

First aid

Each building on campus has first aid cover for minor first aid needs; in the first instance go to main reception who will contact the local first aider. First aid signage indicates the location of a first aid box.

Accidents

All accidents/near misses that occur on university premises or while doing university work (e.g. field trips or placements) must be reported. Staff at the Student Support Centre can assist you with this process.

Personal Security

- In an immediate threat to personal safety, call 999
- Always be aware of your surroundings, both when on campus and in social settings.
- Trust your instincts: if you need help, feel threatened, or notice suspicious activity when on campus call the campus emergency number
- A 24/7 campus chaperone service is available by contacting Campus Support if you are working late or feel vulnerable.
- Be vigilant on campus; this is a city centre campus with nothing to stop members of the general public walking around it.
- Keep personal belongings safe and be aware of people trying to gain access to buildings.

Important Contact Information

Emergency number: 0151 794 2222 (or 2222 from an internal phone)

This number should be used in the case of an emergency, it is the equivalent to 999 on campus. It links you through to Campus Support (basically Campus Security) who will provide an emergency response 24 hours a day.

Campus Support: 0151 794 3252

This number is for non-emergency security concerns/questions and also operates 24 hours a day.

It is strongly recommended that students add these numbers to the contacts list on their personal mobile.

General enquiries, including non-emergency safety questions can also be directed in person to the School of Histories, Languages and Cultures School Student Support Centre, Ground Floor, 11 Abercromby Square or via the email:

hlcenq@liverpool.ac.uk

Additional Health and Safety information is available from the Safety Advisors Office:
www.liv.ac.uk/safety



UNIVERSITY OF
LIVERPOOL

School of Histories,
Languages and Cultures

Student Safety Information

The School of Histories, Languages and Cultures takes the Health and Safety of our staff and students very seriously and we are committed to ensuring that we provide a safe and healthy environment for everyone studying, visiting and working at the University.

Everyone attending the University has some responsibility for Health and Safety, and as a student, your responsibilities include:

- Taking reasonable care for the health and safety of yourself and others around you.
- Reporting anything you are aware of that may be unsafe.
- Cooperating with all safety requirements and processes.
- Not interfering with any health and safety equipment e.g. fire extinguishers

Fire safety and Emergency Evacuations

Fire bell tests are carried out in every building weekly; signage will indicate the day and time. Tests should last no more than 30 seconds.

If you hear the fire bell/siren, (or it rings for longer than 30 seconds during a test) you should react as if the building is on fire.

1. Leave the building quickly and calmly via the nearest safe exit
2. Do not stop or return to laboratories/offices to collect belongings
3. Proceed to the assembly point for the building you have evacuated
4. Stay there until instructed otherwise

If you discover a fire, get yourself out of immediate danger while alerting others in the area to the danger:

1. Activate the fire alarm by breaking the glass on any red call point
2. Evacuate as above
3. Inform the person in charge at the evacuation point or any member of staff of what you know
4. Use firefighting equipment only if required to get to an exit.

Never interfere with any fire safety equipment; for example fire doors are designed to stop fire spreading throughout a building, propping them open can put lives in danger if a fire starts.

You should make yourself familiar with the assembly point for any building you are studying, visiting or living in. Safety signs located within each building will give details of the assembly point.

Assembly point for HLC buildings are:

- 1-7 Abercromby Square: Pagoda in centre of Abercromby Square Gardens
- 8-14 Abercromby Square is the pavement in front of the railings of the Abercromby Square Gardens

Health and Safety: think “what if?” not “if only”.