



The Learning in Later Life Students' Association

Information and Guidelines for 3Ls Members and Clubs

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University of Strathclyde

Centre for Lifelong Learning

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**LEARNING IN LATER LIFE STUDENTS' ASSOCIATION (3Ls)
UNIVERSITY OF STRATHCLYDE**

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1. A Statement of the Membership and Purpose of the Council of Clubs (CofC)

a. The Council of Clubs (CofC) meets four times a year to discuss matters of interest and concern to clubs.

b. Currently there are 16 clubs:

Architecture & Design	French Book	Spanish
Art	Genealogy	Theatre
Book	German	Traditional Music
Bridge	Italian	Tuesday
Computer	Music Appreciation	
French	Nordic Noir	

c. The members of the CofC are the presidents and secretaries of clubs. If neither of them is available to attend a meeting, a delegate may be sent to represent the club. It is preferable that the delegate is a member of the committee of the club.

d. The Convenor of the CofC, having been elected by the members of the CofC and approved by the Management Council, will be a member of the Management Council and serve in that position for three years.

e. The Convenor, being a member of the Management Council, will be a link between the CofC and the Management Council and should communicate to the CofC what has been reported and discussed there. Club information and concerns should in turn be communicated to the Management Council through the Convenor.

f. The Convenor will call meetings of the CofC and draw up an agenda for discussion. Copies of the approved minutes of CofC meetings will be posted on the 3Ls website.

g. The Convenor is also responsible for ensuring that notices and information on the notice boards and on the 3Ls website is kept up to date, especially those concerning future meetings of the CofC and the posting of CofC minutes.

h. The Convenor will be responsible for keeping an accurate record of Office Bearers of clubs and any changes in personnel should be notified to the Convenor and the 3Ls office.

i. The Convenor should hold a copy of the constitution of each club to be kept in the 3Ls office. A copy of the minutes of each Club's AGM should be sent to the Convenor each year.

j. The Convenor should be familiar with the programme and activities of each club and will request to visit club meetings.

k. The CofC provides a forum for clubs to discuss the efficient day to day running of the clubs and to raise any problems that arise.

- l. Clubs should keep the Convenor informed of any successful activities or events and also of any problems that may arise. The Convenor will give a report on the activities of clubs at the AGM of the 3Ls in May of each year.
- m. The CofC works with the 3Ls Management Council and the Centre for Lifelong Learning (CLL) to implement their policies for the running of the 3Ls and the clubs in particular.
- n. The CofC facilitates communication and cooperation between clubs and helps them to act together in events such as the Open Afternoon. Clubs can share information on successful outings or projects. Any suggestions for inter club activities are welcome.
- o. The CofC provides an opportunity for members of clubs to make any suggestions and comments.
- p. The Learning in Later Life Students' Association Clubs (3Ls Clubs) will have representation on the Management Council. Three 3Ls Club representatives will serve for one year, with Clubs represented in alphabetical order and they will contribute to the business of the Management Council.
- q. We all work together to provide worthwhile experiences for club members and to promote a friendly and welcoming environment.

2. Guidelines for Clubs

1. 3Ls Association Contact Details

The 3Ls Association's office is **GH751** on Level 7 in the Centre for Lifelong Learning.

The 3Ls Association's email address is: **llassoc@strath.ac.uk**

The 3Ls Association Telephone number is: 0141 548 4387

Phone messages for clubs left on the answering machine in the 3Ls office will be dealt with as soon as someone is available to deal with them and passed on to the relevant club president or secretary.

The email address and name of the current Convenor of the Council of Clubs (CofC) is detailed on the 3Ls website: **3ls.website. (No www or .com required.)**

2. Administrative Support

The 3Ls Administrative Assistant will be available in the 3Ls office on Tuesdays and Thursdays from 10.00am to 2.00pm for enquiries about 3Ls business. Whilst CLL staff on Level 7 will attempt to assist clubs, they are not familiar with all club business (e.g. meeting times and venues).

