

Campus safety

Speed limit

The 20 miles per hour (mph) speed limit on campus is there for pedestrian and cyclist safety. Please keep to this limit when you drive on site.



Parking

All cars must display a current parking permit within their vehicle, which can be obtained from main reception. Only park in the designated car parking areas. Main reception or your host will be able to advise you of the most appropriate parking area when you sign in.

Pedestrian safety

Please use the footpaths where provided. Be aware of workplace transport on campus.

Smoking

You must not smoke in any University building. When smoking outside you must stand at least 3 metres away from entrances and open windows and dispose of the cigarette butts in the ashtray bins provided.



Safety signs

Please pay attention to, and obey the safety signage around campus. Ask your host if you are unsure of what the signage means.

Personal

Please ensure that appropriate action is taken to secure any valuable or personal items. Cranfield University cannot accept responsibility for loss or damage to personal property belonging to visitors.

Emergency

Fire safety

If you discover or suspect a fire:



- ✓ Shout 'FIRE' and sound the alarm by activating the nearest fire alarm call point
- ✓ Evacuate the building by the nearest fire exit
- ✗ Do not stop to collect personal belongings
- ✗ Do not use passenger or goods lifts
- ✓ From a safe location contact Security on **ext. 2222** or on **01234 752999** from a mobile. Security will send a patrol officer to the building and call the fire service
- ✓ Report to the assembly point
- ✗ Do not re-enter the building until authorised to do so

Fire alarms are tested weekly. Your host will advise you if testing is to be carried out during your visit.

First aid

If you need first aid:



- ✓ Contact Security on **ext. 2222** or on **01234 752999** from a mobile.
- ✓ Phone **999** if an ambulance is needed. Security also need to be informed to assist in directing the ambulance to the correct location, and provide first aid.
- ✓ If you have a medical condition you think we should be aware of please advise your host.

Visitor Health and Safety Information

The following information is provided to enable you to join our commitment and legal responsibility to ensure a safe and healthy working environment is enjoyed by all.

**EMERGENCY DIAL
2222 or 01234 752999**

Welcome to Cranfield University

Your health and safety is important to us. During your visit your host will accompany you, take suitable steps to ensure your wellbeing and advise you on appropriate local safety requirements.

All visitors should report to main reception (building 26 – telephone **01234 750111**) on arrival at the University unless previously advised otherwise by your host.

If you are to be left unaccompanied, even for short periods, your host must explain and show you the specific fire evacuation procedure for the building you are in. Always take note of the fire escape routes and emergency exits for the area you are located.

Reducing risks and reporting

We are committed to providing a safe and clean campus so we require all visitors to report any safety or environmental hazards, accidents, incidents or near misses to your host.

Electrical equipment

Please ensure that any electrical equipment brought onto site is in a safe and suitable condition.

Conduct a visual inspection before use to check that there are no breaks in casings, no loose cables or any signs of wear or heat damage.

Ensure power cables are correctly positioned to prevent trailing cables causing a trip hazard.

Environment

The University has implemented an environmental management system which is certified to ISO 14001 at the Cranfield campus. As part of our environmental policy we ask that all visitors follow local guidance when using equipment and disposing of waste on site. Please use the recycling bins provided and save energy where possible.

