

MANDATORY TRAINING MANUAL 01

Health and Safety Procedures

In this session you will



Understand basic health and safety protocols relevant to student ambassador activities.



Identify potential risks and know how to respond in emergencies.



Promote a safe environment for all participants during events and visits.

ICE-BREAKER ACTIVITY



True/False Safeguarding Statements



TRUE



FALSE

TRUE OR FALSE?

1. It is safe to leave personal belongings unattended during an event.
2. All food and drink provided at events should be stored at safe temperatures to prevent spoilage.
3. Ambassadors should only use the fire exit in case of an emergency, even if it's crowded.
4. Guests should be encouraged to express any safety concerns they may have during the event.
5. It is acceptable to block emergency exits with chairs and tables during events.
6. Ambassadors are responsible for ensuring that all participants know the location of first aid kits.
7. Using electrical equipment during an event without checking for frayed wires or defects is safe.
8. Ambassadors should only familiarise themselves with safety protocols after an emergency occurs.
9. If someone at the event is injured, the best course of action is to move them immediately to a safer location.
10. All event staff should be trained in emergency evacuation procedures prior to the event.
11. It is ok to use decorative items that are flammable if they are placed out of reach.
12. Attendees are encouraged to report any suspicious activity or behaviour to event staff immediately.



Case Scenario

HEALTH AND SAFETY PROCEDURES

During a campus tour, a student trips on uneven pavement and appears shaken. The ambassador is unsure whether to continue the tour or seek help.

What should the student ambassador do first?

Whom should they notify?

How can this situation be prevented in the future?

What the Student Ambassador Should Do First:

1

Prioritise the Student's Safety: Immediately approach the shaken student to check on their condition. Offer reassurance and ask if they are okay or if they need assistance.

2

Assess the Situation: If the student is injured, do not continue the tour. Provide support and ensure that the student is seated or standing safely away from potential hazards.

3

Listen and Respond: Allow the student to express their concerns and needs. Offer to call for assistance if they require medical attention or support.

Whom Should They Notify:

1

Campus Security or Medical Assistance: If the student needs medical help, the ambassador should notify campus security or call for medical assistance immediately, providing clear details about the incident and the location.

2

Tour Coordinator or Programme Supervisor: After ensuring the student's immediate safety, notify the tour coordinator or the responsible supervisor of the incident for proper documentation and follow-up.



How can this situation be prevented in the future?



Informative Safety Briefings: Before tours, provide safety briefings to attendees, highlighting the importance of watching where they walk and addressing potential hazards on the route.



Create Clear Pathways: Ensure pathways used during tours are clearly marked and report any safety concerns to address potential hazards.

Key Takeaways

1 Prioritise Safety: Check on the student's condition and offer support immediately.

2 Seek Help: Notify campus security and the tour coordinator about the incident.

3 Enhance Safety: Regularly inspect pathways and encourage reporting of hazards.



Here is a link which may further support you:



[Free Safety Quizzes](#)

We encourage
you to explore
these resources.

YOU HAVE REACHED THE END OF

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