3. Mail

Mail received into CLL for clubs will be redirected to the appropriate person in the club through the Club mail in-tray system. Club officers may uplift mail from trays which are located in the 3Ls office.

4. Notices

The club notice board on Level 2 should be the first point of reference for club members where all meeting dates, time and venues should be clearly stated.

It is the responsibility of clubs to keep information current and remove any out of date signage. If any club wishes to make use of a laminator, it is located in the 3Ls office together with the plastic pouches.

A lot of our members do not use email addresses so information on notice boards remains the main source of information. Each club will be given its own space on the club notice board and information about programmes and outside events should be displayed there with a contact email address and telephone number if possible for anyone who wishes to contact the club. A member of the club committee should be responsible for keeping the notice board and the website information up to date.

Notices should not include residential addresses.

If you wish to discuss any aspect of displaying information about your club within CLL, please contact the Convenor of the CofC, whose email address and name is detailed on the noticeboard and the 3Ls website: 3ls.website. (No www or .com required.)

5. The 3Ls Website

The 3Ls website address is **3ls.website**. **It will be an important source of information for 3Ls and Club members and one which is accessed increasingly regularly by our members. (See Appendix 3 for Website administration details.)**

To make it familiar to members and encourage them to use it, please display the 3Ls website address on club communications.

Information about clubs for inclusion on the 3Ls website should be sent electronically to the 3Ls Administrative Assistant and the Convenor of the CofC for prior approval. This can be photos, graphics, videos, links and anything that makes your web page interesting.

Clubs should nominate a link person who will cooperate with the 3Ls Administrative Assistant to keep a club's section on the 3Ls website up to date showing time, place, and date of meetings and social events.

Our website provides news of happenings in the 3Ls and any interesting information about members. If anything unusual or noteworthy has happened to a member of your club or if you have any interesting experiences connected to your club to relate, please send a note of it to the Convenor and the 3Ls Administrative Assistant.

The CofC has a website section on which is displayed the dates of meetings and the approved minutes of the previous meeting, Guidelines for Clubs and the website policy.

6. Photographing of Events/ Outings and Archive Maintenance/Administration

It is important that where possible, any outings and 3Ls club events are captured visually so that a representative archive of the work of clubs and the 3Ls can be maintained. It would be helpful if someone within the club could be nominated to ensure that significant events and moments are recorded on camera. Photos outlining the event/trip etc. should be sent to the Convenor of the CofC who will add them to the archive.

NB: it should be made clear to members of your club that photos may be taken at meetings/events and that these may be used for publicity materials for the 3Ls or CLL.

7. Data Services (DS) Accounts

All clubs, which require access to the photocopier and/or the audio-visual equipment in CLL/university teaching rooms, must have their own DS Account (with a username and password) which gives access to the University IT system and which is currently free to all 3Ls clubs.

A member of the club (usually the President or Secretary) must take responsibility for this account and its usage. DS Account details are confidential and should not be widely shared. CLL staff do not hold these details and cannot provide them if they are forgotten on the day of a meeting.

Please contact the 3Ls Administrative Assistant if you have any queries about this or wish to apply for a DS Account.

8. Photocopying

The photocopier is on Level 7 within the CLL office and can be used provided the club has a DS account.

A bill for photocopies made will be sent to the club by the 3Ls Administrative Assistant at the end of the financial year.

A member of CLL staff can provide initial guidance on using the photocopier.

9. Equipment/ Audio-Visual Support

Requests for the use of equipment for club meetings or audio-visual assistance (e.g. CLL laptop set-up) should be made to the 3Ls Administrative Assistant (Email: lassoc@strath.ac.uk Tel: 0141 548 4387).

Please note: requests must be made to the 3Ls Administrative Assistant via email at least 5 working days before it is required for your club meeting so as we can check we have adequate staffing to cover the request.

CLL staff will endeavour to assist with urgent 'on the day' issues as they arise.

