



## **Bolton College Terms and Conditions for Higher Education students taught at Bolton College campus 2024/25**

Please ensure that you have read [T9 \(e\) T0 Tc 0 Tw \( \) University of Bolton's Policies and Procedures](#) in conjunction with this document.

**Please read this document carefully.**

While you comply with health and safety issues you will subject to a number of College policies and procedures. All information about a student is subject to Bolton College Data Protection Policy. This Policy has been informed by the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679.

victimisation, where everyone feels supported and on and individuality. We welcome and celebrate the individual student and employee and are dedicated to and to developing a workforce and learning community er and the UK's diversity. Effective teaching and e from prejudice and discrimination. Bolton College, ance to discrimination. These values apply equally to volunteers and those with whom we do business.

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[Bolton College Single Equality Scheme](#)

Also refer to: <http://www.boltoncollege.ac.uk/about>

**Bolton College IT Responsible Use/Acceptable Use Policy.** You will have to agree to comply with the College's IT Responsible Use Policy if you want to use the College's computer hardware and software or network facilities. The Policy covers a range of issues including unacceptable access and use of the Internet and email, downloading materials and copyright issues. You will be made aware of the Policy when you first logon to the College IT system. The Policy is also available in College Learning Resource Centres.

**Health and Safety Responsibilities.** When attending Bolton College, all students have a duty to take reasonable care for the health and safety of both themselves and others who may be affected by their actions. This will require all students to:

- Observe all instructions, whether written or verbal, to ensure personal safety and the safety of others
- Conduct themselves at all times in an orderly manner and refrain from any form of horseplay that could cause injury to themselves and/or others
- Treat the building structures and internal fixtures, fittings and furniture with respect and care
- Use all safety equipment and/or protective clothing as instructed, reporting any loss or defect to their tutor/lecturer
- Not interfere or misuse any equipment provided for health and safety purposes
- Report all hazards to their tutor
- Report all accidents or near miss incidents to their tutor, whether injury is sustained or not
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and/or disabilities should remain at their Fire Assembly Point and await further instructions. No student should re-enter the building until they are instructed to do so.

**False Alarms and Malicious Acts:** Raising a false alarm is a very serious breach of the Health and Safety Regulations. Any student found deliberately setting off the alarms without good reason will be subject to Bolton College Student Behaviour for Success Policy:

It is a criminal offence under the Health and Safety at Work Act to knowingly damage or interfere with any equipment provided in the interest of Health and Safety.

**Lock Down Policy and Procedures:** As part of the Health and Safety Policy and procedures, the College has a Lockdown Policy and Procedures. The Lockdown Policy and Procedures may apply to all College sites. Lockdown procedures are seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a

serious risk to the health and safety of the public or the environment.



bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

**The accidental inhalation of vapours or dusts:** Suitable protective equipment must therefore be worn when handling chemicals. Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.