CEWL & KENT INTERNATIONAL PATHWAYS/HEALTH & SAFETY HANDBOOK
UNIVERSITY OF KENT H&S GUIDANCE

The University publishes more general information on Health and Safety in its Student Life booklet, which provides guidance on matters such as fire safety. This document can be downloaded from the following link:


HEALTH & SAFETY ON CAMPUS AND IN CEWL

The Centre’s Health & Safety Coordinator is Jessica Gilbert and she can be contacted on: J.Gilbert@kent.ac.uk, ext.7554. In the event of an emergency please also alert the Centre Director, Sebastien S.Cadinot@kent.ac.uk, ext. 4302. The Health & safety Coordinator follows guidance laid down by the University’s Safety, Health and Environment Unit. Further information can be found at: http://www.kent.ac.uk/safety/hs/pages/policy/policy.html

The Centre’s own Health and Safety Plan states that:

CEWL will:

- Provide clear information to CEWL’s stakeholders.
- Ensure that new staff and students have an induction which involves reference to Health & Safety
- Inspect our facilities regularly and record and investigate any H&S issues
- Undertake regular risk assessments, where appropriate
- Complete IT-related DSE assessments for CEWL’s own IT equipment
- Remind colleagues and students to report any Health and Safety issues to the H&S Officer
- Liaise appropriately with the University’s Safety Health and Environment Unit
- Uphold the University’s central Health & Safety policies and regulations

KEY CONTACTS

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<tr>
<th>CONTACT NAME</th>
<th>CONTACT DETAILS</th>
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<tbody>
<tr>
<td>CEWL Reception</td>
<td><a href="mailto:cewl@kent.ac.uk">cewl@kent.ac.uk</a>, Ext.4401</td>
</tr>
<tr>
<td>CEWL Health &amp; Safety Coordinator</td>
<td><a href="mailto:J.Gilbert@kent.ac.uk">J.Gilbert@kent.ac.uk</a>, Ext. 7554</td>
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<tr>
<td>Keynes Reception</td>
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<td></td>
<td>Ext. 3622</td>
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<tr>
<td>Director of CEWL</td>
<td>Sebastien Cadinot <a href="mailto:S.Cadinot@kent.ac.uk">S.Cadinot@kent.ac.uk</a>, Ext 4302</td>
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FIRST AID

All University of Kent Colleges provide 24-hour First Aid cover and all College Receptionists and Campus Security staff are trained as a condition of service. If you are in CEWL and need first aid assistance call Keynes reception on extension 3622.
Further information on the University’s First Aid Policy can be found at:
http://www.kent.ac.uk/safety/hs/pages/Firstaid/first-aid.html

UNIVERSITY POLICIES

The University has a comprehensive health and safety policy in place for students. Full details can be found at the following link:
http://www.kent.ac.uk/safety/studentsafety/index.html

The University has also produced a handbook on ‘Student Life’ which includes guidance on all aspects of health and safety while studying on campus and living in campus accommodation. The latest version of this handbook is available at the following link:


ORGANISED VISITS, FIELD TRIPS AND EXCURSIONS

In accordance with University policy, all field trips and organised visits and excursions will have been through a process of ‘risk assessment’ before the trip takes place.

However, it is important that you take appropriate steps to ensure your own safety while on a fieldtrip or visit. In particular, read the local health and safety advice when visiting a site, in order to avoid unnecessary accidents or incidents. It is also your responsibility to look after your personal belongings during the visit.

If you are suffering from an illness or medical condition which may affect your ability to take part in off-campus trips or visits you should visit the Medical Centre before travelling.
GUIDANCE FOR STUDENTS ON EDUCATIONAL VISITS & EXCURSIONS

1. General Guidelines

As students of the University and CEWL, you are considered to be ambassadors for your programme or course of study. As a result, you should make sure that your behaviour is good at all times, and that you cooperate to help make the visit a success. One important point to bear in mind is that what you consider to be acceptable may not always be acceptable to others. Visits undertaken by CEWL are always for educational purposes and it is required that standards of behaviour observed by students on CEWL visits will match those described below in Section 3.

2. Before the Visit or Excursion

As a student at CEWL and the University of Kent students, you should make sure that you:

- are sufficiently fit and healthy to take part in the visit and let the visit leader know if you have any concerns
- have a valid passport (and visa for holders of foreign national passports).
- ensure that you read and understand the guidelines for the specific visit.
- attend briefing meetings and obtain all the necessary information, forms, letters and other documentation;
- take responsibility to check any areas of concern;
- prepare appropriately for the visit, e.g. the related research, course assignments/project work;
- are aware of the dress and equipment requirements for the visit and itinerary. You may need to check with the visit organisers if you are in any doubt about what is acceptable;
- are able to arrive at arranged departure point in good time for the planned departure. The trip will leave without you, if you are late.
3. During the Visit or Excursion

3.1 Travelling to the destination

As a student of CEWL and The University of Kent, your conduct while taking part in a visit or excursion must be acceptable. In particular, you should:

- Follow any other safety guidance as provided by the coach, train or travel company
- Follow advice given by the group leader
- Show respect at all times to the group leaders
- Consider the needs of other travellers and their property, e.g. no loud noise or litter
- Not consume or purchase of alcohol while travelling
- Not smoking on coaches or in any other form of transport provided by CEWL or the University
- keep all essential medication on your person or in your hand luggage

3.2 On Location at the destination

While on location at the destination of your excursion, it is expected that you should behave responsibly and show respect to party leaders; staff of institutions; other members of the public; the Police or security operatives.

Students under 18 may not consume alcohol and ALL students should not consume illegal substances at any time. Failure to observe this rule may lead to the student being sent home (at the parent/guardian’s expense) and subjected to formal disciplinary proceedings.

For those over 18, alcohol consumption will only be considered suitable during appropriate social contexts. In particular, students taking part in CEWL Excursions should not:

- purchase or consume alcohol on journeys;
- consume alcohol prior to any physical activity, e.g. swimming, climbing, etc., as accidents could occur;
- purchase alcohol for students under the age of 18.

4. General Safety and Security

You must take care not to put yourself at risk, particularly by:
- Taking note of instructions/planned changes to the visit schedule which may occur on the day
• Not going off alone when on residential visits, at home or abroad, and preferably stay in groups of three or four when given time unsupervised by a member of staff
• Avoiding any temptation to get into heated discussions or arguments with people.

5. After the Visit

At the end of the visit you should make sure that you:

• know when your transport is leaving
• leave enough time to get back to the meeting point which has been arranged
• let the group leader know if you have any plans which do not match the visit plan or schedule
• Check with the visit leader before you go anywhere which is not on the planned itinerary for the visit.

We hope you enjoy your visit and that by following the advice in this booklet you can help to reduce risks of danger to health and safety.