IT Support is provided by the faculty-wide HaSS IT support team. It is for this reason it is crucial that you let the 3Ls Administrative Assistant know in advance what equipment is needed and if equipment or support cannot be provided within the CLL then HaSS Support will be contacted. Please note that requests to HaSS IT for software updates can take up to six weeks to be addressed. Repairs/faults are prioritised according to urgency and the availability of an IT Technician.

The amount of support which can be provided by the 3Ls Administrative Assistant is limited due to HaSS IT support having sole administrative privileges on computers.

A lapel microphone is available for those clubs who use the Conference Room. In addition, a handheld and stand microphone system is available for club use. This is stored in the CLL and there is a binder with booking and instruction details. The 3Ls Administrative Assistant can provide a demonstration on how to use both microphone systems. Please note that not all rooms in the CLL have an amplifier which is required for the use of the handheld system.

Any special requirements for a club speaker should be made known to the 3Ls Administrative Assistant. Please let the Assistant know well in advance what equipment is needed.

Please ensure that all equipment used during club meetings (e.g. PCs, projectors) is closed down and switched off at the end of the meeting.

Use of personal laptops – University Policy

Due to university policy on virus protection, no personal laptops will be allowed to be connected to university networks in any CLL teaching room. Please note that PCs resident in our teaching rooms are pre-set and under no circumstances should connections be removed or altered.

Therefore, all club speakers who wish to use the Centre's AV equipment must provide presentations on a memory stick or other appropriate medium. Memory sticks and discs must be tested for viruses before use. There is a programme on the University computers for this purpose. To ensure technical support is available, if required, please confirm to the 3Ls Administrative Assistant any AV requirements in advance of club meetings (at least 5 working days – see above).

PC Access in CLL Rooms

If you are using a CLL room, it may be possible for you to visit the room in advance of the club meeting to see if it suits your requirements. This should be arranged with the 3Ls Administrative Assistant. If you need any setup help on the day (e.g. with laptops, projectors), **you must book this in with the 3Ls Administrative Assistant at least 5 working days before your meeting.** CLL will provide setup help but any equipment borrowed from CLL for the meeting (e.g. laptops) must be disconnected and returned to the CLL office on Level 7 after the meeting by a club member.

Other Equipment

The 3Ls owns a digital camera as well as a Panasonic radio tape and CD player. These can be borrowed by clubs by pre-booking with the 3Ls Administrative Assistant (5 days' notice required – as above) and should be collected from CLL Reception.

The 3Ls has a set of wine glasses which clubs can use for social events etc. These are stored in the Common Room kitchen on Level 2. A binder is held in the CLL to book the use of glasses, the kitchen key and record their return.

A lectern is also held in the 3Ls office, for club use if requested.

The 3Ls holds a National Trust Card which allows free access for up to 60 people to any National Trust property in Scotland for the purpose of an educational visit. Please contact the Social Convenor via the 3Ls Administrative Assistant to use the card. Prior to requesting the card, clubs should make a direct booking for a group at any property.

10. Accommodation & Room Bookings

A Club Meeting Booking Form will be issued to club Presidents and Secretaries in July each year for accommodation requests which should be returned directly to the 3Ls Administrative Assistant. Notification of accommodation required for each club will be sent to the secretary of each club as soon as possible (usually in time for the Open Afternoon in mid-September).

Clubs are reminded to minimise ad hoc bookings as it involves considerable extra work.

Club members should be reminded that the noticeboard on level 2 is the main source of information about club meetings dates, times and venues. CLL office staff is not aware of all club business and meetings.

Currently, a room-booking fee of £5.00 per hour is chargeable. This includes the library area on Level 2 (beside the coffee lounge). Clubs will be invoiced for the year's booking in advance and payment should be made to the CLL, before the end of October.

Some clubs are very large and may be offered the use of the Conference Room on Level 7. This is often used by outside groups and may not always be available. The 3Ls Administrative Assistant in conjunction with the CLL will advise on and suggest alternative accommodation.

