



## **Exeter College (Oxford) Summer Programme Health, Safety and Emergency Protocols**

### **Who's Who**

Academic Director: Jeri Johnson  
Contact: Jeri Johnson can be contacted via Greg Lewis  
Programme Director: Greg Lewis  
Contact: [summer.programme@exeter.ox.ac.uk](mailto:summer.programme@exeter.ox.ac.uk)

Cohen Quadrangle Front Desk is staffed 24hrs/day, 7 days a week. The Front Desk telephone number is +44 (0)1865 610530

The Programme Office is located in the Marilyn Butler Room and will be open 9:30am - 4:30pm Mon-Fri.

Greg Lewis, the Programme Director, will keep Office Hours in the Scott Room 3:30pm - 4:30pm Mon-Fri.

### **Guidance on Confidentiality in Student Health and Welfare**

Exeter College is committed to protecting the privacy and security of personal data. Please refer to our website for a copy of our Privacy Policy <https://exetersummerprogramme.com>

You have already given your consent by e-mail for your email address to be shared (where appropriate) with other students on the course and staff, and for staff members responsible for you during the Programme to share (where appropriate) sensitive personal and/or medical information with such members of the College as needed to ensure that you are safe and well during your stay in Oxford.

In addition, Exeter College endorses the University of Oxford's policy on confidentiality in student health and welfare and recognises the same practical and legal obligations as the University. In all cases, the duty of confidence is not absolute. What follows is a summary of this policy:

Information given by a student will, as a general rule, be treated in a confidential manner. This would include information about a student's physical or mental health or financial circumstances. Disclosure of such information will be on a need to know basis. Except in exceptional circumstances (eg, where there appears to be a risk that the student will harm themselves or others, or where the student is seriously ill), confidential information should be disclosed to parents or other family members only with the consent of the student.

The College owes a duty of care to all its members, staff and students and, in some circumstances, it may not be possible to discharge this duty without infringing confidentiality. There will be circumstances in which the disclosure of information may be necessary; students will be asked to give their consent, but in the final analysis it will be a matter of professional judgment of the College to decide whether any such disclosure will be made.

Those to whom information has been given in confidence, or who have acquired information which they regard as confidential, may be concerned about the welfare of a student, but uncertain whether they should disclose this information or not. In these circumstances it may be sensible to seek advice from an appropriate person (eg the Programme Director or Doctor) on whether the matter is sufficiently important to breach confidentiality and, if so, to whom they should report their concerns. A concern for confidentiality need not, and should not, prevent communication that is necessary to help students in difficulty.

### **Welfare, Health and Medical Facilities**

**Welfare:** your first point of contact for welfare and pastoral support is the Programme Director. You can meet the Programme Director in person during office hours in the Scott Room. Outside office hours, please contact the Programme Director by e-mail to [summer.programme@exeter.ox.ac.uk](mailto:summer.programme@exeter.ox.ac.uk)

**Emergency Medical Assistance and/or Accidents:** In an emergency or in case of serious injury that occurs in the Cohen Quadrangle, contact the Front Desk immediately. The Front Desk is staffed 24hrs/day, 7 days a week.

In an emergency or in case of life-threatening injury that occurs outside the Cohen Quadrangle, dial 999 to call an ambulance or other emergency service (police and fire). You should inform the Front Desk as soon as practicable thereafter either in person or by calling +44 (0)1865 610530

Please note that only life-threatening medical emergencies are treated at the Emergency Response unit of hospitals in the UK. For serious, but not life-threatening, medical emergencies and/or advice call 111 out of hours and at week-ends and the Beaumont Street Surgery at other times 01865 240501

The nearest hospital is the John Radcliffe (known as the JR), Headley Way, Oxford, OX3 9DU Tel: 0300 304 7777

For further information about services to access in the event of non-life-threatening emergencies, refer to:

<http://www.ouh.nhs.uk/patient-guide/emergency/non-emergency.aspx>

**Health:** if you feel unwell at any time you should notify one of the PAs or the Front Desk Staff. This is particularly important if you are confined to your room when you must ensure that either a PA or the Front Desk Staff knows that you are feeling unwell and are staying in your room.

### **Seeing a Doctor:**

If you require medical treatment and/or would like to speak to someone independent of the College and the Summer Programme, for example you would like to be seen by a Doctor or to consult a Nurse, please go to the practice at 19 Beaumont Street, Oxford OX1 2NA Tel: 01865 240501. The practice is open Monday-Friday 8am to 6:30pm. We have an arrangement with this Practice, but you will need to register in order to be seen by one of their Doctors.

