Health and Safety at Fischer Hall and Conway Hall

General Policy Statement

The University of Notre Dame (U.S.A.) in England aims to ensure that all activities carried out on its premises or undertaken by its staff (or their agents) are managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to the health and safety of any person(s) who may be affected by such activities to a tolerable level.

In furtherance of this, and the need to ensure compliance with all relevant health and safety legislation, the University will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access and egress;
- Suitable and sufficient information, instruction, training, and supervision to enable all staff and students to comply with the University Health & Safety Policy;
- Safe plant, equipment, and systems of work;
- Arrangements for the safe use, handling, storage, and transport of articles, materials, and substances;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the University Health & Safety Policy;
- Appropriate arrangements to assess and control the risks associated with work activities undertaken at the University or by University personnel;
- Appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by the University of Notre Dame (USA) in England.

To assist in the implementation of the Health & Safety Policy, not only will appropriate external sources of information be consulted, but the University will also seek to train and appoint competent personnel to advise on Health & Safety matters.

Complete documentation regarding all aspects of Health & Safety procedures adopted by the University of Notre Dame (U.S.A.) in England can be obtained from Mr Steven Whitnall, the Senior Facilities Manager of Fischer Hall.

First Aid

A number of staff members are trained first aiders. Anybody needing first aid treatment should seek assistance from either the receptionist on duty or the program office.
**Fire Safety**

In the event of fire:

- Raise the alarm at once by breaking the glass on the nearest fire alarm call point. These alarm call points are wall-mounted, square, red boxes.
- Notify reception or your program office of the fire location.
- If the fire is small enough to be easily and safely extinguished, such as a wastebasket fire, attempt to do so with the nearest correct type of fire extinguisher but do not take personal risks and always call for assistance.
- Never attempt to fight fires alone.
- If the fire is considered too large, or if it is out of control, or if the escape route is threatened, leave the building quickly and calmly by the nearest available exit route, wherever possible assisting in evacuating visitors and shutting windows.
  - **Do not stop to collect personal belongings.**
  - **Do not use the elevators.**
  - Report to the fire assembly area, Suffolk Place.

Certain fire doors are marked KEEP SHUT. Always ensure that this safety precaution is adhered to. Fire extinguishers must not be used to prop open any door at any time.

**Bomb Evacuation Procedures**

The evacuation procedures to be followed in the event of a bomb alert will be conditioned by the nature of the alert.

All personnel should remain inside the building and wait for instructions from building staff.

They will determine whether an evacuation is necessary, and if so whether the standard fire evacuation routes should be used or not. It may be appropriate to clear certain parts of the building and move to other, safer, areas. This will be made clear by building staff at the time.

**Do not leave the building unless you are instructed to.**

**Security**

The University in Notre Dame (U.S.A.) in England is not responsible for personal property left on the premises. Items should not be left unattended in classrooms or anywhere else in the building, especially valuables.
All University members must display their ndID cards on entering Fischer Hall and Conway Hall, and it is recommended that they are visible or easily accessible at all times when moving around the buildings.

U.S. institutions in London are potential targets for terrorist attacks. Students are discouraged from wearing clothing that calls attention to their U.S. affiliation.

No unattended packages, parcels or luggage should be left in, or outside, Fischer Hall. They are a security hazard and the police will remove any such items.

**International Travel Emergency Information**

For additional information on traveling and living abroad, visit [international.nd.edu/sos](http://international.nd.edu/sos)