Room Bookings for Other University Accommodation

There are rooms throughout the university campus which may be suitable for larger clubs who cannot be accommodated within CLL. Booking must be made through the 3Ls Administrative Assistant and the same £5 per hour charge applies. The rooms cannot be booked till the opening of the new session in late September since undergraduate and postgraduate teaching needs must be met first.

Please note that Central Pool Teaching Room timetabling does not allow for any turnaround time between slots and it will not be possible to access the room prior to your meeting if there is a booking immediately prior to yours.

There is a great demand for accommodation on every day of the week so please be patient if your room has to be changed.

11. Health and Safety

Numbers in Rooms

The **Practical Maximum Occupancy** of each room is displayed on the wall. A list is included in this Guide. (See *Appendix 1*) Please do not exceed this number. If there is any difficulty with this, please contact the 3Ls Administrative Assistant about seeking alternative accommodation.

Fire Regulation

Please read the current Departmental Safety Regulations (already issued/see Appendix 4). Fire Evacuation routes are posted in all CLL rooms.

Fire Alarm

The Fire Alarm is a pulsating electronic sound. A practice alarm will last about 20 seconds and is usually sounded around 9.30am on a Friday morning. A real Fire Alarm is a continuous sounding of the same warning sound. Members of each Club Committee should know the escape route from the room in which your club meets.

Clubs should have a list of members present at every meeting so that in an emergency everyone can be accounted for.

Please see *Appendix 2* for fire evacuation procedures for students with mobility problems.

The location of internal phones within CLL is listed below. Each is clearly marked with emergency phone numbers beside them.

- **Level 2:** at the entrance to the building beside GH200 or adjacent to ladies toilet beside teaching rooms
- **Level 3:** on the wall opposite GH322.
- **Level 7:** at the end of the corridor past the Conference Room or go directly to the CLL Reception.

First Aid

**Contact Internal Telephone extension 4803
(External 0141 548 plus extension number)**

There is a First Aid box located within the CLL office on level 7.

In the event of an accident involving injury or requiring urgent medical help, phone **2222** from any internal phone (mobile **0141 548 2222**) and state the exact location and the nature of the incident if a doctor is required or if an ambulance is required.

12. Members with Special Needs

Guidance for Clubs to Aid Members with Special Needs at Meetings is included at Appendix 2 and includes formal instructions from the Departmental Disability Contact to the CLL.

Please read this carefully as it contains information about legal requirements.

13. Information to the Convenor of the Council of Clubs (CofC)

The Convenor of the CofC will use the Club information on the website to keep informed of the dates, times and places of club meetings and outings. Please keep this information clear and up to date as there are often requests for information by new members especially at the beginning of a term.

The Convenor will keep a record of office bearers of clubs including those who send information to the webmaster.

If there are any changes to the record, please inform the Convenor and the 3Ls Administrative Assistant as soon as possible.

Before the end of November, club secretaries or membership secretaries should send to the Convenor **and** the 3Ls office a full list of their current membership. This is vital to help us ensure that all members have current membership of the 3Ls.

Clubs should consider having a contact number for members, particularly on outings, which would be useful in the case of an accident or a medical emergency.

A copy of the minutes of a Club's AGM, albeit in draft form, including President and Secretary's reports, where produced, should also be sent to the Convenor of the CofC.

By no later than the end of April each year, clubs are required to provide a copy of their financial accounts to the Convenor of the CofC and the 3Ls Treasurer.

In April each year, the Convenor will ask for a short report on the club in order to present a report on the club activities throughout the year at the AGM of the 3Ls Students' Association.

The Convenor should also be provided with a copy of each club constitution.

14. Succession Planning

It is recommended that clubs give thought to replacing office bearers as they step down from their roles in good time. The 3Ls encourages the practice of sharing office bearing roles between more than one member of a club and of collaborative working.

