



Health & Safety Pagers Policy (issuing of vibrating pagers)

<i>Version</i>	1.2
<i>Version date</i>	March 2024
<i>Review date</i> ¹	March 2027
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¹ or earlier if change in legislation or on risk assessment

Amendment Control

Version	Date	Amendments
1.0	Oct 2018	
1.1	Feb 2021	Updated security office details (S Hughes)
1.2	Mar 2024	Review (D Conner, Health & Safety Manager)

Policy Summary

The University has a provision of vibrating pagers to assist staff and students during an emergency evacuation. These are available from all security offices at the main campus buildings.

Prior to issue a [Personal Emergency Evacuation Plan](#) must be completed.

The following guidance, provides details for both staff and students.

1. **Students:** Wellbeing & Inclusion to inform security of the name of the student requiring the pager and the campus(es) where the student will be attending classes. ***Students will be issued with a pager on a daily basis, as required. The pager will be returned to security when the student is ready to leave the building.***

On arrival at respective campuses the student will report to the campus security office where a pager will be signed over for the duration of stay that day. If a fire test is scheduled, the recipient will be informed

2. **Staff:** Human Resources to inform security of the name of the member of staff requiring the pager and campus where the staff member will be located. ***Staff members will be issued with a pager on a long term basis.***
3. Pagers will be tested by security staff during respective campus fire tests.
4. If the student/staff member should discover a fault with a vibrating pager, it should be reported to the campus security office immediately so that arrangements for its repair or replacement can be made.
5. The Security Control room will hold a number of vibrating pagers and should the demand increase, will inform Property & Facilities when additional units should be ordered.

Procedure on activation of the pager

- If pager activates, the student/staff member should make their way to the nearest exit following the appropriate directional signage
- Once outside the building, they should make their way to the nearest assembly point

If the student/staff member discovers a fire, they should:

- Raise the alarm by operating the nearest alarm call point
- Leave the building by the nearest exit, closing doors behind them
- Do not stop to collect belongings
- Do not use lifts
- Go to the nearest assembly point
- Do not re-enter the building until informed by the University Senior Fire Co-ordinator/Fire Officer