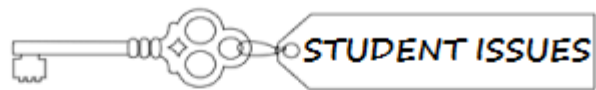
- Student Safeguarding Manager supported by a safeguarding team
- Supporting ALL students with safeguarding issues that may affect progress on your course
- Safeguarding issues could be due to problems either in or out of college

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- Any form of bullying will not be tolerated.
- This could either involve physical or verbal abuse
- Sending threatening or insulting messages or images via texts, emails on any form social media
- Students threatened or attacked out of college
- Safe campus

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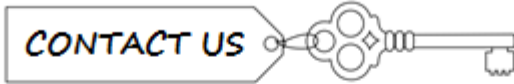
- Having no place to live
- Strained family relationships including Domestic Violence
- Neglect e.g. food, money
- Young Carers
- Prone to taking drugs or excess alcohol
- Experiencing mental illness, anxiety, depression.

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- Homeless Youth Services
- Street2Homes/ Safer Places
- Counselling services e.g. YCT, CAMHS
- Essex Young Peoples Drug and Alcohol Services Social Service
- Police / Youth Offending Teams
- Young Carers Groups

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CONTACT US

- Safeguarding posters around the college
- Ask to see a member of the team at reception
- Contact the team via the Student Zone on the Qube (college intranet VLE)
- Ask any of your tutors to contact us

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- Preventing people from being drawn into Terrorism and ensure they are given appropriate advice and support
- College has a legal duty to report students who they feel are vulnerable to the risk radicalisation
- PREVENT is not about criminalising a vulnerable person but about supporting them

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MONEY HELP

Depending on your household income we can help you with:

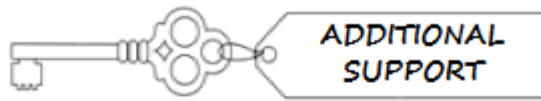
- Travel, Uniform and Equipment, Meal costs, Educational visits, Childcare
- Special Circumstances for a full bursary

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- This room is provided for people of faith or no faith
- Can be used for private prayer or just as a space to sit quietly and think
- The college also has a Chaplin, DUNCAN CRAIG, who is available to talk to you about any issues whether you are religious or non-religious Contact him via reception or the IZONE

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- Learner Support Practitioners (LSPs) help you in class or 1:1
- We work out and plan how to help you

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What else can we do?

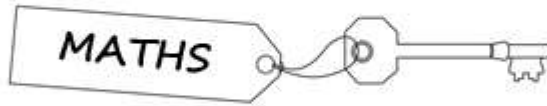
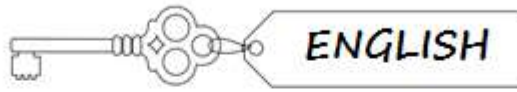
- We can loan out lap tops
- We can provide specialist equipment, such as dictaphones, coloured overlays
- We can arrange exam concessions, such as extra time
- We have specialist staff, such as Communication Support Workers (CSWs), to help deaf or hearing impaired students

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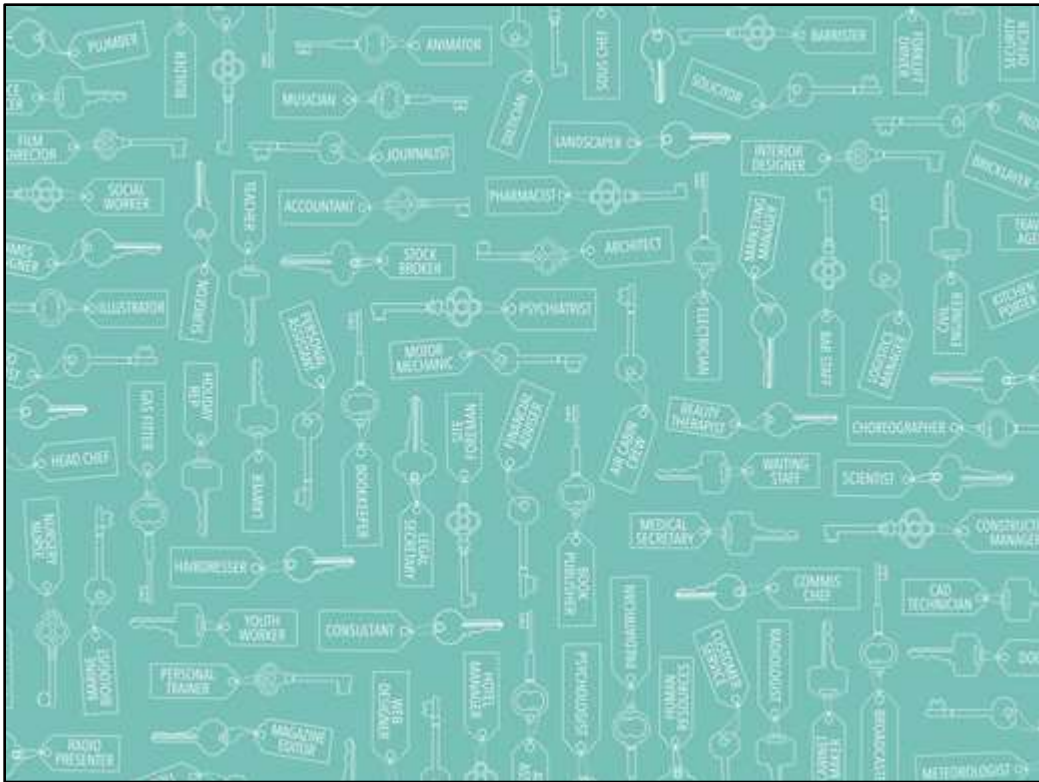
Where are we?