If you wish any guidance on this, please contact the Convenor of the CofC.

15. Club Finances

A grant of £50 is given to each new club.

The club accounts must be audited annually and a copy should be sent to the 3Ls Treasurer and the Convenor of CofC as detailed above.

If the club should cease to exist, then all monies remaining must be passed to the 3LS Treasurer. Any club that is re-formed within a reasonable time will have this money returned.

16. Complaints Procedure

If a Club member wishes to make a complaint in respect of the operations or activities of their Club, this should be made, in writing or by email in the first instance, to the President or relevant Office Bearer of the Club.

If no resolution can be achieved at Club level, then the matter should be referred to the Convenor of CofC, who will investigate the complaint, consult with all relevant parties, including the 3Ls President, and provide a written response to all concerned. If the Convenor of CofC is unable to resolve the complaint, the matter will be passed to the 3Ls Management Council for resolution.

If in exceptional circumstances no resolution can be reached, the situation will be referred to the Community Engagement Manager, Centre for Lifelong Learning, for further discussion. At this point, the conclusion will be binding on all parties.

If a complaint is to be referred, please address it, enclosing copies of all documentation, 'For the Attention of Convenor of the Council of Clubs'.

In writing:

3Ls Students' Association
Graham Hills Building
40 George Street
Glasgow
G1 1QE

By email: llassoc@strath.ac.uk

17. Open Afternoon

Every year in September, the 3Ls clubs are key contributors to the Learning in Later Life Open Afternoon which allows prospective students of CLL to find out more about the 3Ls and existing members to view the range of clubs and learning/social opportunities available.

The CLL Community Engagement Manager, will inform clubs of the date and the administrative arrangements. Each club is given a table and can mount a display of photographs and information about the club. Please do not put any notices on the walls. One or two representatives from the club should be available to answer questions and enrol new members. Please make sure they are already enrolled as members of the 3Ls and have attended a class run by the Centre for Lifelong Learning.

The Open Afternoon is an ideal opportunity for the 3Ls to show that clubs are providing a wide variety of experiences including outings and social gatherings for their members as well as opportunities to develop their interests.

18. Tell'smore

Tell'smore is the newsletter of the Learning in Later Life Students' Association. It is published twice yearly in summer and winter.

19. Data Protection Statement

The 3Ls needs to collect and use certain types of information or personal data about Members in order to operate efficiently and effectively. This personal data must be dealt with properly, whichever way it is collected, recorded or used, whether on paper, electronically, or recorded on other material. The lawful and correct treatment of personal data is very important in maintaining confidence in 3Ls Association and Club activities.

The 3Ls Association is committed to the principles and practices of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance. This commitment will be met through appropriate management of personal information and the strict application of criteria and controls. All persons having access to such material will follow good data protection practice and must handle personal data responsibly.

Obtaining and Using Information – Fair Processing

Persons supplying personal data to be held by the 3Ls must be made aware of the purposes for which it is to be held and used. Only personal data that is really needed should be obtained. Where a club seeks personal data, they should ensure that the person from whom the information is requested knows the purpose for which the information is required, such as for circulating information about Club meetings and activities.

Access to personal Data will be restricted to authorised individuals, such as 3Ls Association and Club Office Bearers and the 3Ls Administrative Assistant. It follows that authorised individuals using information provided by members can only do so in connection with Club activities and will have a responsibility to ensure that the information is retained securely and used appropriately. No disclosure of personal data must be made to another party without the express authority of the 3Ls Association.

Accuracy of Information

It is the responsibility of any person who receives or holds information to ensure, so far as possible, that it is accurate, valid and up-to-date. The Data Protection Act requires that personal data shall not be kept for longer than is necessary for its purpose. **Therefore cancellations of membership, amendments and deletions should be carried out regularly and personal information should not be held by the 3Ls or by Clubs for longer than two years.**

Individual Rights

The Act gives all members (known as “data subjects”) certain legal rights, known as subject access rights.

