

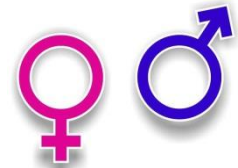
# **Student Induction 2017**

Ken Woolcott OZone – Ext 8176

Marian Hollingsworth JG29 – Ext 8119

# WELCOME to HARLOW COLLEGE

- Health and Safety
- First Aid
- Safeguarding
- IT
- Campus
- Sexual Health
- Other stuff



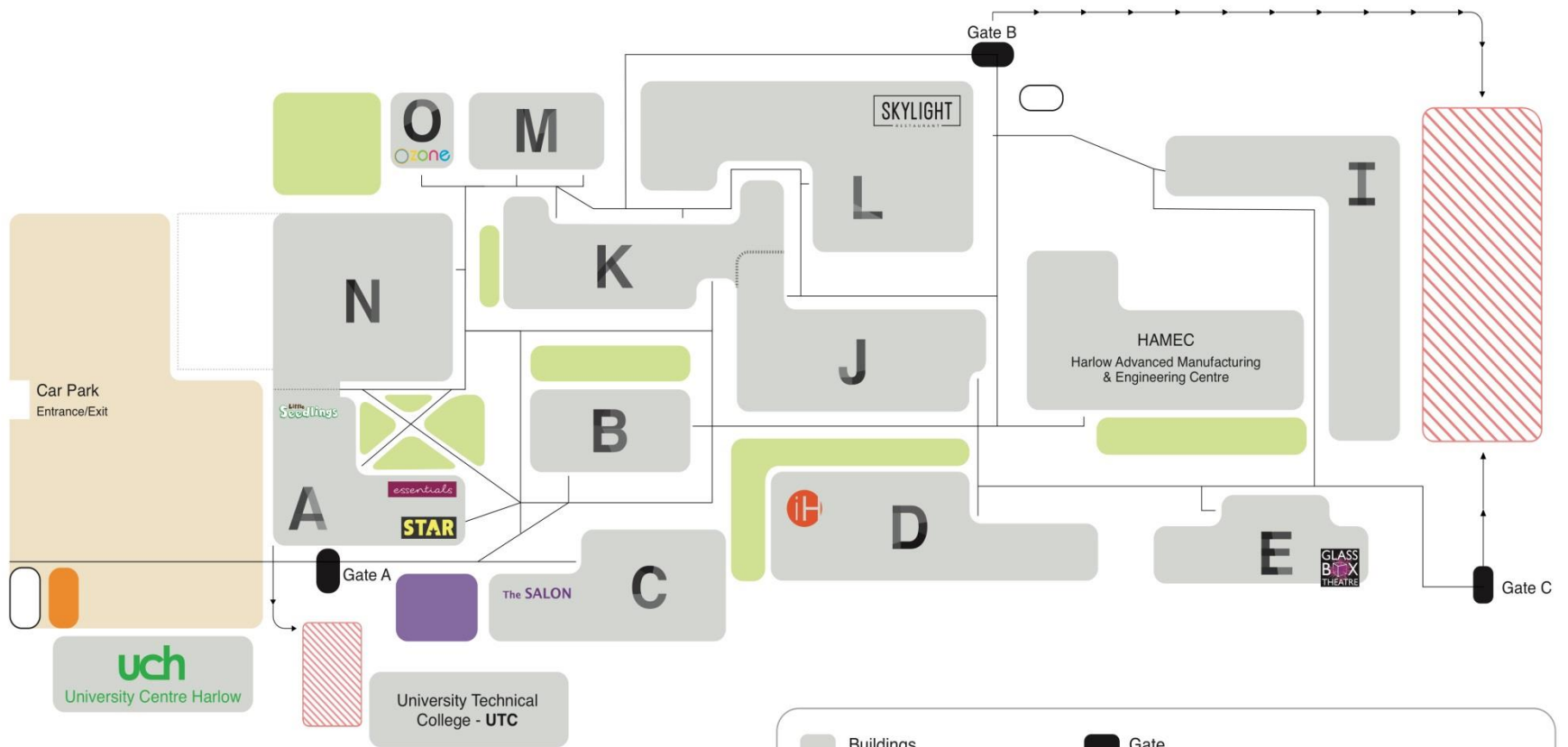
# Health and Safety











- Lots of information on the Qube
  - Risk assessments
  - Manual handling
  - Law
- Fire extinguishers – Please do not tamper!
- Fire evacuation
  - Alarms are tested 8.15 /8.25 Monday mornings
  - Assembly points
  - Zoned evacuation - 8.00 – 5.00
- Run – Hide – Call



# HARLOW COLLEGE MAP



 Buildings	 Gate
 Greenery	 Smoking Shelter Smoking is only permitted in the designated smoking areas behind UCH and beside Gate B - The Hides exit. This includes the use of e-cigarettes. Please do not smoke anywhere else on campus, thank you.
 Cycle Shelter	 Car Park
 Motorcycle Parking	 <b>Assembly Points</b> For emergency evacuations please go to the nearest point unless directed otherwise
 <b>ON HEARING AN ALARM</b> Evacuate immediately	

# First Aid Provision

- 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
- De-Fib and Evacuation Chair
- First aid room – BG13
- Cannot give ANY medication
  - Paracetamol or Aspirin
  - Plasters are available from first aid boxes
  - Bring your Ventolin in!!!!



