

Hove College

Health and Safety Policy

Health and Safety Officer: Jeff Taylor
First Aid Officers: Jeff Taylor & Pam Martin

All students share responsibility for the safety of other users of the building and its facilities. Accordingly, students must ensure that they are familiar with the Fire Notices displayed around Hove College buildings and are fully compliant with Fire Practice procedures. Additionally, please note the following:

- Ensure personal belongings are carefully stored; nothing of value is left lying around, but is adequately secured. Students are personally responsible for the safe keeping and insurance of all money valuables, which must be with the owner at all times.
- We strongly advise students to think about insuring their belongings while they are living in Brighton. Hove College can accept no responsibility for loss of, or damage to, personal possessions.
- Waste must be properly and appropriately disposed of (please use recycling bins provided for paper waste). Students and staff equally share responsibility for the clean and tidy appearance of all areas of Hove College.
- Radiators must not be tampered with or altered, since they are regulated from a central point.
- Hove College is a non-smoking environment.
- Take care when entering and leaving the building that no security risk is posed at any time.
- A First Aid box is kept in the Administration Office, but no medication is available.
- Bicycles should be securely padlocked and left outside the building.
- Do not eat or drink around electrical appliances.
- Should students have any concerns about their health and safety these should be immediately reported to the Principal or General Manager.