Data subjects have the right to know what data is held about them and to see the data in intelligible form. Any such request should be addressed to the Club secretary and must be responded to as soon as reasonably practicable.

APPENDIX 1

Centre for Lifelong Learning Teaching Accommodation Maximum Room Occupancy

Floor	Room No/ Description	Maximum Number
Level 2	Common Room	30
	Library	15
	GH227	29
	GH230	12***
	GH231	20
	GH232	21
Level 3	GH322	24*
	GH327	24
	GH330	30
Level 7	GH753	31
	GH752	24
	GH750	12
	GH749	12
	GH748	24
	GH744 (art studio)	20*
	GH742 (conference room)	46**

The above are recommended practical maximums for comfort and safety and should not be exceeded without prior consent from the Centre for Lifelong Learning.

- * 16 is the limit in GH322/GH744 if members are using easels for art purposes.
- ** 46 is the limit if seated at the available tables. Extra seating is available in the room.
- *** GH230 technically has seating for 18 but would leave little room for movement. 12 is the number recommended as a comfortable capacity.

APPENDIX 2

Guidance for Clubs to Aid members with Special Needs at Meetings

Guidance for Club with Members with Mobility Impairment

It is the responsibility of a club to ensure that anyone attending a meeting within university premises can be safely evacuated in the event of an emergency. To this end, all club members who would be unable to exit the building unaided (i.e. they must be able to manage stairs unaided and without inhibiting the egress of others) must have a Personal Emergency Egress Plan (PEEP) in place.

The process for this is:

- 1) President or Secretary of club establishes that there is someone in their membership in need of a PEEP and contacts our Departmental Disability Contact, at guidance-cll@strath.ac.uk with the member's contact details and level of disability if known. This must be done in good time as the club member may not attend until the PEEP is in place.
- 2) The Departmental Disability Contact Adviser will contact the member and put in place the PEEP paperwork and share this with:
 - The club president
 - The CLL office
 - The member
- 3) The plan will include detailed instruction as to how to evacuate the individual safely in the event of a fire. Responsibility for this will lie with an individual (to be agreed) within the club.

It is strongly recommended that information about disability involving mobility is gathered when someone joins the club even if they have been attending for several years.

This is a legal requirement and if a club member refuses to participate in this process, they cannot continue to attend meetings.

It may be necessary to alter the location of club meetings in order to meet these evacuation requirements.

Students with Other Disabilities

There are a number of simple ways to assist those attending meetings who have a hearing impairment.

For members who are hard of hearing:

- A loop system is in place in the Conference Room and all CLL teaching rooms. This consists of an induction loop (in the walls) and an overhead mike (usually above the teaching desk. This system can help those who have a hearing aid with a 'T' piece incorporated.
- The switch for the system is on the wall usually near the light switch. If you are unsure, please ask in the CLL office on Level 7.
- For effective use of this system, especially in a large and/or noisy gathering the speaker should stand as near underneath the mike as possible. Speakers should also bear in mind that some of those who are hard of hearing can lip read and therefore should always speak clearly and face the audience (e.g. do not speak while writing on a board or looking at the screen.)
- When club members are speaking from the floor it may be advisable to ask them to come to the front so that they can be heard or the speaker should emphasise the important visual points on the slide so that these members get full benefit of the meeting.

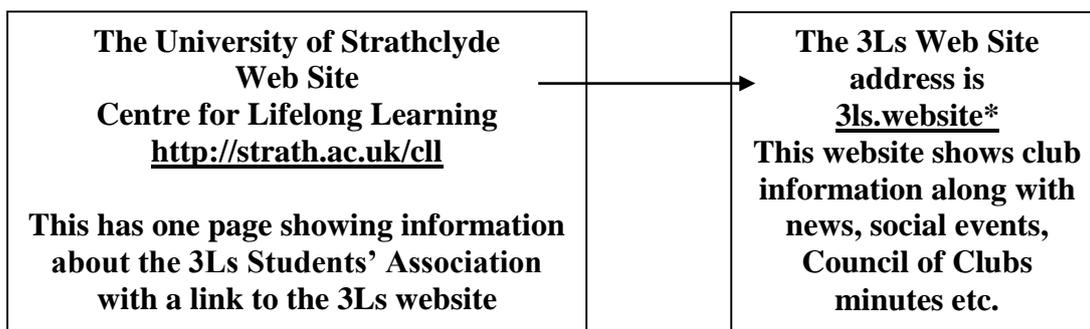
For members who have a visual impairment:

