



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

All visitors are required to report to Reception via the main entrance in the main building. Please note this is required even if you have visited before or are a regular visitor to Writtle University College.

On arrival to the University College you are required to sign-in and obtain a visitor lanyard and car parking permit (if required). Visitor lanyards are required to be worn visibly at all times. Please return to Reception to sign out and return your visitor lanyard at the end of your visit.

If designated as an Authorised Visitor, will have passed all the necessary DBS clearance checks required, not requiring you to be constantly supervised whilst visiting campus but will still have an allocated Host and be required to sign in and out via Reception. Separate visitor guidelines are issued to Centre of Sport and Health (COSH) delegates and visitors.

By exception, some visitors may be invited to specifically attend other WUC campus areas directly to meet their Host, with local arrangements for arrival and supervision. Unless otherwise agreed, all visitors will be received at reception.

## Safeguarding

We ask all visitors for your support in complying with our Safeguarding Procedures. As a visitor you will be allocated a host member of staff who has full responsibility for you who will accompany and support you during your visit. We respectfully request that you do not walk around independently, a member of staff should be with you at all times to comply with the procedures.

## 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.



## 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, advice and/or maps showing these areas and details of accessible parking are available at Reception. Please take care when driving as large numbers of staff, students and other 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. Visitor parking is allocated at the front of the main building unless otherwise advised. Please note that WUC accepts no responsibility for visitors' vehicles.

## 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.

# Visitors Assistance

## Fire Procedures

Unless specifically told otherwise all alarms should be treated as an emergency. On hearing the fire alarm, your host will guide you 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.

## First Aid

If you require first aid, please report to your host who will seek assistance for you.

## 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 discuss with your host.

## Visitor Belongings

Please keep your belongings with you at all times. WUC accepts no responsibility for loss or damage to visitor belongings whilst on campus.

## Refreshments

Visitors are not permitted to use the onsite catering facilities unless accompanied by their host. A refillable water station is located at reception.

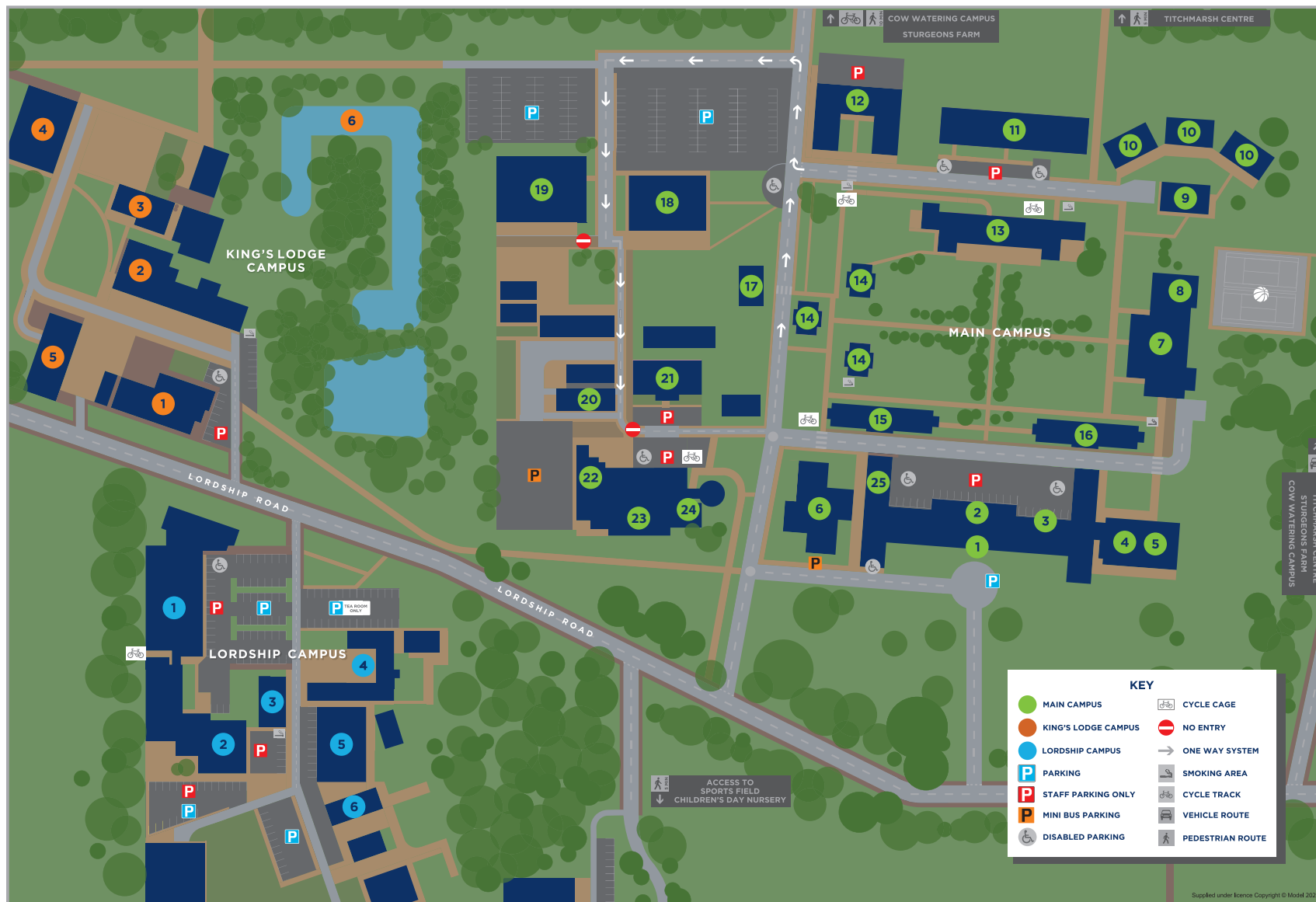
## Telephone

If you need to make an urgent phone call and do not have the means to do so, please ask your host or Reception for assistance.

# Campus Map



Scan the QR code  
for an online version.



## KING'S LODGE CAMPUS

- 1: Pet Behaviour Academy
- 2: Engineering Block
- 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: FE Learning Hub
- 6: Centre of Sport & Health
- 7: Garden Room Restaurant
- 8: Conference Suite
- 9: HE Hub
- 10: Maddison Hall of Residence
- 11: Tabor Hall of Residence
- 12: Hamilton Hall of Residence
- 13: Strutt Hall of Residence
- 14: Harvey Hall of Residence
- 15: Dent Hall of Residence
- 16: Gill Hall of Residence
- 17: Stoneyshotts Offices
- 18: Tropical Green Houses
- 19: Amenity Landscape Building
- 20: Wilmott Building
- 21: Floristry Centre
- 22: Bar
- 23: Recreation and Fitness Centre
- 24: Multi Faith Room
- 25: Wellbeing Hub

## LORDSHIP CAMPUS

- 1: Lordship Science Centre
- 2: Northumberland Lecture Theatre
- 3: Staff Centre
- 4: Lordship Tea Room and Pantry
- 5: Lordship Canine Centre A
- 6: Lordship Canine Centre B