

Glyndŵr University

Student Safety, Health and
Environment Booklet



A – Z of Safety, Health and Environmental

Glyndŵr University champions the spirit of enterprise and an outward-facing philosophy. Inspired by Welsh hero Owain Glyndŵr, we aim to be bold, inspiring and enterprising in everything we do.

However, to help you enjoy our wonderful environment and to support you in your study at the University there are a few Safety, Health, Environment and Wellbeing matters that need to be considered.

Health and Safety controls and initiatives are found in our everyday lives and not just in work. We have speed limits and pedestrian crossings, healthy options and low salt foodstuffs, we have walking and cycling routes and obviously we have many rules and regulations that are primarily designed to keep us safe and well.

Glyndŵr University is dedicated to a sensible safety, health, and environmental approach, one which values the individual member of staff, student and visitor and which enables the university to thrive and develop through supporting teaching and research.

On behalf of the Safety, Health and Environmental Department I wish you every success and happiness here at Glyndŵr.

All the best and thank you

A handwritten signature in blue ink, appearing to read 'Jo Smith', is enclosed within a faint, light blue rectangular border.

Jo Smith

Safety, Health & Environmental Manager

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Health and Safety Policy Statement

The Board of Governors, Vice-Chancellor and Chief Executive, the Executive, Heads of Department of Glyndŵr University acknowledge and accept their statutory responsibilities for securing the health, safety and welfare of our employees, students, visitors to our premises, and others affected by our activities. Health, safety and welfare are an integral part of the University's operation and a prime responsibility of management at every level.

We shall provide and maintain safe and healthy working conditions, in particular ensuring as far as is reasonably practicable that:

- we comply as a minimum, with legislation and associated codes of practice and improve on the performance standards they specify
- we adopt and promote best practice in all aspects of health and safety at work, where it is reasonably practicable to do so
- places of work are kept in a clean and safe condition, with arrangements in place for employees' and students' welfare
- we endeavour to improve continually our health and safety management system so that work related ill health and accidents are minimised
- we provide a working environment and management practices which promote employee wellbeing and good health
- work equipment is provided and maintained in a safe condition, suitable for the task
- we endeavour to include health and safety and risk management topics in our taught courses of study as appropriate
- we adopt safe working practices that eliminate or control so far as is reasonably practicable, significant hazards and risks to health, safety and welfare
- all employees and students receive encouragement, information and support to enable them to carry out their work with regard for their own and others' safety
- we involve and consult with employees, where appropriate through their representatives
- we require contractors who work for us to accept the same standards of care for health and safety as the University itself
- safety factors are given proper consideration when any changes are made to our operation or when new equipment is used
- we keep all health and safety policies and procedures under review, so that important and relevant legislation is taken into account
- we implement monitoring, inspection and auditing procedures to ensure the effective management of health and safety throughout the University

We shall encourage all employees and students to be actively involved in maintaining the safest possible operating conditions and practices to ensure that we maintain high standards of health and safety. The University will take all reasonable steps to implement the policy. The University will take all the necessary steps, including measuring performance and auditing compliance to ensure that the policy is understood and is being implemented and maintained at all levels.



Date: 18th December 2013

Professor Michael Scott
Vice-Chancellor and Chief Executive



Date: 18th December 2013

Sir Jon Shortridge
Chair of the Board of Governors

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Environment and Sustainability Management Policy Statement

The Board of Governors, the Vice-Chancellor and Chief Executive, the Executive and Heads of Departments of Glyndŵr University are committed to the continuous improvement of our environmental and sustainability performance, as part of our overall goal of implementing the principles of sustainable development in all areas of our organisation and whom it serves and to ensure that environmental objectives are integrated into relevant business objectives.

THE SCOPE OF THE POLICY

As a University of international significance for higher education, we aim to conduct our organisation and operations to reflect best environmental practice. We aim to implement an environment management system appropriate to the location, scale and nature of our activities to demonstrate our commitment to environmental sustainability and to embed sustainable development into the University's strategies.

Specifically, we will:

Comply with applicable environmental legislation and with other requirements to which the organisation subscribes that relates to our environmental aspects;

- Ensure Glyndŵr University and its activities are effective in preventing pollution, and seek continuous improvement in all our operations, including the allocation of responsibilities and resources as appropriate.
- Set and achieve measurable targets for key performance criteria on energy, transport, emissions, waste and water in order to monitor and to report on the University's environmental performance against an agreed baseline.
- Minimise any negative environmental impacts caused by the University's operations and activities, use energy and natural non-renewable resources efficiently and prevent or minimise waste and pollution;
- Take account of Higher Education best practice on target setting, reporting and benchmark performance against other similar organisations.
- Ensure environmental issues are considered at planning and procurement stage and all contracting decisions are influenced by good environmental practice.
- Embed across the curriculum, and within the University the cross cutting themes of sustainable development, environmental management, and global citizenship, and fostering learning behaviours to be environmentally conscious.
- Ensure, as far as possible, all new buildings exceed all relevant UK, European and international environmental legislation and regulatory codes of practice;
- Engage staff and students to provide their ideas on how the University can help meet the challenges of sustainable development.
- Make public the Environmental and Sustainability Management Policy Statement.
- Comply with, monitor and report against the Carbon Reduction Scheme.
- The policy is communicated to all persons working for or on behalf of the University.

