



The College of Music

Title:	Student Security, Safety and Emergency Procedures Policy
Code:	WBSSEPol-01
Published:	June 2023
Review date:	June 2024
Approved by:	Senior Management Team
Policy owner:	Head of Estates

Policy Overview

For WaterBear to provide a safe and secure environment for students, WaterBear Students must follow Security, Safety and Emergency procedures throughout all WaterBear buildings and off-site venues.

Student Responsibilities

Health and Safety

Students are accountable for finding out how to do things safely, reporting and acting on health and safety concerns and applying sound and sensible health and safety risk management to their educational activities.

Students are required to comply with all relevant arrangements for health and safety as above. They have a legal duty to comply with all safety instructions given and must not act in a manner that poses risk to health and safety or misuse or interfere with anything provided for their safety.

Students are made aware at Induction of appropriate health and safety issues and that safety arrangements and procedures are put in place to protect them.

Vacation of premises- students are permitted to be in such parts of WaterBear premises as are made available to them for the purpose of academic study or other recognised activity, but maybe required to vacate WaterBear premise at any time.

WaterBear Fire Evacuation student action

All WaterBear buildings have all required signage, alarm points and equipment for fire action and evacuation.

Students should familiarise themselves with the fire actions, exits and assembly points when in WaterBear buildings and off-site venues.

When a continuous fire alarm sounds students are required to take the following action

- Leave the building immediately via the nearest fire exit
- Follow all instructions given by fire warden/staff member
- Report to the fire assembly point
- Students must not return to the building until authorised to do so

First Aid Procedure

WaterBear is responsible for providing adequate and appropriate equipment, facilities and personnel to ensure students receive immediate attention if they are injured or taken ill whilst on campus.

All WaterBear buildings have trained first aiders and first aid kits.

First aid is defined as:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained; and
- Treating minor injuries which would not otherwise receive any treatment, or which do not warrant treatment by a medical professional (Doctor, nurse, paramedic).

Should a student become unwell or injured they should report to tutor/staff member/reception for further assistance.

Security

Students have a general responsibility to look after WaterBear spaces and Equipment properly and to give due consideration to security issues. They must follow security procedures designed to protect WaterBear property, in particular regulations governing access to mac suites, the venue or the use of the bookable mixing suite unsupervised. Students must co-operate with requests from the Estates team, especially with emergency or evacuation instructions and in relation to security procedures.

Whilst it is the responsibility of WaterBear to provide a safe and secure environment, it is the responsibility of all students on WaterBear premises to take all reasonable measures to ensure their own personal security and security of personal items.

Students searching for lost property should contact the relevant reception desk or the Estates team.

Building Access

WaterBear buildings have an electronic entry system-Staff/Tutors and students are issued with app-based entry information by Estates at induction.

WaterBear Opening Times

During term time: The College buildings are open for teaching and related activities from 09.00hrs hrs, the college is generally open until 20.00 hrs Monday to Friday.

Out of term time: The college buildings will be open from 09.00hrs and close at 17.00 hrs Monday to Friday for staff access and booked student access

WaterBear buildings are closed for general use on Saturdays, Sundays, and public holidays. All campus buildings are closed for a defined period during the Christmas and New Year.

Emergencies

WaterBear has an Emergency Planning Policy that outlines the procedures that must be adhered to during any emergency incident at any WaterBear building. Emergency Incidents that could occur are adverse weather, local surrounding area incidents, damage to property, utility failure.

Some emergencies may result in the closure or evacuation of the premises. WaterBear will ensure that communications are effective, and student receive Information regarding closures or changes to buildings or timetable in a timely manner vis regular college communication channels.

Students off Campus-Stay Safe

WaterBear campuses are set in vibrant, diverse, and safe places to live, study and work. WaterBear has a zero-tolerance policy towards violence, harassment, or discrimination.

Students can find more information and advice on staying safe and well when off campus where possible and can also access information on where they can access help and support should they need it via the wellbeing section in Canvas.