

**Welcome to Heriot-Watt  
University**

**Edinburgh Campus**



**Information Leaflet for  
Visitors**

The University is committed to ensuring your safety and health whilst you are visiting our Campus. This leaflet provides you with information regarding our SafeGuarding Services.

Edinburgh Campus is located on 380 acres of land and has excellent scenic walks and is self-sufficient with a number of excellent amenities; these include catering establishments, shops, medical centre, sports performance centre, library, sufficient break out zones, rest areas and toilets throughout.

The University has a Smoke Free Policy; smoking is prohibited in and within five metres of buildings; this includes electronic and vaping devices.

The University has appropriate safety signage throughout. You must always pay attention to and conform with health and safety signs and notices on Campus.

You must always stay with your host or make them aware of your location.

**Fire Safety**

On induction to Campus you should familiarise yourself with:

- The location of and means of raising the alarm via manual call point.
- The nearest means of escape – these are indicated with green and white signs.
- The location of firefighting equipment.
- The assembly points for our buildings as detailed on the local site plans.

**Emergency Evacuations**

The emergency evacuation signal is a continuous siren:-

- When the fire alarm sounds you must evacuate immediately!
- You must leave the building by the nearest exit.
- You must not stop to collect belongings.
- Do not wait for others; go straight to the assembly point.
- Fires take hold in a matter of minutes, so it's vital you act calmly and quickly.
- You must not re-enter the building, even if the alarm stops sounding until you are told it is safe to do so by the Fire Marshal.

**Personal Emergency Evacuation**

If you have a disability that would impede your escape during a fire evacuation, you may need a Personal Care Plan to support you. Please contact Health & Safety.

**Accident Reporting - First Aid**

If you have an accident, need first aid or any other emergency assistance, contact SafeGuarding by either calling 0131 451 3500, picking up a red emergency phone located throughout the buildings or by dialing on 2222 on an internal telephone. SafeGuarding Support Centre can either deal with the incident or make the necessary calls for assistance.

**Drones**

The University does not permit recreational use of drones on its property by any person (staff, student or visitor).

Any member of staff or student undertaking drone activity shall do so in line with the University UAV Procedure, Operations Manual and Legislative requirements.

**SafeGuarding**

The University Campus and buildings are extensively covered by CCTV and we have a 24-hour permanent SafeGuarding presence. The SafeGuarding Control Office is located at Gait 6, opposite the Nursery.

SafeGuarding can be contacted by calling 0131 451 3500 or by dialling 2222 from any internal telephone or in an emergency picking up the nearest red emergency phone located throughout the Campus.

If you are given safety instructions by a member of staff or a SafeGuarding Officer, you must cooperate.

Ensure your valuables are kept secure at all times. Should you identify anything suspicious, contact SafeGuarding.

**Vehicles**

The Campus operates a maximum speed limit of 20mph. Parking is only permitted in designated areas and parking permits to allocated areas will be provided.

Parking and driving must be done in accordance with local signs and restrictions.

The use of mobile phones when driving on Campus is strictly prohibited.

The West Gait is a one-way system for entering the Campus only, exiting through the barrier is prohibited.

You must only use identified walkways and pay attention to vehicle traffic.

**Emergency Contact Numbers**

Edinburgh Campus Main Switchboard – 0131 449 5111  
Estates Services Helpdesk – 0131 451 4023  
Health & Safety – 0131 451 3900  
SafeGuarding Support Centre – 0131 451 3500

Heriot-Watt University, Edinburgh, EH14 4AS

**Website:** [www.hw.ac.uk](http://www.hw.ac.uk)

**Further SafeGuarding Services advice or support can be obtained by contacting:**

Health & Safety by emailing [healthandsafety@hw.ac.uk](mailto:healthandsafety@hw.ac.uk)  
SafeGuarding by emailing [SafeGuarding@hw.ac.uk](mailto:SafeGuarding@hw.ac.uk)