

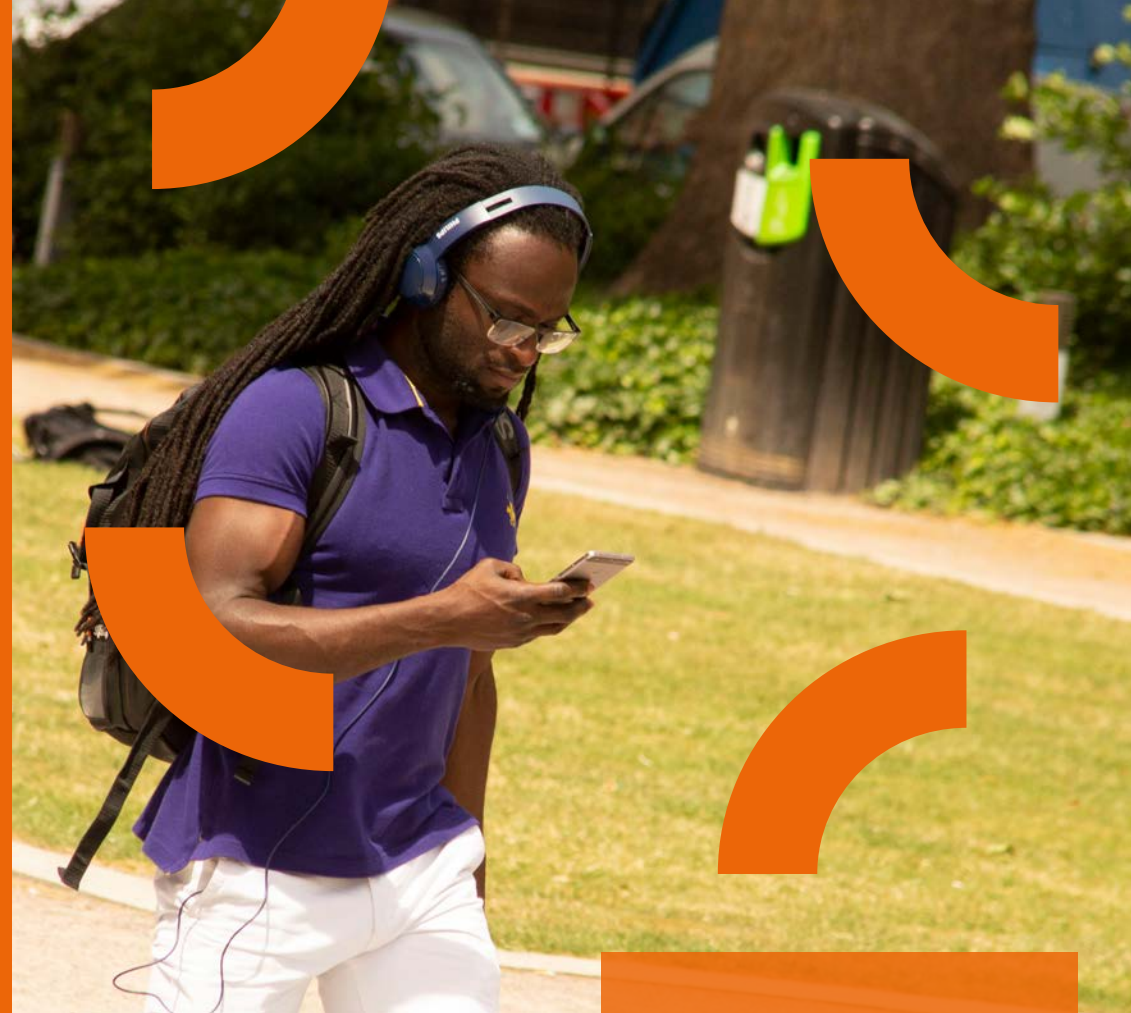
Student Guide to Health and Safety



BLOOMSBURY
INSTITUTE
LONDON

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Your health and safety is of the utmost importance to us and we've put in place robust arrangements to help keep you safe. These guidelines explain what health and safety arrangements there are for students on our premises, and also what arrangements are in place in third party premises for their buildings.

In order for us to make our premises as safe as possible, we have a few expectations of our students which you can also find in this guide.

