

Bolton College Terms and Conditions for Higher Education students taught at Bolton College campus 2023/24

Procedures in conjunction with this document:

Refer to 2023-24: <https://www.bolton.ac.uk/student-policy-zone/student-policies-2023-24>

Please read this document carefully.

While you are a University of Bolton student, you will be attending classes at Bolton College. To comply with health and safety issues you will be subject to several College policies and procedures. All information about a student is subject to Bolton College Data Protection Policy. This Policy has been informed by the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679.

Bolton Data Protection Policy: <https://www.boltoncollege.ac.uk/assets/Uploads/Bolton-College-Data-Protection-Policy-vDP1-2022.pdf>

Equality, Diversity and Inclusion - Our commitment

Bolton College IT Responsible Use/Acceptable Use Policy. You will have to agree to

Bolton College Drug and Alcohol Policy:

<https://www.boltoncollege.ac.uk/assets/Uploads/Drug-Alcohol-Policy-Guidelines-2022.pdf>

Bolton College Abuse of Trust Policy: Download document via:

<https://www.boltoncollege.ac.uk/assets/Uploads/Abuse-of-Trust-Policy-2023-24.pdf>

Bolton College Safeguarding Children: Child Protection and Safeguarding Children (Age 0 -18) Policy 2022-23: Download document via:

<https://www.boltoncollege.ac.uk/assets/Uploads/Child-Protection-and-Safeguarding-Children-Policy-2023-24.pdf>

Bolton College Adults at Risk: Download document via:

<https://www.boltoncollege.ac.uk/assets/Uploads/Adults-at-Risk-Policy-2023-24.pdf>

Fire and Emergency Procedures:

Please refer to Bolton College Safe Learner Health and safety document and Safe Learner presentation documents. It is the responsibility of all students to familiarise themselves with and adhere to the College fire/emergency procedures. Action to be taken by a student discovering a fire:

Raise alarm by operating the nearest break glass call point

Following alarm activation, key evacuation personnel will investigate the cause of the alarm and, where necessary, contact the Fire Brigade. If you are in any doubt you can notify the Fire Brigade directly by dialling 999.

Do not attempt to tackle the fire unless your escape route is blocked. On hearing the fire alarm:

Leave the building immediately by the nearest safe emergency exit. Do not use any lifts and do not stop to collect personal belongings

Close all doors and windows when leaving

Remember that you may not be allowed to re-enter the building, so it is advisable always to carry your car keys, wallet and phone with you to ensure that you can get home

Report to the appropriate Fire Assembly Point and register with your tutor

Remain at the Fire Assembly Point and await further instructions

Do NOT re-enter the building until you are instructed to do so

Evacuation Procedures for Students with Disabilities and/or Learning Difficulties:

On hearing the fire alarm:

From ground floor areas with direct access to assembly points, students with reduced mobility or those requiring assistance should be escorted by the tutor or volunteer buddy to the Fire Assembly Point.

From upper floor areas, students with reduced mobility or those requiring assistance should be escorted by the tutor or volunteer buddy to the nearest refuge point.

Once the escape route is clear from obstructions and it is safe to do so, the most able students with a disability or students with a learning difficulty shall be assisted down the stairs and to the appropriate assembly point.

The volunteer buddy should remain with the wheelchair-user in the safety of the refuge until the arrival of the Emergency Services or College staff.

Evacuation of Key Personnel. Visually-impaired students should be escorted to their designated assembly point by their tutor, unit staff and/or by their volunteer buddy. In addition to the operation of the fire alarm sounders, visual alerts will illuminate in the D/deaf unit classrooms. Tutors and support staff will accompany D/deaf students when they evacuate to their dedicated assembly point. Once accounted for, all students with learning difficulties and/or disabilities should remain at their Fire Assembly Point and await further instructions. No student should re-enter the building until they are instructed to do so.

False Alarms and Malicious Acts: Raising a false alarm is a very serious breach of the Health and Safety Regulations. Any student found deliberately setting off the alarms without good reason will be subject to Bolton College Student Behaviour for Success Policy:

It is a criminal offence under the Health and Safety at Work Act to knowingly damage or interfere with any equipment provided in the interest of Health and Safety.

Lock Down Policy and Procedures:

As part of the Health and Safety Policy and procedures, the College has a Lockdown Policy and Procedures. The Lockdown Policy and Procedures may apply to all College sites. Lockdown procedures are seen as a sensible and proportionate response to any external or

The basic message from the Police is that in the event of lockdown, all staff and students should: Run, Hide and Tell.

RUN to a place of safety rather than surrender or negotiate e.g. to a classroom or office
in7office

so that a second person is within direct or close proximity and could be called upon should an emergency arise.

Rowdiness and practical joking are very dangerous behaviours in the workshop environment and are strictly forbidden.

Personal Protective Equipment (PPE): Specific tasks require that students wear personal protective equipment. Students will be provided with personal protective equipment and training in accordance with College Policy. All instructions for use and care of PPE must be followed.

Working with Chemicals: Never deliberately taste, swallow or inhale any hazardous substance or chemical. All hazardous substances or chemicals should be regarded as toxic by ingestion; hence pipetting liquids or solutions by mouth is strictly prohibited. Use a pipette pump, syringe or a mechanical dispenser. Chemicals can also enter the body through skin absorption or through the accidental inhalation of vapours or dusts. Suitable protective equipment must therefore be worn when handling chemicals.

Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

The accidental inhalation of vapours or dusts: Suitable protective equipment must therefore be worn when handling chemicals. Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

Vandalism of College property, internally and externally: Any person found wilfully vandalising/ misusing College property will be charged for the damage to be repaired. CCTV is in operation throughout the building, internally and externally, and is recording 24/7. Police may be called in severe cases and the College may also prosecute.

Security and Safety: To ensure the safety and security of yourself, others and the premises you are required at all times when on College premises to wear your student ID Badge and be ready to produce it if asked by a College staff member. You must only use the designated access and egress routes associated to the buildings you are accessing for study.

Bolton College Student Positive Behaviour Policy:
[Positive-Behaviour-Policy-23-24.pdf \(boltoncollege.ac.uk\)](https://www.boltoncollege.ac.uk/positive-behaviour-policy-23-24.pdf)

All students at Bolton College are required to subscribe to standards of behaviour specified in the Positive Behaviour Policy.

Bolton College is an environment where we treat one another with respect and fairness; bound by a common set of values that allows for outstanding learning to take place. All members of the College demonstrate exemplary behaviour that enables everyone to achieve their full potential. All feel safe and confident in supporting one another; contributing positively to the College community.

Our aim is always to support every student throughout their time at the College and to promote positive behaviour across the College. We believe such behaviour will produce a climate conducive to learning for all students.

Outstanding teaching, learning and assessment can only take place in an atmosphere of calm and order in which students are prepared and ready to learn. Students must be clear about their rights and responsibilities as members of the College community; they must know what is expected of them as well as the consequences of not meeting College expectations.

I understand that by accepting the University of Terms and Conditions I agree to abide document.