

Animal Welfare



No dogs are allowed on campus, unless it is a disability assistance dog.

This is an animal orientated site and we would not permit the petting/feeding of any animals. All animal, equine areas/enclosures are out of bounds. Organized visits to the animal areas may be booked in advance (dependent on staff availability).



BCA
Hall Place
Burchetts Green
Maidenhead
Berkshire
SL6 6QR

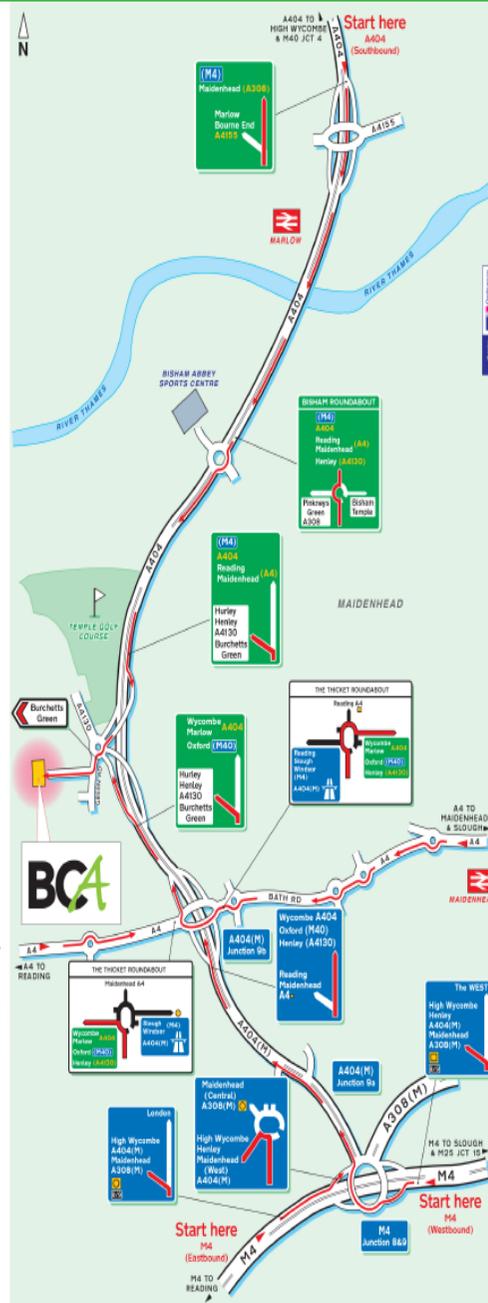
Tel: + 44 (0) 1628 824444
Fax: + 44 (0) 1628 827488
E-mail: enquiries@bca.ac.uk
www.bca.ac.uk

Public Transport

By Rail:
Marlow or Maidenhead Stations
- 10 minutes by taxi.
National Rail Enquiries: 08457 484950

By Air:
Heathrow Airport -
Approximately 40 minutes by road.

Locator Map

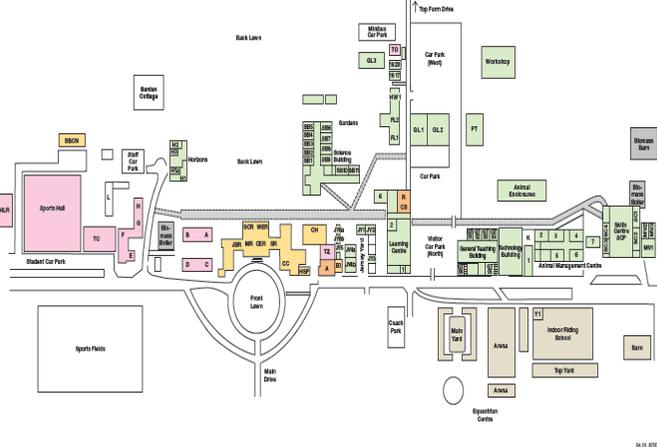


Visitor Health and Safety Information

fire
accident
assessment
protective
training
signs
and clothing
warning
hazard
safety
HASAWA
risk



Campus Map



Welcome to BCA

All visitors should report to main reception on arrival at the College unless previously advised otherwise by your host.

Your health and safety is important to us. During your visit your host will accompany you, take suitable steps to ensure your wellbeing and advise you on appropriate local safety requirements.

Your host must explain and show you the specific fire evacuation procedure for the building you are in. Always take note of the fire escape routes and emergency exits for the area you are located.

Reducing risks and reporting

We are committed to providing a safe and clean campus so we require all visitors to report any safety or environmental hazards, accidents, incidents or near misses to your host.

Electrical equipment

Please ensure that any electrical equipment brought on site is in a safe and suitable condition (PAT tested) Conduct a visual inspection before use to check that there are no breaks in casings, no loose cables or any signs of wear or heat damage. Ensure power cables are correctly positioned to prevent trailing cables causing a trip hazard.



Environment

Please dispose of all waste in the appropriate bins provided— thanks

Emergency

Fire Safety

If you discover or suspect a fire:

- ✓ Shout 'FIRE' and sound an alarm by activating the nearest fire alarm call point
- ✓ Evacuate the building by the nearest fire exit
- ✗ Do not stop to collect personal belongings
- ✗ Do not use passenger or goods lifts
- ✓ Report to the assembly point
- ✗ Do not re-enter the building until authorized to do so

Fire alarms are tested regularly. Your host will advise you if testing is to be carried out during your visit.

First Aid

If you need first aid and don't have your own first aider:

- ✓ Contact college reception **01628 824444** to locate and provide **First Aid** or dial **999** if an ambulance is required and inform reception you have done so to assist in directing the ambulance to the correct location.
- ✓ If you have a medical condition you think we should be aware of please advise your host.



Campus safety

Speed Limit



The 10 miles per hour (mph) speed limit on campus is there for every person—and animals' safety. Please keep to this limit when you drive on site.

Parking

Only park in designated car parking spaces or in areas previously agreed with your host. The College cannot accept liability for stolen or damaged vehicles.

Pedestrian safety

Please use the footpaths where provided. Be aware of workplace transport on campus.



Smoking

You must not smoke in any buildings and use the ONLY AREA provided next to the bus shelter. Carefully dispose of the cigarette butts in the bins provided.

Signage

Please pay attention to, and obey safety signage around campus. Ask your host if you are unsure of what the signage means.

Personal

Please ensure that appropriate action is taken to secure any valuable or personal items. BCA cannot accept responsibility for loss or damage to personal property belonging to visitors.