

# Safeguarding and Health & Safety



**A brief guide for visitors**

## Welcome

Please take a few minutes to familiarise yourself with the information in this leaflet. If you have any questions about any of the information please ask your host or contact Reception.

## Equality and Diversity

CNWL is committed to achieving equality and diversity for all its learners, staff and the broader community it serves. We welcome, celebrate and value the diversity of our learning community and seek to promote an inclusive learning and working environment where everyone can achieve to their full potential. We have a zero tolerance of discrimination, harassment or bullying of any kind.

## Security

All visitors of CNWL must report to the Reception on arrival. The College has security officers at the main campuses and they are available to assist you .

As a visitor you will be asked to sign in and be given a badge that must be worn at all times so that staff and learners can see you are a visitor. If you are a regular visitor to the College, we still ask that you sign in on each occasion. Please note that all sites are covered by CCTV.

## Health and Safety

**Fire:** In the event of a fire, you must leave the building as quickly as possible by the safest route and wait at the assembly point. Do not attempt to go back into the building for coats, personal items or anything else unless you have been told that it is safe to do so. Never assume it is anything else but a real alarm.

**Smoking:** In order to promote a safe and healthy working environment and meet the requirements of European and UK legislation, CNWL operates a 'No Smoking' policy. All visitors, contractors and staff are required to abide by this policy and only smoke in designated areas.

**First Aid:** In the event of an accident, visitors can seek first aid in the College. Please contact Reception who will direct you to an appropriately trained staff member.

## Duty Principal

Please note that there is a daily Campus Duty Principal should you have serious concerns not covered in this leaflet. Just speak to Reception for more details.

## Accessibility

If you have any accessibility needs please raise these with your host, preferably before your visit.

This will enable us to consider any reasonable adjustment(s) required to ensure your visit runs as smoothly as possible. For example, this may include reservation of accessible parking and/or wheelchair access.

## Safeguarding

The College has a moral and statutory duty to ensure that it promotes safeguarding and the welfare of students, staff and visitors. This includes having due regard to the need to prevent individuals from being drawn into terrorism. To support this aim, we have a team of trained Designated Safeguarding Officers. Details of this team can be found on the back of this leaflet and on posters around the campus. However, if you see anything that concerns you during your visit, we would ask that you ring 020 8208 5000 and ask to be put through to one of the Safeguarding team as a matter of urgency. We would also ask for your support in complying with our safeguarding policy and procedure and as such respectfully request that you do not walk around our campus independently; a member of staff should be with you at all times.

## Vehicles on site

All vehicles should be parked in designated areas, maps showing these areas and details of accessible parking are available at Reception. Please take care when driving as large numbers of pedestrians and cyclists also use the campus roads and paths.



# CNWL Safeguarding Team



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