RESPONSIBILITIES FOR DELIVERY

Consideration shall be given on the Environmental Aspects and Impacts by each member of staff, student, contractor and visitor whilst at the University. We must therefore, be aware of and take full responsibility for our actions and activities.

Signed:



Date: 28/11/13
Professor Michael Scott
Vice-Chancellor and Chief Executive

Signed:



Date: 28/11/13
Sir Jon Shortridge
Chair of the Board of Governors

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Responsibilities

We all have responsibility for our own health and safety and for others we affect.

How do you fit into Health and Safety: Your Academic Area will possibly inundate you with information on what you must and mustn't do to ensure your health and safety whilst studying? For example, what to do if the fire alarm goes off, who the First Aider is, how to ensure you don't blow the lab up or poison yourself!

Some controls will be outside of your power, but others will only work with your support.

This support can be simple e.g. following rules or wearing the right safety glasses. Other controls will take more consideration and time, for example preparing a risk assessment before you can carry out specific work; especially in the Sciences.

Whatever the controls though, your Academic Subject Area will provide you with the information and training appropriate to those activities you are undertaking.

We do need you to work with us though. Follow instructions, report problems and don't misbehave... too much!

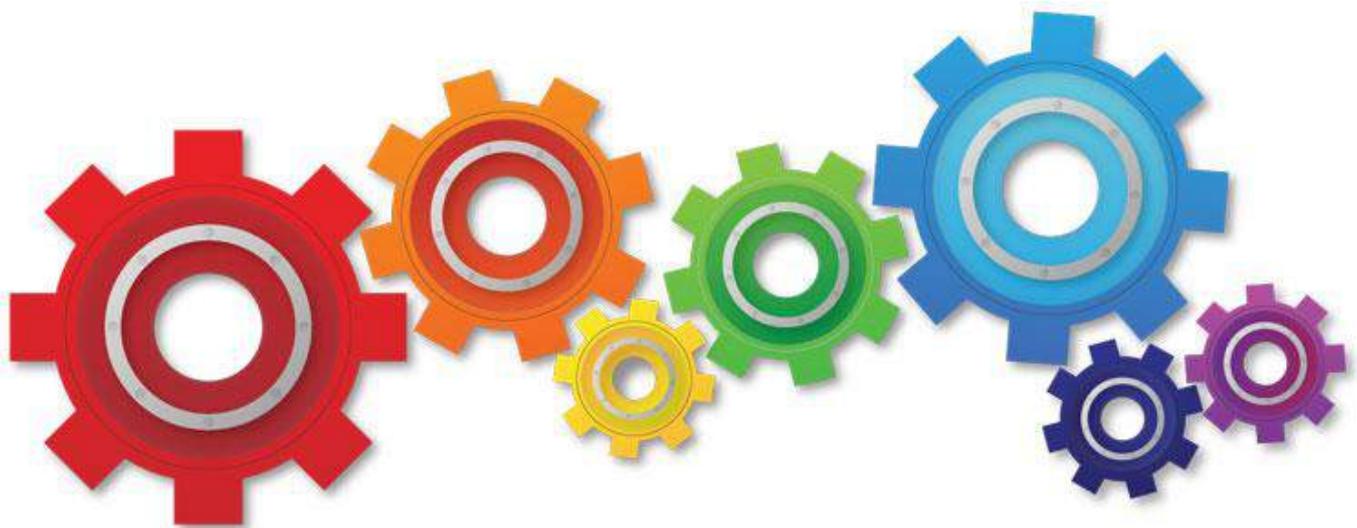
Health and Safety Management: At the University, health and safety is managed by numerous systems, Departments and staff.

The Vice-Chancellor as the Chief Executive Officer of the University has overall responsibility to ensure you are not placed in any unnecessary risk.

Your head of department has a delegated responsibility to put into place systems that seek to ensure your health and safety whilst studying.

Centrally, we, the Safety, Health and Environmental Department oversee and establish health and safety support arrangements. We also audit Academic Areas and Operational Departments to ensure compliance with health and safety obligations.

And finally, Estates ensure University buildings are safe to use.



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General Information

There are lots of people dedicated to supporting you and who help ensure your memories of the University are good rather than bad. This doesn't just include staff on the academic side it also includes staff and volunteers on the social side.

Your Academic Subject Area, the Students' Guild, Student Services and Safety, Health and Environment Department are all there to help ensure your health, safety and welfare whilst studying and/or having fun as a student.

Disability Advisers are also there to ensure suitable arrangements are put in place to support students with a disability or a medical condition which affects any aspect of a student's life.

