



Writtle
University
College



INFORMATION FOR VISITORS



WELCOME TO WRITTLE UNIVERSITY 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 Writtle University College

Please report to Reception on arrival to the University 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 Writtle University 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, 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 University 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. If the visitor is not being escorted by their host then the visitor should be informed of emergency procedures and contact numbers.

First Aid

If you require first aid, please contact Reception who hold 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. The injured person will be assessed by a First Aider, who will arrange for an ambulance to be called if necessary or, if the situation requires, may request the assistance of other persons such as Reception or the Duty Officers to call paramedics.

Accessibility

If you have any accessibility needs please raise these with your host, preferably before your visit. This will enable us to consider any reasonable adjustment(s) required to ensure your visit runs as smoothly as possible. For example, this may include reservation of accessible parking and/or wheelchair access.

Safeguarding

Writtle University College has a moral and statutory duty to ensure that it promotes safeguarding and the welfare of students, staff and visitors. This includes having due regard to the need to prevent individuals from being drawn into terrorism. To support this aim, we have a team of trained Designated Safeguarding Officers. Details of this team can be found on posters around the campus. However, if you see anything that concerns you during your visit, we would ask that you ring 01245 424200 and ask to be put through to one of the Safeguarding team as a matter of urgency. We would also ask for your support in complying with our safeguarding policy and procedure and as such respectfully request that you do not walk around our campus independently; a member of staff should be with you 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 University 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 Garden Rooms 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 Lordship campus.

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

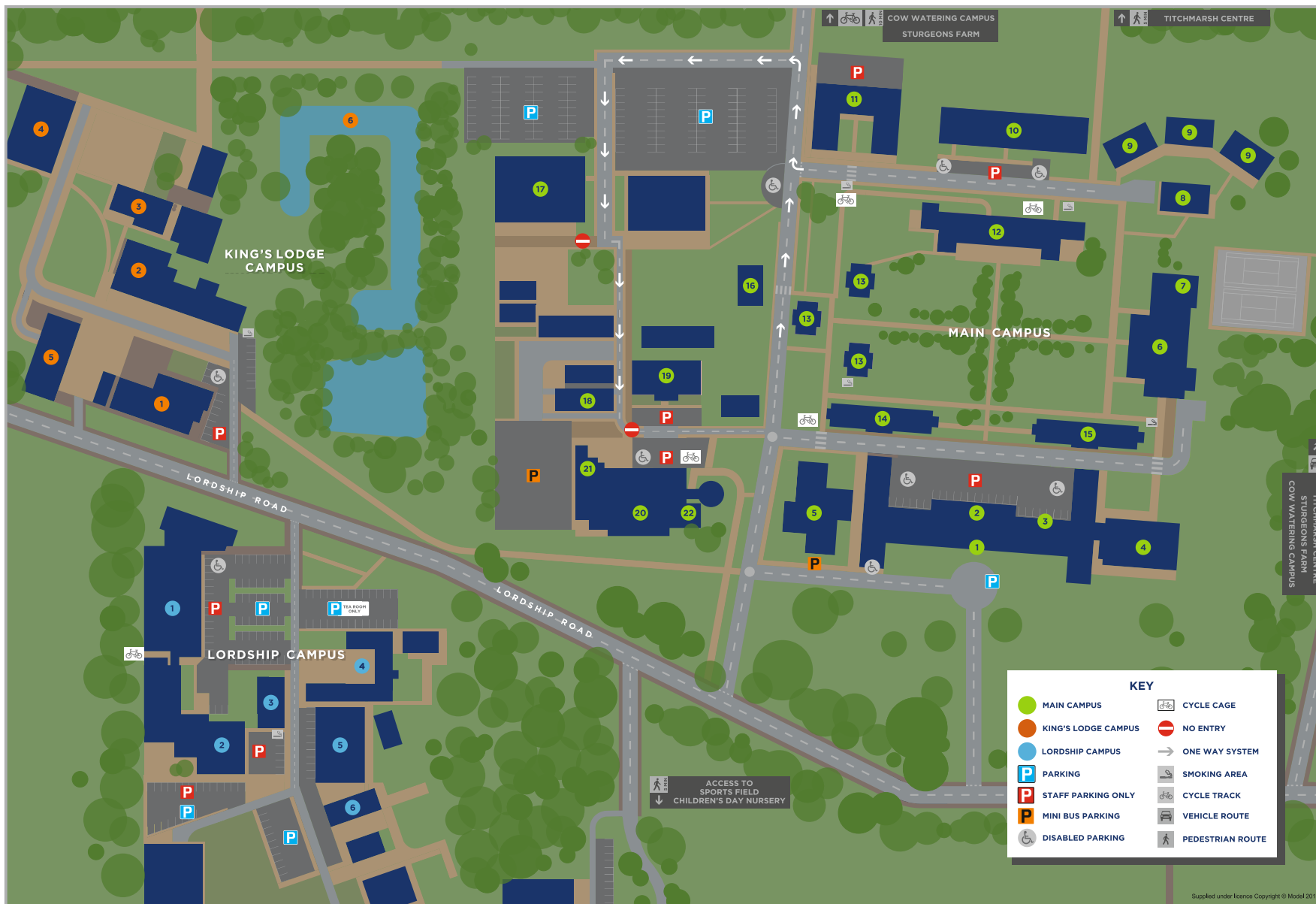
Telephone

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

Campus Map



Scan the QR code
for an online version.



KING'S LODGE CAMPUS

- 1: Design 3
- 2: King's Lodge Centre
- 3: Postharvest Building
- 4: Baroness Platt Building
- 5: Tythe Barn
- 6: Moat

MAIN CAMPUS

- 1: Reception & Main Building
- 2: Main Hall
- 3: Students' Union
- 4: Library
- 5: Design 1
- 6: Restaurant
- 7: Conference Suite
- 8: Maddison Building
- 9: Maddison Halls of Residence
- 10: Tabor Halls of Residence
- 11: Hamilton Hall of Residence
- 12: Strutt Halls of Residence
- 13: Harvey Halls of Residence
- 14: Dent Hall of Residence
- 15: Gill Hall of Residence
- 16: Stoneyshotts Offices
- 17: Amenity Landscape Building
- 18: Wilmott Building
- 19: Design 2
- 20: Recreation and Fitness Centre
- 21: Bar
- 22: Multi Faith Room

LORDSHIP CAMPUS

- 1: Lordship Science Centre
- 2: Northumberland Lecture Theatre
- 3: Sports Science Centre
- 4: Lordship Tea Room and Pantry
- 5: Turner Building
- 6: Floristry Training Shop