It is important to note that, given the current pandemic, the following guidelines are mostly applicable if you are allowed access to our site for limited services or to Birkbeck premises upon their reopening. We would kindly ask you however to make yourself familiar with these and also consult the **Studying from home** section of this document for the best health and safety practice at home.



General principles

We expect you to behave in a way that does not put other students, individuals or property at risk. This includes:

- ✓ Observing all safety signs and warnings.
- ✓ Complying with all Health and Safety instructions.
- ✓ Not engaging in reckless or careless behaviour that might compromise our preventive and protective measures.
- ✓ Reporting any injury caused by an accident that takes place on our premises or those of third party premises.
- ✓ Following our fire and emergency procedures, by evacuating the premises if the fire alarm sounds and going to the emergency assembly point. The instructions given by our staff must be followed. Instructions are included in the Fire Action Plan, that is available on notice signs situated close to fire exits and fire alarms.
- ✓ Not to misuse fire alarms or firefighting equipment.
- ✓ Not to block fire exits and report any obstructions.
- ✓ Not to intentionally or recklessly interfere with mechanical, electrical or other services or installations.
- ✓ Not to bring in highly flammable, toxic, explosive or otherwise hazardous materials to our premises or third party premises.
- ✓ Not to possess, use or supply illegal drugs on our premises or those of third party premises.
- ✓ Not to be drunk or disorderly on our premises or third party premises.
- ✓ Not to display violent or threatening behaviour on our premises or third party premises.

Reporting incidents, injuries and hazards

Bloomsbury Institute premises

If you've any queries or questions, or if you would like to report an issue, please contact our Estates and Facilities team.

You can get in touch with them by visiting our reception desk at 7 Bedford Square or emailing them at estates.facilities@bil.ac.uk

If an emergency happens during your class, please report this immediately to your lecturer. Alternatively, you can dial 808 using the internal phones available in our classrooms and computer labs or dial 0207 078 8840 (ext.808) using your own mobile phone to ask for assistance from reception or First Aid.

Fire Actions and Emergency notices are posted in all of our classrooms and computer labs.

Birkbeck College premises

If there's a non-fire emergency within Birkbeck College premises, dial 555 using the internal telephone in the classroom and ask for assistance from Birkbeck Security or First Aid. Alternatively, make your way to the reception at the entrance of the building and report the incident to a member of the reception.

You should also report any incident to our Estates and Facilities staff.



Emergency Evacuation Plan

Our Emergency Evacuation Plan will help prepare you in case of a fire or an incident that puts the safety, security and wellbeing of anyone at risk in our premises.

7 Bedford Square:

Fire Action Notices are posted at alarm call points throughout our building. We really do advise you to familiarise yourself with these arrangements and follow our guidance.

When hearing the alarm:

- ✓ The alarm is a continuous ringing bell or siren in all premises.
- ✓ When a continuous alarm sounds, leave the premises as soon as possible, closing all doors and windows behind you if it is safe to do so and if this does not endanger your own health and safety. You should not take your personal belongings as this will delay you leaving the premises.
- ✓ If the alarm occurs during a class, please remain with the lecturer until the lecturer instructs you to leave.
- ✓ If you require assistance, please make yourself known to the Fire Marshals or another member of staff.
- ✓ To leave the premises, follow the prominent signage (green and white signs that show a directional arrow and a running person) to the nearest fire escape.
- ✓ Do not use lifts in the event of fire.
- ✓ Inform a Fire Marshall or the Fire Brigade if you know of an area where anyone with a disability requires assistance with evacuation.
- ✓ You should make your way to the Assembly Point.
- ✓ Remain at the Assembly point until you are instructed it is safe to re-enter the premises.

Assembly Point:

- ✓ 7 Bedford Square:
Montague Place,
opposite Malet Street

When discovering a fire:

- ✓ Sound the alarm by operating the nearest Fire Alarm Call Point.
- ✓ If you have been trained to tackle fires, do so using the correct fire extinguisher provided, but without endangering your own health and safety.
- ✓ Evacuate the building following the procedures on the previous page.



Birkbeck College premises:

Fire Action Notices are posted at alarm call points throughout the premises. Again, please make sure you are familiar with these arrangements.

- ✓ The fire alarm is a continuous ringing bell or siren in all buildings.
- ✓ When a continuous alarm sounds, leave your area promptly, close doors behind you and encourage others to leave.
- ✓ Inform the Duty Attendant or the Fire Brigade if you know of an area where anyone with a disability requires assistance with evacuation.