The simple things in life: Being safe doesn't mean you to have to stay in and never venture out.

Just follow the advice in this Guide and use your common sense, as often it's the simple things that help. Look out for both yourself and others, co-operate with University rules and seek help if you feel you, or others around you are having problems.



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Accidents, Incidents & Ill Health: Stay calm: No matter what has happened, it is important to stay in control as this will help make sure the problem is better dealt with. If it is serious: Phone 3333 to contact University Security or (9)999 to contact the Emergency Services if away from Campus. Remember to:

- Speak clearly.
- Say exactly where you are.
- Say what happened.
- Say who is involved.

Emergency First Aid: Know who your local First Aider is. Each Building should display details of its designated First Aider who will deal with minor incidents.

- If however you are in a position of having to deal with a casualty yourself, your priorities are to:
- Assess the situation.
- Do not put yourself in danger.
- Make the area safe.
- Keep casualties warm.
- Send for help – do not delay.
- Continue to talk to the casualty to reassure them until help arrives.



Reporting Accidents and Incidents: Every accident and incident at the University or whilst on University related activities, irrespective of whether someone was injured, must be reported. This means a proper investigation can be carried out to ensure it does not happen to yourself or others again. Speak to a member of staff who will assist you with this.

What can I do to prevent an Accident/Incident?

- You can: Think about what could go wrong during the activities you take part in.
- Follow all instructions which are in place to help prevent an accident/incident.
- Decide what action you would take if something did happen.
- Finally: Report anything you consider to be dangerous to someone in charge e.g. Tutor, University Security, or Safety, Health and Environment Department.

Alcohol and Drugs: Support is available for all students who feel they may have a possible alcohol or drugs related problem. Please feel free to contact the University Counsellor who may advise a referral to an external body or your Doctor.

- If you are in a pub or club don't drink too much and don't accept drinks from strangers as you don't know what is in it.
- Try and stick with friends who will look out for you, as alcohol lowers your defences, can bring out the worst in people and cause us to do stupid things. If you need extra help, tell the door staff.
- Drugs: Please be careful if you do experiment as you don't know what you are getting and the consequences can be fatal.
- Never, be pressurised into taking drugs and if you want further guidance and support visit Student Services.



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Bullying: Never put up with bullying. If you feel you are being bullied, do something about it. Report it to your Tutor or speak to the Student Advice Centre. They will be able to support you in dealing with it.

Childcare: The University understands that many Students will have childcare issues. As such, the Students Services and the Local Authority can provide details of local nurseries and registered child minders.

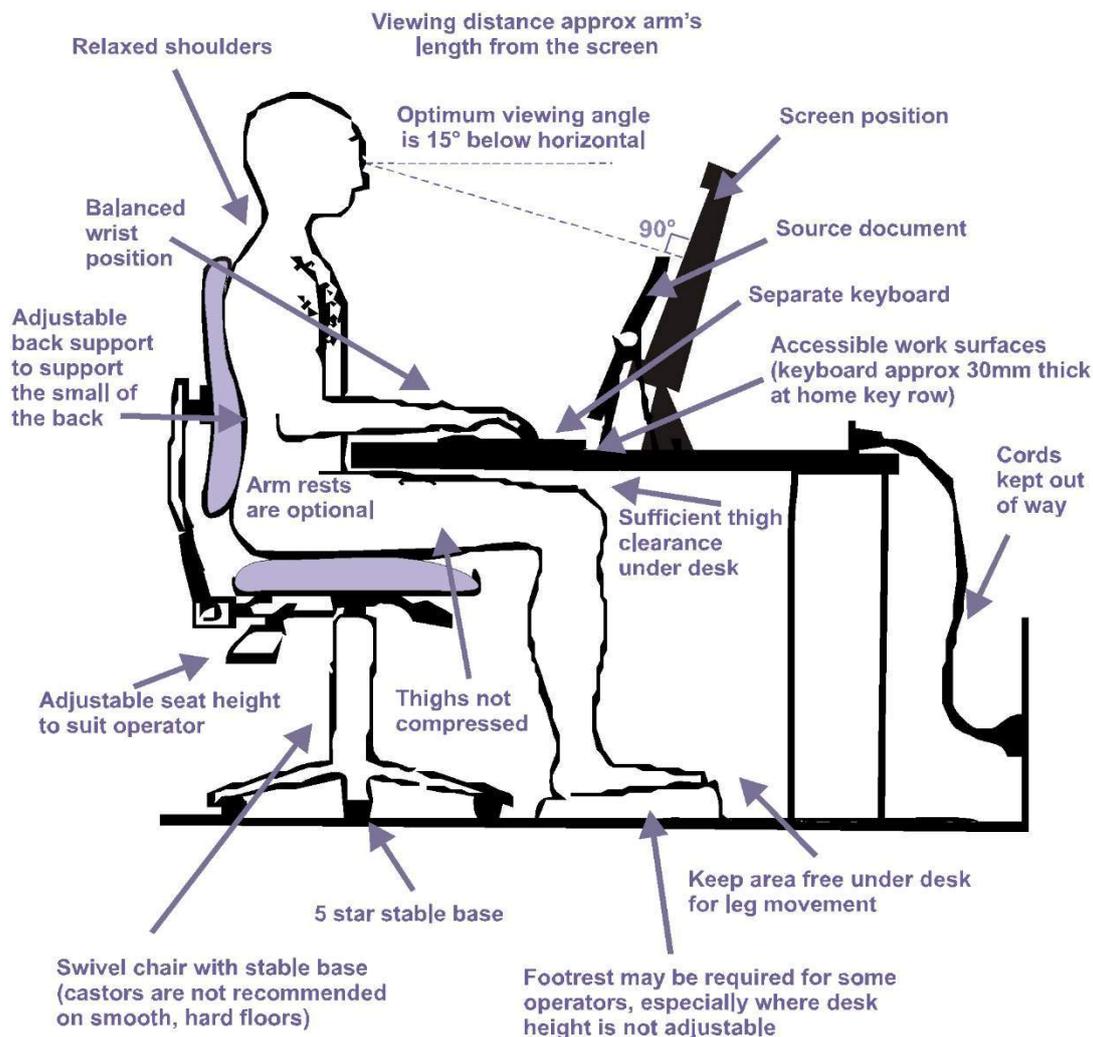
In addition, Active Child Care is the University's own day care nursery which Students can use. They also provide After School and Summer Play Schemes. (Wrexham Campus)

