

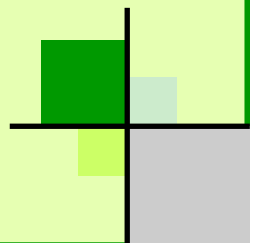


UNIVERSITY OF LEEDS

Lifelong Learning Centre

Safety and Security Information for Students and Visitors

Lifelong Learning Centre
Level 11 - Marjorie and Arnold Ziff Building
University of Leeds LS2 9JT
Tel: 0113 343 3212
Email: lifelonglearning@leeds.ac.uk
Web: www.llc.leeds.ac.uk



General

Welcome to the Lifelong Learning Centre. Please take a few moments to read this booklet as it offers useful information about health and safety matters. The LLC adheres to the Health & Safety Policy of the University of Leeds.

The LLC is open from 9:00am - 5:00pm Monday to Friday (until 5:45pm Tuesday to Thursday in term-time). If you exit the LLC after 5:00PM, you will need to use the green exit button to open the doors into the stairwell.

Your host should accompany you (as far as is practicable) and take appropriate steps to ensure your health and safety during your visit. If you are unaccompanied when the fire alarm goes off, fire wardens in the Centre will assist you in evacuating the building.

Fire evacuation notices (blue posters) and names of First Aiders are displayed in the Resource Area (room 11.01) and the breakout area (room 11.06). Please enquire at Reception desk if you need further information about general safety matters.

Fire

On hearing the fire alarm:

- evacuate the building by the nearest exit (signposted)
- do not use the lifts
- obey the instructions of your host and of fire wardens (wearing orange armbands or fluorescent bibs).
- go to the nearest Assembly Point and await further instructions

The Assembly Point for the Lifelong Learning Centre is the paved stepped area near Social Sciences.

If you have a disability that affects your mobility, you will be accompanied by a fire warden to the nearest Refuge Point in the building.

The Refuge Points are fire proof for up to 1.5 hours and it is recommended that you ring the Refuge Point bell and wait for assistance with evacuation.

Visitors with Children

Children must not be left unattended under any circumstances. The LLC Resource Area is not designed to make a specific provision for the care of children.

First Aid

If you require a First Aider, please contact Reception staff.

Display Screen Equipment (DSE) Use

Information about DSE use is displayed on the notice boards in the Resource Area.

Security and Parking

The University and all its car parks are monitored and patrolled for the safety of all, utilising uniformed patrol staff and CCTV cameras. Please cooperate with any security signs and comply with any reasonable instructions given by a member of our security staff.

Car parking for visitors is limited and should be booked in advance when you make your appointment or room booking. Car parking on campus is not available for students.

Reporting Incidents

Your safety and well-being is important to us and we make every effort to ensure your safety. Please do not hesitate to contact our Reception staff if

- you wish to report an incident or an accident
- you see an unattended bag
- you have any concerns about Health and Safety standards in our office

You can report any security concerns to the **Security Office** on **0113 343 5494/5**.

Lifelong Learning Centre Safety Staff

Head of Centre

Dr Tony Ellis, Director - ext. 33192, room 11.05

H&S Co-ordinator

Pat Dixon, Centre Manager - ext. 33237, room 11.03b

Deputy H&S Co-ordinator

Sitara Akram, Centre Administrator - ext. 37894, room 11.01a

Fire Wardens

Kate Barley - ext. 33215, room 11.01a

Bev Brealey - ext. 38760, room 11.01a

Georgina Collins - ext. 36892, room 11.01a

Richard Francis - ext. 37443, room 11.01a

MJ Morgan - ext. 33244, room 11.01a

First Aiders

Fiona Chapel - ext. 33213, room 11.01a

Paul Devlin - ext. 32609, room 11.01a

Lindsey Fraser - ext. 33219, room 11.03a

MJ Morgan - ext. 33244, room 11.01a

Pat Owens - ext. 34105, room 11.01a

Jo Pattison - ext. 30119, room 11.01a

Andy Richardson - ext. 32860, room 11.01a