

Welcome to Heriot-Watt  
University

## **Edinburgh Campus**



## Information Leaflet for Students

The University is committed to ensuring your safety and health while on Campus. This leaflet will provide you with some information regarding our health and safety and security arrangements.

Edinburgh Campus is located on 380 acres of land and has excellent scenic walks and is self-sufficient with a number of excellent amenities, these include library, catering establishments, shops, medical centre, dentist, sport performance centre, sufficient break out zones, rest areas and toilets throughout.

The secure residential student accommodation consists of safe and comfortable student apartments with residential wardens located in each building.

We hope that you have a safe, enjoyable learning experience on Campus.



## **Fire Safety**

On arrival to Campus you should familiarise yourself with the location of:

- The means of raising the alarm via manual call point.
  - The nearest means of escape – these are indicated with green and white signs.
  - The location of firefighting equipment.
  - The assembly point for our building as detailed on the site plan below.

## **Emergency Evacuations**

Your student induction session will include fire safety information. It is important that you know and understand:

The emergency evacuation signal is a continuous siren:-

- When the fire alarm sounds you must evacuate immediately!
  - You must leave the building by the nearest exit.
  - You must not stop to collect belongings.
  - Do not wait for others go straight to the assembly point.
  - Fires take hold in a matter of minutes it's vital you act calmly and quickly.
  - You must not re-enter the building, even if the alarm stops sounding until you are told it is safe to do so by the Fire Marshal.

## Personal Emergency Evacuation

If you have a disability that would impede your escape during a fire evacuation you may need a Personal Care Plan to support you, please contact Student Support.

## **Fire Safety in Halls of Residence**

**Heriot-Watt University will not tolerate any interference or misuse of fire safety equipment and will take disciplinary action if necessary.**

- Never tamper with smoke or heat detectors, they are there to detect fire and smoke at an early stage.
  - Keep fire doors in bedrooms, lounges, corridors and kitchens shut - they are there to keep fire in a small compartment and allow you to escape safely.
  - Do not tamper with fire extinguishers, they are there to extinguish a fire in its early stages.
  - Most fires start in kitchens particularly when cooking. Keep flammable items away from the cooker.
  - Never leave cooking unattended. This is very important as unattended cooking is the cause of most fires and fire alarm activations.
  - You must ensure that any electrical equipment is in good safe working order.
  - Do not over load electrical power sources.
  - Bicycles must be kept in an approved cycle area.
  - No setting fires.



## Prohibited Items

To ensure safety there are a number of items that you are prohibited from bringing into your bedroom accommodation these include:-

Woks, saucepans, heaters, grills/toasters, clip on desk lights, candles/incense sticks and any other open flame device, socket cube adaptors, inside BBQ trays, additional fridges, and irons, decorative lights, slow cookers (rice cookers may be allowed in kitchens with the permission of the housekeeper) or extra microwaves, additional or extra furniture.

## Security

The University Campus and buildings are extensively covered by CCTV and we have a 24 hour permanent security presence. The Security Control Office is located in the Safety & Security Services Building on Gait 6 behind the Estates Building. Security can be contacted by calling 0131 451 3500 or by dialling 2222 from any internal telephone or in an emergency picking up the nearest red emergency phone located throughout the Campus.

If you are given safety instructions by a member of staff or Security Officer you must cooperate.

Ensure your valuables are kept safe and secure at all times. Should you identify anything suspicious, contact Security immediately.

### SafeZone

SafeZone is a University app that allows students to immediately alert security control when support or assistance is required; including first aid, general security enquiries, lone working or summon emergency help. The SafeZone app is free to download from the iOS app store and Google Play.



### Accident Reporting - First Aid

If you have an accident, need first aid or any other emergency assistance, contact Security by either using the SafeZone app or call security directly on 0131 451 3500. You can also pick up a red emergency phone located throughout the buildings or dial 2222 on an internal telephone. Security Control can either deal with the incident or make the necessary calls for assistance.

**Note -** Do not summon emergency services via the 999 system, as this often leads to circumstances where they arrive on site and we do not know where to direct them. Always notify Security who will summon emergency services as appropriate under controlled conditions.

All accidents are required to report, no matter how trivial, to course Tutor, School Safety Officer or Health & Safety Services.

## Hazard Reporting

Should you identify any hazards you should make your course Tutor, School Safety Officer or Security aware so that they can record and take action for this to be addressed and take necessary action accordingly.

### Vehicles

The Campus operates a maximum speed limit of 20mph and parking is only permitted in designated areas.

The West Gait is a one way system for entering the Campus only, exiting through the barrier is strictly prohibited.

The use of mobile phones when driving on Campus is strictly prohibited.

Parking and driving must be done in accordance with local signs and restrictions.

You must only use identified walkways and pay attention to vehicle traffic.

### Portable Electrical Appliance Testing

Students should ensure that personal portable electrical appliances are inspected and fit for purpose. Free checks will be provided at the start of each semester.

### Housekeeping

It is important to ensure good housekeeping to prevent slips, trips and falls and remove materials which could fuel fires.

Should you identify any concerns, this should be reported to either, Security or your Housekeeper.

### Waste Disposal

Ensure that any waste is disposed of in the correct waste recycling receptacle and do not drop litter on floors or in the grounds.

### Signage

The University has appropriate safety signage throughout, you must always pay attention and conform with health and safety signs and notices on Campus.

## Smoking

The University has a Smoke Free Policy, smoking is prohibited within bedrooms including, in and within five metres of buildings, this including electronic devices.



### Emergency Contact Details

Campus Main Switchboard - 0131 449 5111  
Estates Services Helpdesk - 0131 451 4023  
Health & Safety Services - 0131 451 3900  
Security Control - 0131 451 3500

Heriot-Watt University  
Edinburgh, EH14 4AS  
Website: [www.hw.ac.uk](http://www.hw.ac.uk)

**Further safety and security advice or support can be obtained by contacting:**

Health & Safety Services by emailing  
[healthandsafety@hw.ac.uk](mailto:healthandsafety@hw.ac.uk) or calling 0131 451 3900.

Security Services by emailing  
[security.services@hw.ac.uk](mailto:security.services@hw.ac.uk) or calling 0131 451 3855