Counselling Support: Life at Glyndŵr University can be exciting and hopeful, however there may be difficult times and issues may arise for which you need the support of a counsellor. There may be moments when you would like the support of another person to talk to.

To make a counselling appointment please contact Student Services on 01978 293266 or email counselling@glyndwr.ac.uk appointments last 50 minutes.

Display Screen Equipment (Computer): Bad posture, poor ergonomic design and lack of breaks can lead to discomfort and sometimes chronic disorders, affecting both home and working life.

As you will be spending a lot of time on PCs and laptops, it is important you protect your health and safety by using them correctly.



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DisAbility: At Glyndŵr University we believe that Higher Education should be available for everyone and strive to provide the best possible accessibility for disabled students.

The DisAbility Team can help with needs arising from a disability or impairment and offer confidential advice, guidance and support to disabled students through a course of study.

Working with you, we can help with:

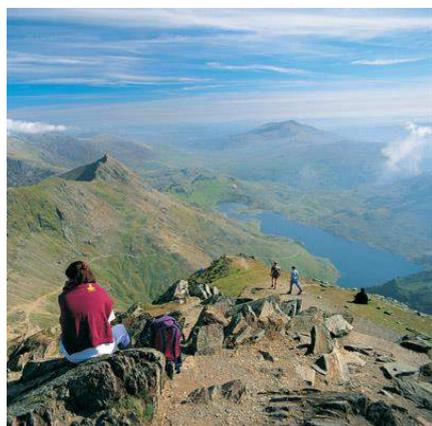
- Applying for DSA (Disabled Student Allowance)
- Arrangement of Educational Psychologist's appointments, if needed
- Providing practical support, such as note-taking
- Arrangement of one-to-one specialist Tutor Support
- Extensions to Library Loans
- Referral for an Assessment of Individual Needs [Glyndŵr Assessment Centre](#)
- Referral for Irlen Screening
- Ensuring your individual need is met so you can get on with your student life.

Electrical Safety: If used inappropriately, electrical equipment can be another major cause of fire or even kill you. But no matter how tempting because there aren't enough electrical sockets, NEVER plug extension leads into extension leads, and NEVER leave coiled extension leads rolled up whilst switched on – they'll melt and catch fire. Also:

- Get into the habit of switching things off when you're not using them.
- Don't use two pin plugs unless plugged into a suitable CE marked adaptor.
- NEVER use an appliance or mains power if you think there is a problem with it. Don't try and fix it yourself, get a qualified electrician to take a look.
- NEVER try and use a visibly damaged item of equipment.

Emergency Procedures: The University and most departments have various emergency policies and procedures ranging from suspect packages to Chemical Incidents. Please familiarise yourself with the appropriate procedures and policies for your department.

Environmental: Glyndwr aims to recycle as much as possible to avoid having to landfill waste. Last year we managed to recycle 51% of our rubbish across the entire university which is great, but we want to get to 70% if we can!



What can you recycle? It is important that you put the correct material into the correct bin. Cross contamination is a problem because it means the recycling may then have to be landfilled. The table below shows what can be recycled.

Dedicated red (Wrexham), orange and white (Northop) recycling bins are provided in your kitchens, and smaller recycling bins are provided for your rooms.

Food waste can be placed in the grey bins in your kitchen.

