



Mercia Partnership

Health and Safety

Fire Procedures

On hearing the fire alarm, please proceed to your nearest available exit. Assemble at the designated points from your location: these are clearly displayed in each learning centre.

First Aid

We have qualified first aiders at each site and a notice displayed in the reception area states who these people are. We have a fully qualified Health and Safety representative and contact details are displayed in each reception.

Personal Security

- Never leave handbags, mobile phones or wallets on desks in your absence. Take them with you or lock them away.
- Always keep money in a safe place and keep it on your person at all times. Be careful with keys, always keep them in a safe place.
- Never leave your car unlocked or windows open. It is easy to forget, particularly in the summer, as a thief can come and go in a couple of minutes.
- Never assume a stranger wandering in the building is a learner or a member of staff. Challenge them. Even "Can I help you?" will often deter the dishonest.
- Don't be overawed by strangers. Never leave callers alone. Take them to a member of staff.
- Don't assume people are as honest as you. Take care of your possessions.
- Don't disclose confidential information to a stranger. No matter how important they may seem, always report any such request to your tutor.

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