

Visitor Information

Parking

Visitors to the University will need to register their details before parking at any University Sites.



To do this please submit your details to: www.northampton.ac.uk/guest-parking

Please note charges apply to parking at the University on a daily rate. Payment can be made using a contactless payment at one of the parking machines or by using the RingGo Parking App.

Park and Ride

The University offers a Park and Ride service, operating between Waterside Campus and Sixfields Park and Ride (Mon to Fri only) located at Edgar Mobbs Way (NN5 5JR), only two miles from Waterside Campus. Buses operate regularly between these locations.

For further information log into: unobus.info/routes

Vehicles around the Campus

Please take care when making your way around Campus and observe the following:

- Stick to the speed limits.
- Be mindful of pedestrians and cyclists.
- Vehicles in disabled bays must display a valid blue badge.
- Vehicles must be parked considerately within bays.



- Vehicles must not be parked on yellow lines, verges, bus bays or in any area that causes obstruction.

Do not attempt to pass the rising bollards.

Visitor Information

Use of University spaces/hired spaces conferenceandevents@northampton.ac.uk

If you are attending or hiring spaces within the Campus, the University respectively asks that you adhere to all information and rules that you are provided with, including:

- Reading and adhering to health and safety information contained within this document.
- Ensure all electrical equipment brought onto the Campus is CE marked and is electrically safety tested (PAT).
- Furniture and room layout alterations have been agreed as per room booking
- There is no deliberate damage to any University property and equipment.
- All waste is disposed of in the correct manner using the bins provided.
- Risk Assessment have been completed when required.

Sports facilities

If you are using the sports facilities, please follow the local rules for that area, including:

- Wearing the appropriate footwear for the surfaces (No spikes or studs).
- Removing personal items and litter after use (Water bottles, litter etc.).
- Keeping gates closed during games.
- Not allowing animals in the games areas.
- Spectators are not allowed onto the pitches during games.
- Do not chew gum in these areas.
- Slacken nets after use.

Estate and Campus Services
safety@northampton.ac.uk



Information for Visitors.

Safety, Health and Environment Team

University of Northampton



Health & Safety Information

Safety

The University is committed to providing a safe and healthy working environment for its staff, students, and visitors.

This leaflet will provide you with the basic safety information needed, so as to ensure you are aware of how we achieve this.

The University expects all visitors to:

- Take reasonable care of themselves and others whilst on site.
- Not interfere with any item which has been provided in the interest of safety.
- Adhere to information and rules provided by the University in the interest of safety.

Accidents and Incidents

You must report ALL accidents and incidents even if you do not sustain personal injury.

Accident/Incident Report forms can be completed by a university contact, reception, and security.

What to do if you discover a fire

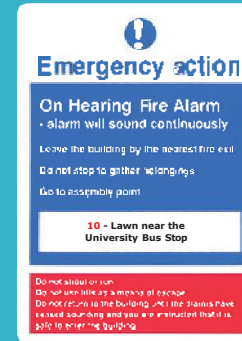
- If you discover a fire, you should withdraw and activate the nearest break-glass point indicated by these signs.
- If possible, inform security on 01604 892777.
- Evacuate the building by the nearest exit.



What to do if you hear the alarm

On hearing the fire alarm (continuous ring) you must:

- Evacuate the building quickly but calmly.
- Make your way to the nearest assembly point which can be found on the Emergency Action notice located within escape routes and near call points.
- Stay at the assembly point and do not enter the building until you are told to do so by someone in authority. (Normally Security or the Fire Rescue Service).



First Aid

A First Aider can be summoned by calling Campus Security on **01604 892269**.

If you think the incident is serious or life threatening, please call the emergency number on **01604 892777**.



Smoking

The University operates a no smoking policy.

As such smoking (which includes the use of all electronic devices) is not permitted with 5 metres of any University building including balcony's.

Please dispose of used smoking materials responsibly.

Safety and Security

The University cannot be held liable for any lost or stolen items including vehicles and items in vehicles. Please ensure that you always keep valuable and personal belongings with you and not leave them unattended.

Campus Security can be contacted for any security concerns, or if you have any difficulties accessing buildings. Campus Security are located at the Police and Community Centre and can be contacted by calling **01604 892269**, or **01604 892777** in an emergency.

Police Team

Waterside Campus has an onsite Police team that can be contacted in the event of any suspicious activities, or any others matters related to unlawful acts by calling **999** or **112**.

Access Control

There are access control systems in operation around Waterside Campus. You will need to obtain a lanyard from the Senate reception if you need to gain access through speed barrier gates located within the academic buildings.

Reception

The main campus reception is located at the ground floor of the Senate building and is manned Monday to Friday between 8am and 5pm.

Telephone **01604 892323**.

An out of office time service will be available in the learning Hub (SID) desk, open Monday to Friday between 5pm and 8am and 24 hours on Saturdays and Sundays.