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Glyndwr Recycles with your help

	You can recycle...	Please remember...
	<p>food tins drink cans aerosol cans sweet/biscuit tins metal jar lids</p>	<p>rinse tins and cans push sharp lids inside tins <i>Tip – labels can be left on</i> <i>Tip – no need to squash</i></p>
	<p>glass bottles glass jars</p>	<p>rinse bottles and jars no bottle tops, corks or caps <i>Tip – labels can be left on</i> <i>Tip – all colours accepted</i></p>
	<p>all plastic bottles e.g. drinks bottles milk/juice bottles detergent/fabric conditioner bottles cleaning/bleach bottles toiletry bottles plastic containers e.g.; yogurt pots margarine/ice cream tubs fruit/vegetable punnets plastic meat/fish trays cream/custard pots cake/pastry trays soup/sauce pots egg boxes</p>	<p>rinse bottles and containers no black plastic <u>no</u> tops, lids, pumps, film, foil etc. <i>Tip – labels can be left on</i> <i>Tip – no need to squash</i></p>
	<p>newspapers/magazines phone directories catalogues/brochures junk mail/leaflets letters greetings cards envelopes</p>	<p>keep paper flat remove plastic wrappers <i>Tip – you can compost your shredded paper at home</i></p>
	<p>all cartons e.g. milk/juice/smoothie cartons fabric conditioner cartons soup/chopped tomato cartons custard cartons</p>	<p>rinse cartons <i>Tip – no need to squash</i> <i>Tip – plastic spouts can be left on</i></p>
	<p>thin cardboards boxes e.g. cereal boxes, ready meal boxes corrugated/thick cardboard boxes egg boxes kitchen/toilet roll tubes</p>	<p>flatten cardboard boxes and tubes remove inner packaging</p>

*You cannot recycle textiles in your recycling collection but there are re-use organisations, charity shops and recycling sites where you can donate textiles for re-use and recycling or

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Disposing of your waste: There is a dedicated bin area on the Wrexham campus next to the halls, there you will find bins for mixed recycling (orange labels) and General waste bins (grey bins) this goes to a MERF where the waste is segregated and a minimal amount of waste will go to landfill.

Bins are emptied regularly by a member of staff however you are also encouraged to empty your bins if they start overflowing.

Waste reduction: Recycling is great, but our next challenge is to reduce the total amount of waste produced as this is the real indicator of sustainable waste management.

Rethink rubbish - follow the 3Rs

1. Reduce rubbish

2. Reuse what you can

3. Recycle what you can't reuse

Some handy tips to reduce waste: Food waste - every week cook a meal together in your flat to use up items that may exceed their best before or use by date - often the best meals come from having to be creative. Check out www.lovefoodhatewaste.com

Packaging waste - packaging waste is a large proportion of overall waste. Try to buy things in the types of packaging that can be recycled. Get yourself reusable shopping bags, they are much easier to carry and reduce plastic bag waste.

Swap shop - if you are thinking of throwing something away that may be of use to someone else, see if you can swap it with somebody. Check out www.freecycle.org

Charity donations - give good quality unwanted items to charity rather than throwing them away. There are regular opportunities to donate items to charity at the campuses over the course of the year. At the end of the year we make it even easier to donate by providing you with charity sacks - you can put items in these to be sent to charities such as Oxfam, Cancer Research and the British Heart Foundation. Speak to the Chaplaincy on site they support many charities that would accept any donation you can offer. Email chaplains@glyndwr.ac.uk

Any questions about waste and recycling - ask in reception or contact Mark Newman, Glyndwr's Waste Manager on m.s.newman@glyndwr.ac.uk or 01978 293270

Reducing Glyndwr's Carbon Footprint together

Simple ways you can help to reduce the Carbon Footprint in your day to day life:

Kitchen

- Put lids on pans – this will speed up cooking time and save energy!
- Share cooking with your flatmates. Cook for each other, or use the oven at the same time. (And don't forget to turn it off when you're done!)
- Don't over fill the kettle – it will take longer to boil and use more energy than necessary!

Lights

- Make good use of natural light – do you really need the lights on?
- If you are last to leave a room, turn all the lights off!

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Heating

Turn the heater off before you open the window.

Dress for the weather! Put a jumper on before you turn the heating up!

Equipment

- Switch your monitor off when you are not using it (screen savers do not save energy). Get into the habit of switching off when you have a break, go to make tea or even if you are reading for a few minutes. Every little helps!
- Enable the standby and hibernate modes on your PC.
- Use shut down not standby for all your electrical equipment for longer periods of inactivity.
- Turn off at the wall. Some equipment only has a standby mode – turn it off at the wall. Try putting equipment like this on a multi-way extension lead. Then you only need to switch one plug off every night.

Water

- Limit your time in the shower - heating the water uses a lot of energy.
- Report dripping taps, continually flushing toilets or any other leaks.

Get involved

Throughout the year we will be running energy saving competitions between your halls of residence. Prizes will be available.

