

HEALTH AND SAFETY

West Nottinghamshire College

2026 - 2027



General Health and Safety Information

Health and safety is the responsibility of **everyone**, including you!

It is your responsibility to listen to all health and safety information and follow the policies whilst at college. If you see or hear anything that you think may be a health and safety concern, please tell a member of staff or report it to the main reception immediately.

You must ensure your ID card and lanyard are visible and worn at all times when on the college site. If you forget or lose your lanyard you must report to the main reception immediately.

The content of the health and safety noticeboards around the college are updated on a monthly basis and will provide you with relevant and useful information. **Ask your tutor where your closest noticeboard is.**



First Aid

There will be designated first aiders for your site / curriculum area, **please ask your tutor to identify who these are.**

If you are in an unfamiliar location in the college, please ask the main reception / any member of staff you see for first aid assistance (this is anyone wearing a blue staff lanyard).

Unlike schools, college have first aiders on site who deal with emergencies, **there is no college nurse on site.**

Below are some common incidents that you should be aware of if a first aider is needed at the scene or not.

What First Aid IS For	What First Aid IS NOT For
Cuts/grazes whilst on site	Feeling sick or unwell
Burns	Cramp, stomach or period pains
Serious bleeding	Vomiting
Choking	Headaches
Unconsciousness	Issues with tattoos or piercings
Eye injury	Abscesses
Shock	Hangovers
Anaphylaxis	Blisters

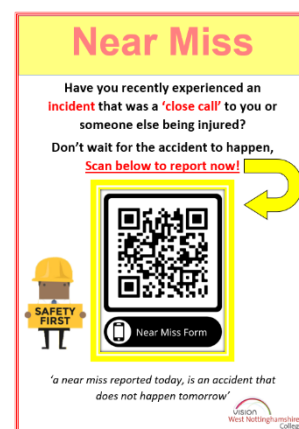
Please note this also means that we cannot give out any medication e.g., paracetamol, and will not store any medication on site unless per agreed through an exceptional needs panel, it will be your own responsibility to keep your medication secure.

Accident Reporting / Near Miss Reporting

You **must** report any accident that happens on a college site to a member of staff as soon as possible. Even if an accident occurs where first aid assistance is not required, you must still report this to a member of staff so the incident can be investigated to prevent any further possible harm.

Near miss: an event not causing harm but has the potential to cause injury or ill health.

All near misses must be reported to a member of staff, or by completing the form from the QR code on the near miss posters displayed around college.



Lockdown Procedures

In the event of a situation where the college needs to lockdown, you will be alerted by the smart alarm system (visual and audio on computer screens / TV screens).

See below for an example of what this would look like:

It may ask you to go into a:

PRECAUTIONARY LOCKDOWN:

all external doors will be closed,
and you must stay in the building

FULL LOCKDOWN: Hide in a safe
space, lock/barricade the door.

DO NOT leave the room unless
instructed to do so by the police /
the college's QR code system.

Derby Road Campus is now
in lockdown.

During a full lockdown one person in the room should take the lockdown poster from the back of the door, scan the QR code and follow further instructions.



The poster features a yellow padlock icon on the left. At the top, it says 'VISION West Nottinghamshire College' with a rainbow logo. The main title is 'IN THE EVENT OF A LOCKDOWN'. Below this are six numbered instructions: 1. Lock and barricade the door/s to your room. If blinds are fitted, pull the blinds closed. 2. One member of college staff per room only, please scan the QR code, respond to the questions provided, and submit. (An arrow points to a QR code placeholder box with the text 'Keep the page open for updates'). 3. Switch off all other mobile phones or turn off the ringer. DO NOT post any information regarding the lockdown on social media. 4. Where possible, stay hidden if you do not have blinds. 5. Keep the lights in the room off. 6. Do not ring 999, the situation is being handled centrally.

VISION
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IN THE EVENT OF A LOCKDOWN

- 1** **Lock and barricade the door/s to your room.**
If blinds are fitted, pull the blinds closed.
- 2** **One member of college staff per room only, please scan the QR code,** respond to the questions provided, and submit.
 **Keep the page open for updates**
- 3** **Switch off all other mobile phones** or turn off the ringer. DO NOT post any information regarding the lockdown on social media.
- 4** **Where possible, stay hidden** if you do not have blinds.
- 5** **Keep the lights in the room off.**
- 6** **Do not ring 999,** the situation is being handled centrally.

It will ask you to report the following questions:

- Your name (first name is sufficient);
- How many people in the room including yourself;
- Tick box to indicate if there are any injuries
- Tick box to indicate if there are any persons with mobility issues.

You will then be able to send any relevant information regarding your room to the command centre (e.g. sighting of the hostile) and receive any important updates.

DSE – Display Screen Equipment

Incorrect use of display screen equipment can affect your health. This includes the use of using your mobile phone, iPad/tablets, computer/laptop.

Researchers have developed the life-sized representation below of how humans could be if we continue to have poor posture and do not follow the correct advice and guidance.

Dry and Red Eyes

From long hours staring at computer screen



Red Forearms and Upper Legs
Due to regular contact with laptop heat



A Permanently Bent Back
Caused by sitting for hours in a poor position



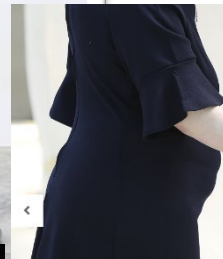
Swollen Wrists and Ankles
From repetitive movement



Eczema
Caused by stress



A Rotund Stomach
Caused by sedentary working



Varicose Veins
From poor blood flow caused by sitting for long periods



What advice and guidance when using display screen equipment should be followed?

- Take **regular breaks** from the screen. Short frequent breaks are better than occasional longer breaks, if possible, take a **5-minute break every 1 hour** when intensely using DSE.
- Ensure your **eye test** is up to date.
- Maintain **good posture** when sat at your computer.
- Place your keyboard in front of you and **centralise** it with the screen. Allow for **comfortable space** between the keyboard and the edge of the desk to allow your wrists to rest when not typing.
- Make sure there is enough space in front of the keyboard, when you are typing your **forearms should be horizontal with your elbows** loosely at your side. Your **wrists should be straight, and your fingertips comfortably curved**.
- Position your **mouse** next to your keyboard with your **forearm horizontal and your wrist straight**. Move the mouse with your **shoulder and elbow**.
- Centre the screen in front of you. Your **eyes and screen should be an arm's length apart**
- **Move your screen up and down** to find the right position. You should be able to view your screen without turning or tilting your head up or down.
- Your **eyes** should be **level with the top of the screen**.