# Safeguarding

- Team of trained staff to support you
- Chaplains
- Prevent Strategy
- Any concerns about any forms of abuse:
  - Speak to mentor
  - Speak to Reception
  - Phone number on posters or card



# I.T.

- Password changes – see Administrators – AG18 or IT Helpdesk – iHub – DG27
- iPads issued by Digital Team – iHub – DG23
- Any iPad issues go to IT Helpdesk – iHub – DG27
- Everything you do must be

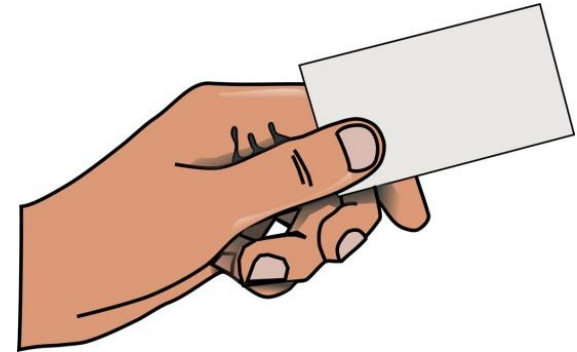


**LEGAL, HONEST and DECENT**

# Campus

- Remember your Student Card

- Entry to buildings
- Printing
- Password changes
- Bursary
- Library books
- Exams



- Clean and Tidy Campus

- Please use the bins
- Don't spit

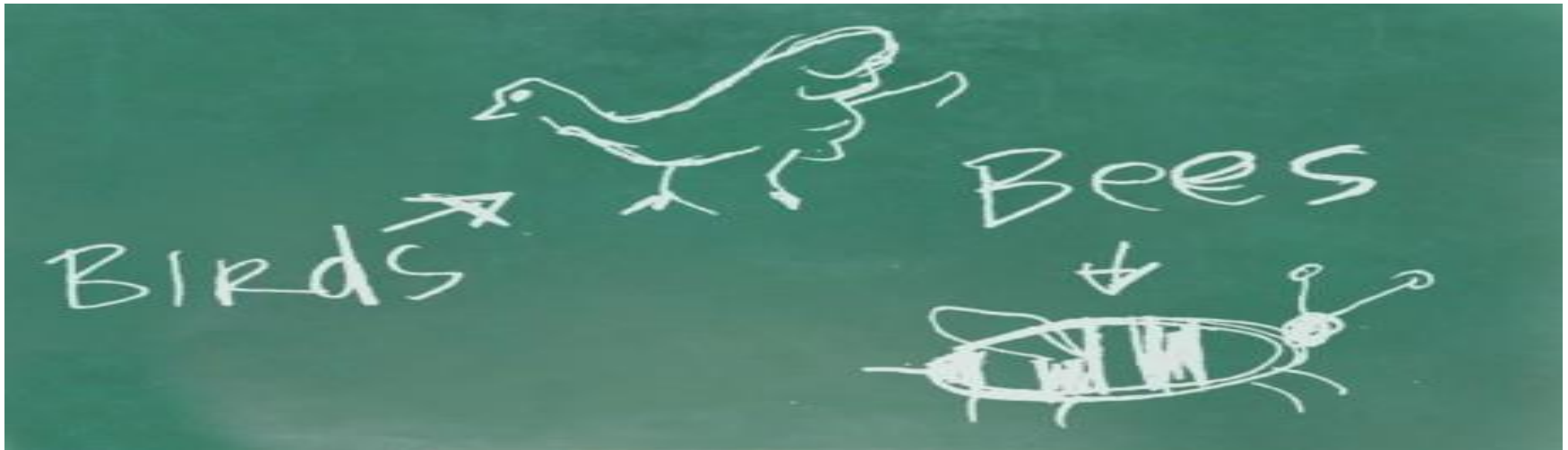


- Smoking

- Please use the smoking shelters
- INCLUDING e-cigarettes – vaping



# Sexual Health



On site clinic – **BG13 – Thursdays 10:00 – 2:00**

Harlow Sexual Health provision has moved to **No 1 The Stow**

**Open:** Monday 8.00 – 5.00pm

Tuesday – Friday 8.00 am – 8.00pm

Saturday 9.00 am – 2.00pm

**Phone:** 0300 003 1212 to book or further info





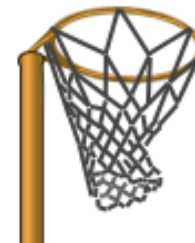
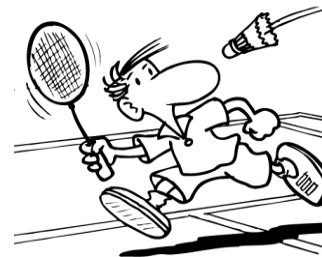
# Other Stuff



- ALS – Any
- NCS – information from Tutors
- Student Ambassadors
- Digital Ambassadors
- Student Governor
- Sport Enrichment

✓ Free sporting activities

✓ Free on-site gym



No such thing as a silly question



We are all here for you – just ask