Let us know your thoughts. If you have any energy saving suggestions then let us know by e-mailing us on energy&sustainability@glyndwr.ac.uk

Exercise: Exercise can really help to make you feel happier, stronger and less prone to fatigue. All essential to helping you get through your studies. Even 30 minutes a day, three times a week will help and you don't even have to go to the Gym.

Being healthy is a big part of being happy. A healthy lifestyle simply means the way you are day to day makes you feel physically and mentally fit and well. If your lifestyle is not in a healthy balance - for instance through not exercising, eating an unbalanced diet, getting involved in drugs or by keeping worries and problems to yourself - you are more likely to become ill, have trouble concentrating at work or on studies, be unhappy or depressed.

Expectant and New Mothers: Some chemicals and procedures at the University can potentially affect an unborn child. This is why it is very important you tell your Tutor as soon as you become pregnant or if you are thinking of starting a family.

Informing your Academic Subject Area at the earliest point in the pregnancy is important so a risk assessment can be carried out to assess the activities you undertake as part of your studies to ensure the health and safety of you and your unborn child.



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Fire: Even though the number of fires at the University is very low the thought of fire is still terrifying due to its potential consequences.

Reducing fire risk: We can all help by knowing what to do to avoid fires starting in the first place and what action to take if a fire does start.

In the home: The safety of our Halls, bed-sits etc. are not only dependent on how they are built and maintained, they are also largely dependent on what we do in them.

Keeping your home clean and tidy, ensuring potential escape routes are not cluttered/blocked and using electrical equipment properly will all help reduce the fire risk.

One of the biggest causes of University fires is cooking late at night whilst drunk. So take care in the kitchen and get a takeaway or take a sandwich if you are feeling peckish after a night out!

You may also get tempted to have a sneaky cigarette or light a relaxing candle but if left unattended they are a major fire hazard. Both are BANNED in University Halls, and those of you in private residences should also consider setting up your own local ban or strict rules on their use. NEVER cover up a smoke detector!

If you live in a private residence, ensure the building has appropriate fire extinguishers, a fire blanket and fire detectors that work. Speak to your Landlord immediately if there is a problem as they have a legal obligation to provide such equipment. Also we know it sounds silly, but consider holding your own fire drills so you all know what to do and how to get out in a fire.

Whilst studying: You must follow Academic Subject Area's instructions and training to minimise the risk of a fire starting when undertaking certain activities e.g. lab experiments.

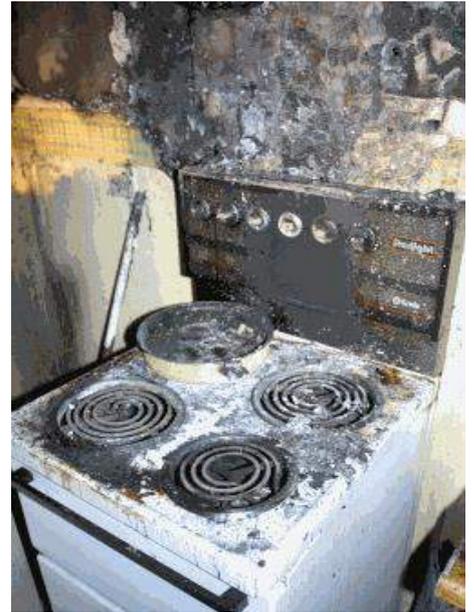
What to do in a Fire Alarm:

- Get out immediately. Don't stay behind to investigate the cause.
- Try and close doors on your way out to keep fire and smoke back.
- Follow all Emergency Procedures.

Health: All students are advised to register with a GP local to your living accommodation.

In addition, the University has a health centre on site, students can register with the surgery if they wish. Visit <http://www.nhs.uk/service-search> and you will be able to locate a surgery nearest to you. This web link will also assist you in finding a local dentist.

Healthy Eating: We know it is tempting to eat junk food, especially whilst there are so many take outs. But a healthy immune system is the key to feeling good and staying fit and well as it helps fight off colds, fatigue etc. So try and balance the junk with some healthy food e.g. oily fish, chicken, fresh fruit, vegetables and wholegrain.



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Manual Handling: Before moving any heavy or awkward load, ask yourself “does it need to be moved”?

If it does:

- Task: What has to be moved, how many, how far?
- Individual: Think about your strength, height, health and what you are wearing.
- Load: What is the loads weight, shape, and size? Does it have sharp edges, is it hot/cold, and is it a chemical, can it shift?
- Environment: Is it inside or out, steps, obstructions or an incline? Is the route well lit? Is the floor slippery?

Before you move the load:

- Gauge it, rock it, test lift it.
- Keep the load close to your body
- Don't squat, share bending between your legs and your back. Turn your feet don't twist your body.

Personal Safety: When it comes to personal safety always consider taking personal precautions so we don't put ourselves at unnecessary risk. Also, boys don't get complacent, as it isn't just women that are at risk. National statistics show that men between the ages of 18 – 25 are at the greatest risk of a personal attack.