- Come and see Rosemary, Head of Additional Learning Support, or Tracey, Additional Learning Support Co-ordinator, in the i zone We can arrange for a LSP to contact you
- If you need specialist help, we will do our best to arrange this too

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Mercedes-Benz

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Enrolment onto E&M Programmes			
Most Recent Previous Achievement:		Learner to be enrolled onto: English Maths	
GCSE Diagnostic Assessment			
GCSE Grade D		GCSE	GCSE
FS Level 2		GCSE	GCSE
GCSE Grade E & L1 FS	DA+60	GCSE	GCSE
GCSE Grade F & below	DA-60	L2 FS	L1Aw
Functional Skills Initial and Diagnostic Assessment			
FS Entry 3		L1 FS	L1 Aw
FS Entry 2		E3 FS	E3 FS
FS Entry 1		E2 FS	E2 FS

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Initial/Diagnostic Assessment – practice before!

Realise how important E&M skills are to you!

Make use of your ILP and Tutors to regularly track and monitor your own progress

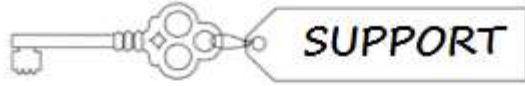


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Take your time

Don't leave tasks to the last minute

Plan and carve out time



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Working Professionals – work placement

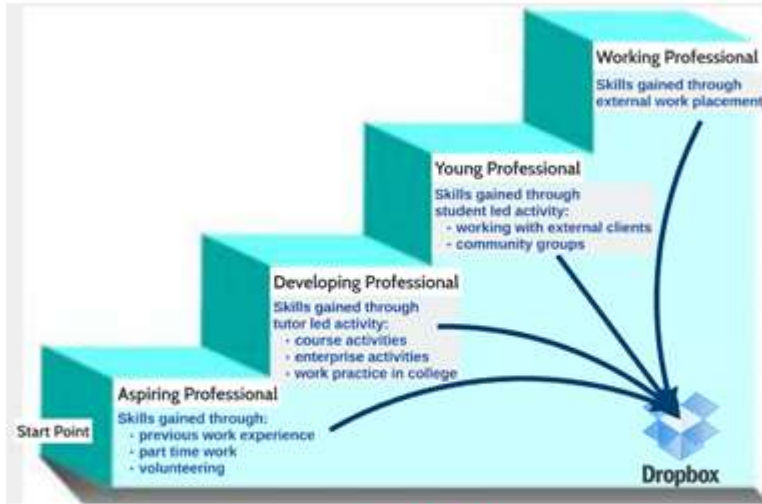
As part of your full time study programme you are to complete a minimum of 30 hours external work placement arranged through our Placement Progression Officers.

We ask every student to 'help us help you' in finding a work placement by collecting the contact details of an employer willing to support you on placement.

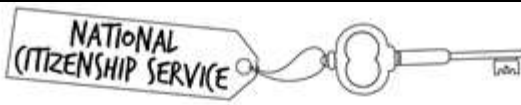
You will capture all the work related skills you develop whilst on your programme and these will help produce an eye catching online CV making you more marketable. This will be posted to our 'Talent Pool' under our new STAR recruitment agency for employers to view for full or part time jobs/apprenticeship or traineeship vacancies.

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WORK SKILLS DEVELOPMENT



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Talks on 16th & 17th September in UCH Lecture Theatre

NCS is a programme that helps you build skills for work and life whilst taking on new challenges and meeting new people

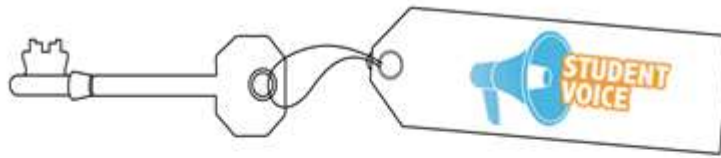
NCS takes place out of college time over the Easter, summer and autumn breaks.

First phase involves a stay at an outdoor centre with your group to develop confidence, teamwork and leadership

Second phase you will work together as a team with organisations and businesses to find out about local issues and get involved with something you are passionate about.

Third phase is putting all the skills you have developed into a social action project that will really make a mark on your local community

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- Your student voice
- Class Reps
- Student Ambassador scheme
- NUS Card

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ENRICHMENT



- Enrichment clubs
- How to sign up
- The Ozone



