

Writtle College



A partner of the University of Essex



Information for visitors to Writtle College



University of Essex

Welcome to Writtle College

Please take a few minutes to familiarise yourself with the information in this leaflet. If you have any questions about any of the information please ask your host or contact Reception (internal line dial 100, external line dial 01245 424200).



Visiting the College

Please report to Reception on arrival to the College to sign-in and obtain a visitors pass and car parking permit if required. Please note this is required even if you have visited before or are a regular visitor to the College. Please display your visitors pass at all times and return to Reception to sign out and return your pass at the end of your visit.



Vehicles on site

Vehicles should be registered at Reception and parking permits displayed in the vehicle while on campus. All vehicles should be parked in designated areas, maps showing these areas and details of accessible parking are available at Reception.

Please take care when driving as large numbers of pedestrians, cyclists and horse riders also use the campus roads and paths. The speed limit on site is 5 mph and please observe the one way systems, road signage and markings unless directed otherwise by an authorised person.



Fire Procedures

Unless specifically told otherwise all alarms should be treated as an emergency. On hearing the fire alarm, make your way to the nearest emergency exit and meet at the designated assembly point as indicated on the action notices posted in all rooms.

Do not stop to collect personal belongings. Do not re-enter the building until instructed to do so by a College representative or the Fire Brigade. If you discover a fire, raise the alarm by breaking glass in a Manual Call Point. These are found adjacent to all exits. Report the fire and its precise location to Reception by dialling 100 on an internal line or 01245 424200 from an external line.



First Aid

If you require first aid, please contact Reception who holds a full list of current First Aiders. Reception can be contacted by dialling 100 internally or calling 01245 424200 from an external line (Monday to Friday). At all other times contact the Duty Officers on 07880 557751. Reception or the Duty Officers will arrange for an ambulance to be called if necessary.



Additional Needs

If you have any additional needs please do not hesitate to raise these with your host, preferably before your visit. We can then ensure arrangements are in place to make your visit runs as smoothly as possible. For example, this may include reservation of accessible parking.



Safeguarding Young People and Adults

The College has designated safeguarding officers. Details of these officers including their telephone number and location can be found on posters around site and on the plasma display screens. If you or anyone else needs any assistance, please contact Reception or Learner Services. To ensure we comply with our safeguarding policy and procedure, you are asked not to walk around the campus unaided, you will be escorted at all times.



Toilets

Toilet facilities can be found across the campus with accessible facilities being found in the majority of buildings. Full detail of locations can be obtained from your host or Reception.



Smoke Free Policy

The College operates a strict Smoke Free Policy which has been developed to protect all employees, students, customers and visitors from exposure to second hand smoke and to comply with smoke-free legislation. If you wish to smoke outside please use one of the designated smoking points which are clearly signposted and located by the large trees to the front of the Writz Restaurant and by the Harvey Halls of Residence.



Safety on Campus

The campus roads are used by lorries, motor vehicles, bicycles, horses and other pedestrians. Please use the marked crossing points and maintain a high level of awareness when crossing roads; this particularly applies when crossing the public road to get to and from the Main campus and Lordships campuses.

Access to certain areas of the College are restricted to authorised persons only; these will be clearly signed. All safety signs, notices and instructions are provided to protect you while visiting the College, please comply with them. If you are unsure, please ask a member of College staff.

If you observe anybody acting suspiciously while visiting the College, please report to your host or Reception immediately.

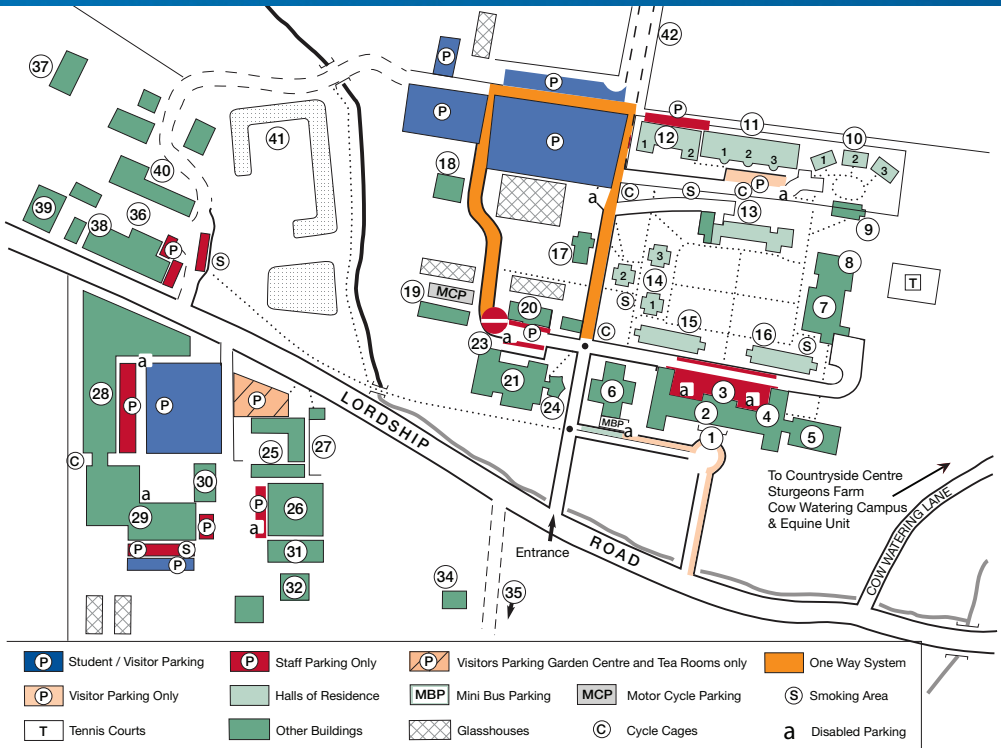
When dark, all areas of the campus are accessible by lit routes, please contact Reception for details of these.



Telephone

If you need to make an urgent phone call, please ask your host or Reception for assistance.

Main Campus Map



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|--------------------------------|-----------------------------------|---------------------------------------|
| 1 Main Entrance and Reception | 15 Dent Hall of Residence | 30 Rural Business Centre |
| 2 Main Teaching Building | 16 Gill Hall of Residence | 31 Innovation Centre |
| 3 Assembly Hall | 17 Stoneyshotts Offices | 32 Floristry Training Shop |
| 4 Student Union | 18 Amenity Landscape Building | 34 Children's Day Nursery |
| 5 Library | 19 Willmott Building | 35 Sports Field |
| 6 Design 1 | 20 Design 2 | 36 Design 3 |
| 7 Writz Restaurant | 21 Recreation and Fitness Centre | 37 Baroness Platt Building |
| 8 Essex Conference Suite | 23 Bar | 38 Transport Unit |
| 9 Maddison Building | 24 The Space | 39 Tythe Barn |
| 10 Maddison Halls of Residence | 25 The Old Stable Block | 40 King's Lodge Centre |
| 11 Tabor Halls of Residence | 26 Turner Building | 41 Moat |
| 12 Hamilton Halls of Residence | 27 Garden Tea Rooms | 42 Cycle track to Cow Watering Campus |
| 13 Strutt Hall of Residence | 28 Lordships Science Centre | |
| 14 Harvey Halls of Residence | 29 Northumberland Lecture Theatre | |

Main reception opening times: 08:30 to 17:30 (Monday to Friday)

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