- The following tips should help:
- Be confident: Don't show you are insecure. Hold your head up, walk tall and be positive as this will make you seem less vulnerable.
- If you are threatened or attacked: Scream. Shout. Yell. Phone the Police.
- Think you are being followed: Cross the road, if you are followed cross back again. If they are still there, go to the nearest place with lots of people and call 999.
- Out of sight, out of mind: Don't flash your cash, phones, iPods etc. Put them away when not in use, and out of others temptation. If you do feel uneasy when, for example using a cash machine, walk away.



Also consider;

- Try to avoid walking home alone.
- Always have your mobile phone in case of an emergency.
- Call a taxi if you don't feel safe, making sure it's a proper taxi.
- Use well lit, busy roads. Use the pavement!
- Walk on the same side as oncoming vehicles so you can see them and they can see you.
- Don't take shortcuts through isolated areas, places you are unsure of, or where your visibility/movement is restricted e.g. through woods/alleyways.
- Have your keys ready when you get to your front door.
- Avoid gangs of people that you do not know.
- Report it: No matter how trivial, always report an incident to either University Security or the Police.
- Your action could prevent someone from being hurt in the future.

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Practical Work: Your Academic Subject Area will instruct and train you and make sure you are adequately supervised to ensure your health and safety whilst studying.

Such information and guidance will be appropriate for the activities you are undertaking and it is imperative you follow them. This will not only ensure your own health and safety but will also protect others who could be affected by your actions.

You may find, dependent on your course, additional health and safety information is given to you as the course and your skills develop. For example, you may undertake more in-depth experiments, field trips, overseas travel. Please follow any advice given to you, and if you are absent on the day information is handed out, make sure you get a copy ASAP.

Finally, speak to your Tutor if you feel health and safety matters need to be re-addressed. It may be hard to say something but it is important, and could prevent something from happening.

People: We all know living with others can be a challenge.

But it is important to consider everyone and not just yourself and your friends when living in shared accommodation.

If there are problems with a messy housemate or someone not pulling their weight, deal with the problem diplomatically. Confrontation will usually lead to arguments and a subsequent atmosphere which won't do anybody any good. Especially when trying to study.

Just remember. Respect each other and show a little tolerance as we are all different and will, guaranteed, get on each other's nerves.



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Rubbish: A build-up of rubbish encourages bugs, mice, rats; it smells as well as being a fire hazard.

Tidy up after yourself and dispose of rubbish appropriately. For example, don't put broken glass in a bin bag so someone can cut themselves when carrying it out.

Keep it clean: Clean up after yourself. Bathrooms, kitchens, dirty fridges and cookers etc. are a haven for germs. Get into the habit of clearing up spills, food and washing up as soon as possible to remove the risk of unsociable stomach upsets.

Reduce, Reuse, and Recycle: sites are gradually filling up even though nearly two thirds of rubbish can be recycled or composted. So use general waste bins as a last resort and make the most of the Paper; Glass, Cans; Plastics; Cardboard, Electrical Equipment; Printer/Toner Cartridges; Batteries and Mobile Phone recycling facilities.

Rain: Mains water is a valuable resource and the more you take from rivers and lakes the less there is for aquatic ecosystems. So think about the bigger picture when you turn taps on, only use as much as you need and don't leave the tap running.

Security: Always lock the front door and shut the door to your room whenever you leave it. There are many opportunist thieves around and it doesn't take long to steal a phone or iPod etc. Only let others into the building if you know them and if you ever feel threatened or have seen someone loitering around outside, contact University Security or the Police.

It also helps if you report any security lights that are not working. This means you will be able to find your keys, and feel safer when returning in the dark.

Safety Signs/Symbols: In general, the following applies:

Blue Signs: Mandatory Instructions.

Yellow signs: Hazard warnings, e.g. electrocution.

Red Signs: Prohibition signs, e.g. No Smoking

Green Signs: Safe Practise/material, evacuation route.



**High
visibility
vests must
be worn**



**Caution
Trip hazard**



**No
entry**



**Emergency
shower**

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Hazardous areas: labs with specific hazards will have prominent warning signs displayed on the doors.

Restricted areas: Have signs displayed on the doors, stating you can only enter if you are authorised to do so. Permits may also be required.

Slips, Trips and falls: Can cause injuries so:

- Report problems e.g. broken steps, lights to estates.
- Wear suitable shoes for the weather/work environment.
- Keep walkways/floor space free from obstructions.
- Report all slips, trips and falls on an accident/incident form. It could identify a problem and stop someone else from getting hurt.

Smoking: including the use of E-cigarettes is not allowed within any building controlled by the University. If you wish to talk to someone with regards to quitting or controlling a smoking habit please visit <http://www.quit.org.uk/> or <http://www.stopsmokingwales.com/>

Sex: Wrap it up. Use a Condom. Embarrassing, we know as we all remember the first attempts to explain ‘the birds and the bees’ to us.

