

**Bolton College Terms and Conditions for Higher Education students taught at Bolton College campus 2018/19**

Please ensure that you have read and agreed to the University of Bolton's Policies and

**Bolton College IT Responsible Use/Acceptable Use Policy.** You will have to agree to comply with the College's IT Responsible Use Policy if you want to use the College's computer hardware and software or network facilities. The Policy covers a range of issues including unacceptable access and use of the Internet and email, downloading materials and copyright issues. You will be made aware of the Policy when you first logon to the College IT system. The Policy is also available in College Learning Resource Centres.

**Health and Safety Responsibilities.** When attending Bolton College, all students have a duty to take reasonable care for the health and safety of both themselves and others who may be affected by their actions. This will require all students to:

- Observe all instructions, whether written or verbal, to ensure personal safety and the safety of others
- Conduct themselves at all times in an orderly manner and refrain from any form of horseplay that could cause injury to themselves and/or others
- Treat the building structures and internal fixtures, fittings and furniture with respect and care
- Use all safety equipment and/or protective clothing as instructed, reporting any loss or defect to their tutor/lecturer
- Not interfere or misuse any equipment provided for health and safety purposes
- Report all hazards to their tutor
- Report all accidents or near miss incidents to their tutor, whether inju.61to 7aingste.2(d)-6nts o• Nor e haly th andergen.6(cy)-.e hav hacltprly

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Safety Leaflet:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Abuse of Trust Policy:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Safeguarding Children:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

Bolton College Adults at Risk:

<https://www.boltoncollege.ac.uk/about-us/corporation/key-policies/>

**Anti-Bullying and Harassment Policy:** Bullying and harassment is defined as any conduct

It is the responsibility of all students to familiarise themselves with and adhere to the College fire/emergency procedures. Action to be taken by a student discovering a fire:

- Raise alarm by operating the nearest break glass call point
- Following alarm activation, key evacuation personnel will investigate the cause of the alarm and, where necessary, contact the Fire Brigade. If you are in any doubt you can notify the Fire Brigade directly by dialling 999.
- Do not attempt to tackle the fire unless your escape route is blocked. On hearing the fire alarm:
- Leave the building immediately by the nearest safe emergency exit. Do not use any lifts and do not stop to collect personal belongings
- Close all doors and windows when leaving
- Remember that you may not be allowed to re-enter the building, so it is advisable always to carry your car keys, wallet and phone with you to ensure that you can get home
- Report to the appropriate Fire Assembly Point and register with your tutor
- Remain at the Fire Assembly Point and await further instructions
- Do NOT re-enter the building until you are instructed to do so

#### **Evacuation Procedures for Students with Disabilities and/or Learning Difficulties:**

On hearing the fire alarm:

- From ground floor areas with direct access to assembly points, students with reduced mobility or those requiring assistance should be escorted by the tutor or volunteer buddy to the Fire Assembly Point.
- From upper floor areas, students with reduced mobility or those requiring assistance should be escorted by the tutor or volunteer buddy to the nearest refuge point.
- Once the escape route is clear from obstructions and it is safe to do so, the most able students with a disability or students with a learning difficulty shall be assisted down the stairs and to the appropriate assembly point.
- The volunteer buddy should remain with the wheelchair-user in the safety of the refuge until the arrival of the Emergency Services or College staff.

Evacuation of Key Personnel. Visually-impaired students should be escorted to their designated assembly point by their tutor, unit staff and/or by their volunteer buddy. In addition to the operation of the fire alarm sounders, visual alerts will illuminate in the D/deaf unit classrooms. Tutors and support staff will accompany D/deaf students when they evacuate to their dedicated assembly point. Once accounted for, all students with learning difficulties and/or disabilities should remain at their Fire Assembly Point and await further instructions. No student should re-enter the building until they are instructed to do so.



by a first aider, your tutor or a member of staff. Accident forms should not be completed by the injured person. This will then be forwarded to the College Health and Safety Dept.

An investigation will be conducted to see how and why the accident/incident occurred. Once the investigation has taken place, control measures will be implemented to prevent the accident/ incident from occurring again.

**Lifting and Carrying:** Students should not lift or carry any heavy or awkward items unless they are instructed to do so and have been provided with appropriate training. When using electrical equipment remember, electricity can kill. Treat it with great care. No portable electrical equipment belonging to a student may be used on College premises, unless they have permission and/or it has been inspected by an authorised member of staff. The use of certain specific electrical equipment and machinery will only be appropriate when students have received appropriate training and information. Students should read all instructions carefully before using the electrical equipment. If you do not understand, ask your tutor, technician or another member of College staff.

Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

**The accidental inhalation of vapours or dusts:** Suitable protective equipment must therefore be worn when handling chemicals. Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

**Vandalism of College property, internally and externally:** Any person found wilfully vandalising/ misusing College property will be subject to the College's disciplinary process

5. Disciplinary Hearing: A student may proceed through the stages of the Behaviour for Success Policy by failure to recover his/her position at a previous stage or by continued lapses