- All handouts and information are best printed in Arial format point size 14 for ease of reading.
- Ensure that handouts are of good quality as they can often become faded and difficult to read.
- Ensure that whiteboard/flipchart pens (if being used) are working correctly. Replacements can be collected from the CLL Office on Level 7.

If you require any further advice, please contact the Departmental Disability Contact at guidance-cll@strath.ac.uk.

APPENDIX 3

3Ls Website



(* No www or .com required.)

The 3Ls website is administered independently by the 3Ls Management Council and the 3Ls Administrative Assistant. No other member has access to make any changes. It is not part of the University Site.

Suggested Guidelines for Clubs

- I. Each Club will have one section on the 3Ls website. Information on this is not limited and some photos are welcome.
- II. At the start of each year, clubs should send a copy of their programme to the 3Ls Administrative Assistant.
- III. Changes can be made during the year if submitted to the 3Ls Administrative Assistant e.g. if a programme changes.
- IV. Clubs should ensure that all website information is current and information about previous programmes can be stored in an Archive section for the interest of anyone browsing the website.

APPENDIX 4

**CENTRE FOR LIFELONG LEARNING
(SCHOOL OF EDUCATION, AREA C)**

SAFETY REGULATIONS

[Revised May 2015]

1. EMERGENCIES

Security Control extension **2222** (or 0141 548 2222).
(General enquiries extension 3333 or 0141 548 3333).

In the event of an accident involving injury or illness:

- Summon the assistance of colleagues
- Telephone 2222 and state:
 - your own name and department
 - the exact location of the incident: building, floor, room number
 - the exact nature of the incident and the extent of injury or illness
 - whether a doctor or specialist support is required
- Assist and comfort the casualty
- Arrange any necessary transport - taxi or ambulance. A staff member should travel with the patient to the nearest A&E Department if that is required.

2. UNIVERSITY SAFETY POLICY

All members of staff must make themselves aware of the contents and purpose of the University's Occupational Health and Safety Policy, available here:

<http://www.strath.ac.uk/safetyservices/occupationalhealthandsafetypolicy/>

All members of staff, including part-time tutors, should make themselves aware of the contents of the Centre for Lifelong Learning Safety Regulations.

Part-time tutors should make themselves aware of the Safety Procedures and exit routes pertaining to the buildings in which they teach.

3. FIRST AID

A First Aid box is located in the Centre for Lifelong Learning General Office/Reception (GH759).
University Security Staff are all fully trained in First Aid.

4. REPORTS OF INJURY AND DANGEROUS OCCURRENCES

All accidents involving injury to any person and all dangerous occurrences which may affect the health or work of any person, or cause damage to any equipment within the Centre for Lifelong Learning must be reported to the Area Safety Convenor (ASC) or Depute Safety Convenor (DSC).
The ASC or DSC must then report on the official S1 form to University Safety Services.

5. FIRE PREVENTION

To minimise the risk of fire:

- Obey signs prohibiting smoking.
- Switch off all electrical equipment when it is not in use.
- Close all windows and doors at the end of the working day.
- Do not store items near heaters.
- Do not allow waste materials to accumulate
- Know the location of fire extinguishers and how to use them.

