

## INFORMATION SHEET

### Out of Hours Study Spaces Safety Guidelines

The following information and guidelines are provided to students to enable the safe use of out of hours study spaces on campus. Please read and understand the information provided, to help us maintain the use of these spaces as a safe and respectful environment. All student facing health and safety information can be found on the [MyUni webpages](#).

#### Emergency Contact Information

Campus Security operate 24/7, 365 days a year. If you need medical assistance, feel unsafe or need to report an emergency you can contact Security in the following ways:

- Dial **333** from a desktop landline telephone (there will be one at the teaching lectern).
- Use the SafeZone app, this will send an alert to the security control room with your location and can be used as 2-way communication.
- Dial **01792 604271** to contact the Security control room.

#### Fire Safety and Emergency Evacuation

You must follow the following guidelines relating to fire safety and emergency evacuation:

- Upon hearing the fire alarm, leave the building and evacuate via the nearest emergency exit. Report to the fire assembly point.
- If you discover a fire, raise the alarm by pressing the nearest red fire alarm call point, then evacuate the building.
- Familiarise yourself with your nearest escape routes and call points, there may be closer exits than the way you entered the building.
- If you have a Personal Emergency Evacuation Plan (PEEP) or feel you may have difficulty evacuating in an emergency, please notify Security that you are using the study space on arrival, using the contact numbers above. This will enable them to assist you in an evacuation.
- Do not wedge open any doors to the study spaces.

#### General

The following guidelines apply to all users of out of hours study spaces:

- Do not attend campus if you feel unwell or if you have tested positive for COVID.
- Be polite and respectful of your fellow students when using the study spaces.
- Do not allow access to any non-Swansea University students.

- Use the IT equipment and socket outlets provided for laptops and chargers. Do not use other electronic equipment or extension leads.
- Adhere to the latest University Covid measures around face coverings and social distancing.
- Wash/ sanitise hands and clean down your workstation before and after use with the cleaning materials provided.
- Do not make any alterations to the study space equipment or layout.
- Dispose of any waste in the bins provided.
- Report any non-urgent concerns or evidence of non-compliance Security or MyUni Hub.
- Where applicable, keep windows open. It is foreseeable that individuals will experience a degree of thermal discomfort because of increased natural and mechanical ventilation in study spaces. This is a balance of risk between minimising COVID transmission and individuals feeling cold.

### What we will do

To maintain the ongoing safe use of these study spaces, Swansea University will:

- Maintain all equipment to a safe standard and in a good working order. Please report any faults to [wshelpdesk@swansea.ac.uk](mailto:wshelpdesk@swansea.ac.uk) or IT faults on the ISS [Service Desk](#).
- Clean study spaces daily, maintain cleaning and sanitising supplies and dispose of waste.
- Monitor the use of spaces via CCTV to improve safety and security.
- Carry out periodic safety checks of the study spaces by University staff or Security operatives.
- Keep rooms and buildings secure by card access.
- Investigate any reports or evidence of unacceptable behaviour or non-compliance with these guidelines.

Any students in breach of these guidelines will lose the use of out of hours study spaces and face further action in line with the Student Charter.