At the larger buildings, a Duty Attendant, assisted by Fire Wardens, is in charge of making sure Birkbeck's emergency evacuation procedures are followed. Please follow their instructions and any given by other members of staff.

If an emergency evacuation at buildings without a Duty Attendant happens, other staff members will help you and provide instructions until further assistance arrives.

General emergency procedures

You may need to evacuate the site in the event of a non-fire-related emergency. If this happens, the signal to evacuate will be either a fire alarm or an order from the Fire Marshal, the class lecturer or a member of the Estates and Facilities team.

During an emergency, please look out for and assist any visitors who may not know about the evacuation procedures.

Assembly Points:

Please follow the Duty Attendant, Fire Warden or other Birkbeck staff to the nearest assembly point.



Studying from home

1. Engage with your learning

In the same way you would take notes when attending a lecture, it is a good idea to do the same while listening to or watching an online lecture. Sit in a comfortable place, have a notebook and pen handy or take notes on your computer and try to keep any other distractions to a minimum.

Take some time to look at your timetable and work out a study schedule to ensure you are well-prepared. Do the relevant reading beforehand and ask questions if there is anything you aren't sure about.

2. Coordinate group chats

There are a few online tools such as Teams or Zoom that you can download for free to host video chats with groups of people. Use these programs to set up study groups with course-mates so you can spend time discussing ideas, analysing texts together and swapping study tips.

This is a great way to keep in touch with other students in your class, and for making sure you are maintaining the collaborative aspect of your time at Bloomsbury Institute. It also helps to add some social contact, so you don't feel too isolated studying alone.

3. Keep in touch with your tutor and lecturers

You may no longer be able to see your tutors during their regular office hours, but we really do recommend you keep in contact with them on a regular basis.

If you are feeling anxious or stressed, **speaking to our SEWS team** could help you with any concerns you might have, and if you need any assistance with your academic work don't hesitate to **contact our Learning Enhancement team**.

We're always here to help and support you, so please don't hesitate to get in contact if you have any concerns or problems.

4. Ensure you have all the right tools to study

Online lectures will require a well-functioning computer and a good internet connection. Some students already have these, but if you don't, speak to our **IT Support team** about how this can be facilitated. There may be spare laptop computers you can borrow, or you could use a computer in the computer lab.

Check your Canvas online portal daily for updates on classes and for any study tools.



5. Think about your workspace at home

Identify an area where you can sit and work. Then ensure you keep all the things you need nearby so that you don't have to keep getting up.

Sitting on folding chairs, sofas, beds or at coffee tables for months on end can cause severe pain. Here are some resources on how to improve your posture while working from home:

Posturite - Working from home - a health check

Posturite (2020) Working from home - quick fixes

Setting up your workstation - BackCare charity

6. Get into a routine

This is common advice, but it is now more important than ever when you are studying in your living space. You don't have to stick to a 9 - 5 schedule if that doesn't work for you, but identify the hours you are most productive and set a routine for working around that.

It is important to get up and get started, to take regular breaks including a proper lunch break, and to have a clear cut-off point and pack up at the end of the day if you can, so that you can relax properly for the evening without your books staring at you.

7. Resources:

Mental Health Foundation

How to look after your mental health during the Coronavirus outbreak. Various topics of information related to COVID-19 including general mental health tips, working tips, nurturing relationships, finance, housing and unemployment advice.

NHS - Every Mind Matters - Mental Wellbeing while staying at home

PHE's Every Mind Matters, developed in collaboration with the Mental Health Foundation, gives guidance on how to develop a personalised plan for supporting your Mental Health.

The Wellness Society - Coronavirus Anxiety Workbook

A comprehensive workbook to help build resilience during difficult times, developed by The Wellness Society. It includes a plethora of reputable resources.

Mind - How to manage stress

This booklet is for anyone who wants to learn how to manage stress. It explains what stress is, what might cause it and how it can affect you.

It also includes information about help and support, as well as providing tips for friends and family.

NHS - How to sit at your desk correctly

If you sit a lot in front of a computer, here are some tips to help your posture.





Bloomsbury Institute

7 Bedford Square
London
WC1B 3RA

sews@bil.ac.uk
bil.ac.uk

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