There are lots of sexually transmitted diseases that can be transmitted orally as well as through intercourse and not just HIV. Chlamydia, hepatitis, thrush, herpes, genital warts and crabs are also around, with some causing serious problems later in life e.g. infertility if not treated immediately.

But why put yourself at risk? Use condoms!



Sexual Assault: Sadly such assaults and even rape can happen. If something has happened to you report it to the Police (999) straight away.

Study Skills: Academic Study Skills will offer advice and suggest learning strategies for improving your assignments. Advice can be tailored to meet your individual needs including one to one and group sessions.

Email academicstudyskills@glyndwr.ac.uk or visit Student Services.

Sustainability: Glyndwr University is committed to going green...BUT we need your help.

A – Z of Safety, Health and Environmental

Sustainability and global citizenship must be a partnership between staff, students, visitors and everyone else associated with the University. We must all work together to improve our local environment, our communities and our contribution to the health of the planet.

- Glyndwr University is currently developing a full Environmental Management System (as well as engaging with best sustainable practice).
- We are Fair Trade registered.
- We monitor our electricity, gas and water usage through an extensive network of half-hourly recording meters.
- We maximise our re-cycling capabilities.
- We promote healthy lifestyles with maximised opportunities for sport and exercise.
- We are developing methodologies for expanding inclusion of sustainability and global citizenship across the curricula and in all courses.
- Ensure our new buildings achieve the highest possible BREEM rating.



A – Z of Safety, Health and Environmental

Time Management: Remember, successful studying doesn't just depend on writing an essay or passing an exam. It is important you balance work, rest and play, and effective time management should help you to do this.

Practice the following:

Plan. Use a wall planner or an Academic Diary to write down all your important dates e.g. deadlines, exams, birthdays.

Organise. Buy a box file for each module and use it for notes, reading lists, essay titles, small books etc. Keep on top of referencing by adding authors, titles etc. as you make your notes.

Prioritise. Work out what needs to be done ASAP and what can be left until later e.g. background reading.

Informed. Check your emails, Moodle and notice boards to keep up to date with any course changes.

Motivated. Start with easy tasks to get you underway. Break large tasks down into smaller chunks so you feel like you are getting somewhere.

Know Yourself. Work out the times you study best and do things like the washing when your brain has left the building!

Focus. Avoid distractions when studying e.g. emails, texts, and bored friends.

Get a Life. You shouldn't need to study 24 / 7 as it will make you resent your studies and could make you ill. Make sure you do set time aside for other fun, friends, family etc.

Rewards. We cannot emphasise enough the importance of having something to look forward to for when you finish a piece of work. A night out, bar of chocolate, a big piece of cake!

Finally. If you are struggling and can't cope talk to your Tutor.



For further information contact Student Services: studentservices@glyndwr.ac.uk

A – Z of Safety, Health and Environmental

Useful Numbers:

University Emergency

01978 293333

Police, Fire, Ambulance Emergency

999 or 112

Non-Emergency Police

101

Safety, Health and Environment Department

01978 293334

Student Services

01978 293295

The Students' Guild

01978 283228

President of Students' Guild Email

president@glyndwr.ac.uk

University Security

01978 293333

Security 1 Mobile – 07764687909

Security 2 Mobile - 07764687910

Nightline

www.nightline.ac.uk

North West Wales Rape Crisis

01248 354885

NHS Direct Wales – Doctors and Dentists Surgeries

0845 46 47

Samaritans

011244 377999

CAIS Drug and Alcohol Agency

0845 0612112

MIND

0845 7660163

Crime Stoppers

0800555111

Little Scholars Child Care

01978 262551

A – Z of Safety, Health and Environmental

Vehicles, Drivers and Car Parks: Take care when driving around the University campuses, following road signs as on a normal public road and look out for pedestrians who may not be concentrating e.g. students and children. Finally, please treat pedestrians and cyclists with respect, in many circumstances giving them priority on University grounds.

You: This is your time. At Glyndŵr University we will do whatever we can to help you along your studying path. If you don't know where to start looking, visit the Student Information Desk in the Edward Llwyd Library someone there will always guide you. Your personal tutors are there for you too.

Sometimes life can get in the way and you may experience personal circumstances that have an effect on your academic performance. If you are experiencing any difficulties, especially around assessment time, you should make your Programme Leader aware. They will then discuss options available to you, such as how to apply for extensions to deadlines or whether you should submit a mitigating circumstances form.

Further information, including a copy of the mitigating circumstances form, can be found on Moodle: <http://vle.glyndwr.ac.uk/course/view.php?id=293&topic=1> in the Student and Programmes Centre section and the procedures are available in the Academic Regulations. If you decide to submit a mitigating circumstances form, please note that you must do this as soon as possible and no later than ten working days after the affected assessment submission date or the date of the examination.

Don't forget to have fun this may be the first time when you are away from home explore the locality, have fun and get involved with local communities and meet new people. Above all be safe and good luck with your studies.