

Health & Safety information

Vision College Limited offers a healthy and safe environment for staff and students. Staying healthy and safe during your studies is important for your wellbeing and success.

Vision College is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. The Code sets out the roles and responsibilities of tertiary providers in promoting and supporting your wellbeing, development, and educational achievement.

Students have obligations too. You are required to:

- Take care of your own health, safety, and wellbeing
- Ensure your actions do not adversely affect the health and safety of others
- Comply with all health and safety instructions communicated to you
- Wear all personal protective gear as required
- Use equipment in a manner that is safe and according to the given instructions
- Report any safety concerns and hazards to your tutor, Health & Safety Officer, or Campus Manager.

Health & Safety Noticeboards - Emergency Evacuation

These are displayed on the premises and contain information on:

- Fire emergency procedure
- Earthquake emergency procedure
- Emergency Lockdown procedure
- Floor Plans with the location of first aid kits, fire alarm call points, fire extinguishers, and assembly point
- QR Code with further information on Health & Safety

Fire Evacuation

It is important for you to know what to do in a fire emergency. Your induction will cover information, such as the evacuation procedure, fire alarm call points, emergency exits, and assembly points. The evacuation procedure and floor plans are displayed in all rooms and on the H&S noticeboards. In the event of a drill or emergency evacuation, please follow the evacuation procedure. Fire wardens have been appointed to assist with the evacuation process.

General rules for evacuation:

- Leave the building immediately. EXIT to the Assembly Point through the closest fire escape route
- Proceed immediately to the Assembly Point so that roll call can be done
- RESCUE anyone from immediate danger, if possible
- ALERT people and ACTIVATE the nearest fire alarm
- CALL 111 and state the type of emergency. Provide as much detail of the incident as you can
- DO NOT return to the building until the “all clear” is given by the Fire Service/the Chief Fire Warden.

Earthquake Emergency

It is important for you to know what to do in an earthquake emergency. The information is displayed on the H&S noticeboards. In the event of a drill or earthquake, please follow the earthquake procedure:

- Keep calm. Remember to **Drop, Cover and Hold**
- Take cover under solid furniture such as tables and desks
- Move away from windows, equipment, and shelves that may fall
- When the shaking stops, keep calm and help those that need assistance
- Wait for orders from your warden
- If you need to evacuate, leave the building and exit to the Assembly Point.

Emergency Lockdown

A lockdown is implemented when there is a serious security risk to the building occupants (E.g., violent or armed intruder). The initiating threat can be either internal or external to the building. You will be notified of a lockdown procedure through one or more of the following:

- Indicator LED lighting
- In-person notification by Police or a senior staff member

In the event of a drill or an emergency lockdown, please follow the lockdown procedure:

- Move immediately to the nearest safest room with as many people as possible
- Barricade door, cover window, turn off lights, and stay out of sight
- Stay silent, turn off mobile phones, keep calm, and wait until an authority releases you.

Assistance Register for People with Disabilities

This register is updated on a regular basis and kept at the reception area for easy access by the Building Warden or the Fire Service. This will enable the Building Warden and Fire Service to quickly check during an emergency whether other persons require assistance from the building. The Wardens will assist any disabled person during an emergency.

Fire Wardens and First Aiders

Fire Wardens and First Aiders have been appointed and trained to assist anyone in an emergency. The names and contact information are found on the Health & Safety Clipboards placed beside the H&S noticeboards.

Managing Hazards, Accidents, and Incidents (including near misses)

These are reported either by using digital copies of the relevant forms or through the Safety Manager Software (Bware)

Health & Safety Inductions

All new staff are inducted on Health & Safety matters within the first month of joining the group. Staff are able to advise and guide students during an emergency.

Excursions

The RAMS (Risk Analysis and Management System) Form is completed before each excursion. It identifies all the potential risks, establishes strategies to minimise these risks, and provides an emergency management plan. The excursions bag with the first aid kit is maintained and ready to go.