6. EVACUATION OF THE BUILDING

- Read carefully and assimilate the Fire Regulations displayed in each building
- Know the meaning of audible fire alarms
- Know every escape route in the building
- Vary your escape routes at different fire drills (NB there are **Escape Route** plans posted in teaching rooms. Special procedures are in place to evacuate persons with mobility impairment. Staff and tutors affected by this must ensure that they are familiar with these procedures.

If you discover a fire or see evidence of a fire:

- If** it is a small fire **and** you judge that you could tackle it **and** there is an extinguisher nearby of the correct type **and** you are trained and feel confident in its use then you may attempt to put the fire out.
- When you evacuate a room or space, close the door and raise the alarm by activating the nearest 'break glass' fire alarm point, or inform the Security Wardens on extension 2222.
- Do not use lifts.
- Do not re-enter the building until you are informed that it is safe to do so.

7. ELECTRICAL EQUIPMENT

Portable Appliance Testing is carried out on a regular basis. However, please note the following:

- All members of staff are responsible for reporting to the appropriate person faults in electrical equipment in their own offices, or provided specifically for their own use, or which becomes faulty when they are using it.
- Do not interfere with electrical equipment. Faulty equipment should be taken out of use immediately and reported to the Depute Safety Convenor.
- Do not overload power points.
- Never place clothing or other items over or near heating appliances.
- Do not place electrical kettles or similar appliances on the floor.
- Unplug all equipment before inspection, adjustment or cleaning.

8. USE OF DISPLAY SCREEN EQUIPMENT

All members of staff who make use of display screen equipment should make themselves aware of the University of Strathclyde's Local Rules For the Safe Use of Display Screen Equipment, available to download here:

<http://www.strath.ac.uk/safetyservices/localrules/>

Note that new DSE Users must complete the online Computer Workstation Awareness training course within the first three months of starting with the University. Existing DSE Users should take the course as a refresher at least once every four years.

The Display Screen Equipment Assessor for CLL will carry out individual workstation assessments for all users.

9. LONE/LATE WORKING

Personal Safety Awareness training is available to raise awareness of work situations that could threaten personal safety and to provide advice on sensible precautions those individuals can take to reduce the possibility of threat. This is recommended for all members of staff who work alone or outwith normal CLL opening hours.

10. OBSTRUCTIONS

Working and access areas (including fire doors) should be kept clear of materials likely to impede passage or create a hazard. Cables should not be routed across aisles or walkways unless properly guarded.

11. LIFTING & HANDLING

Heavy items must not be stored high up on racks or shelves. When accessing high shelves or similar storage use a purpose designed stool or step.

If any task involves a significant proportion of lifting and handling or occasionally requires lifting or handling of an awkward or heavy item then the individual should receive training in correct procedures. In such cases please contact the Depute Safety Convenor who will arrange an assessment.

Manual handling training courses are available from Safety Services.

12. KEYPAD ACCESS

For the protection of lone workers and security of CLL property, keypad access is available in the following areas:

- GH759 (Reception/General Office)
- GH747 (Genealogy team office)
- GH741 (Tutors' Resource Room)
- Level 3: main entrance
- Level 2: all teaching rooms.

Access codes are available to CLL staff who will ensure that areas are opened and closed at appropriate times.

13. SAFETY ROLES IN CLL

CLL staff members have been assigned required safety roles as follows:

Area Safety Convenor: Mrs Alix McDonald

Depute Safety Convenor : Ms. Claire Hill

Fire Safety Coordinator: Mrs. Janice MacWhirter

Fire Safety Assistant: Ms. Lisa Donaldson

Display Screen Equipment (Computer Workstation) Assessor: Mrs. Jennifer Campbell

14. GENERAL INFORMATION

Please find links below for more information:

Safety Services webpage: <http://www.strath.ac.uk/safetyservices/>

Safety Services Training Programme:

<http://www.strath.ac.uk/wellbeing/safetyhealthandwellbeing/healthandsafetytraining/>

HaSS SharePoint Health & Safety site (staff only): <https://moss.strath.ac.uk/hass/compliance/healthandsafety>