### **Medical Facilities:**

All medical incidents should be notified to the Front Desk as soon as possible. The Front Desk and Catering Staff at Cohen Quadrangle, Programme Director, Programme Ambassadors and Porters at Turl St. are First Aid trained. There are emergency medical boxes at the Front desk and in the communal kitchens and a defibrillator at the Front Desk.

## **Useful Resources:**

Link which will tell you about services to access if it's not a life-threatening emergency:

<http://www.ouh.nhs.uk/patient-guide/emergency/non-emergency.aspx>

## **Doctors' Surgery:**

<http://www.19beaumontstreet.com/Students/StudentGuide.aspx>

## **Contraception and Sexual Health:**

<http://www.sexualhealthoxfordshire.nhs.uk/> for routine sexual health advice/family planning drop in clinics

<http://oxme.info/cms/health/emergency-contraception>

## **Mental and Psychological Health:**

There are various private practices specialising in mental and psychological health in Oxford which operate independently of the Programme and the College, for example the Mayfield Clinic:

[www.mayfieldclinic.co.uk](http://www.mayfieldclinic.co.uk)

## **Minor Eye-Conditions:**

<https://hedenhealth.co.uk/wp-content/uploads/2017/06/Patient-Information-Leaflet-for-MECS-Oxfordshire-Trifold.pdf>

## **Eye Emergencies:**

<http://www.ouh.nhs.uk/eye-hospital/departments/emergencies/default.aspx>

## **Dental services:**

These are chargeable services via the NHS or privately:

<http://www.studental.co.uk/>

<https://www.oasisdentalcare.co.uk/practices/oasis-dental-care-oxford>

## **Personal Safety:**

Oxford is generally a safe place to live and study. However, you should take care of your personal safety and personal belongings when in Oxford (and elsewhere), especially if you are out after dark, if you are tired, or if you have been drinking alcohol.

We recommend the following:

In general:

- always carry enough change to make a call or get a taxi (even if you have a mobile phone)
- stay safe and alert, don't listen to iPods or have long conversations on mobile phones
- if using a public phone, stand facing outwards so you can see around you
- be aware of other people around you when using an ATM
- avoid carrying large amounts of cash when you are out
- do not use your passport as photo ID when going out

Arriving home:

- make sure no strangers are following you when you return to Cohen Quadrangle or Turl St.
- call the Front Desk if you feel unsafe at any time or see something suspicious
- always tell a friend where you are going and what time to expect you back

#### At night:

- avoid going out alone, and always return home from a night out with friends
- avoid taking short cuts, especially poorly lit paths, alleyways or roads
- walk on the pavement facing oncoming traffic so that you are visible
- be alert and brief when using a mobile phone in public
- keep mobile phones and cameras concealed when not using them
- carry an attack alarm
- if you think you are being followed, cross the street or move as quickly as possible to a public area such as a cafe or shop and telephone for help
- if you feel unsafe, you can seek refuge and support with the Porters of any College by entering the Porters' Lodge
- carry your bag close to you with the clasp facing inwards; and make sure it has a zip or can be closed properly

#### Using transport at night:

- always use a licensed taxi company
- confirm the driver details when the taxi arrives to confirm this is the taxi you ordered
- make sure the driver has photo ID and the vehicle has a license displayed on the inside and outside of the vehicle with the Oxford City Crest
- always sit in the back of a taxi and have your mobile phone to hand

#### In the Cohen Quadrangle and other College and University sites:

- do not leave money or valuables unattended
- whenever you leave your bedroom, no matter for how short a time, lock the door and windows

#### Useful Contact Numbers:

The Police - in an emergency (eg, imminent danger to life, a crime is being committed or Police attendance is required immediately) call **999**; for all other purposes call **101**

Cohen Quadrangle Front Desk (24hrs) **01865 610530**

The John Radcliffe (JR) is the local 24-hour Accident and Emergency hospital, located at Headley Way, Oxford, Tel: 0300 3047777.

The Doctors' surgery is located at 19 Beaumont Street, Oxford OX1 2NA, Tel: 01865 240501

#### Taxis:

Royal Cars	01865 778866
001 Cars	01865 240000
Radio Cars	01865 242424

## **Codes of Conduct:**

Exeter College's governing Statutes and Bylaws include a wide range of Codes of Conduct, Policies and Procedures. These are available online at:

<https://www.exeter.ox.ac.uk/governance/#collegepolicies>

These Policies are adopted for the Summer Programme with logical amendments to take account of the differences between a full-time course of undergraduate or graduate study and the 6-week Summer Programme, where applicable. Student-related Codes include: Freedom of Speech, Equality and Diversity, Harassment and Health & Safety.

The Summer Programme has a zero-tolerance policy on the use of illegal drugs and takes very seriously any activity that does or may cause harm to any other member of the Programme or College and which does or may bring the Programme or College or any member thereof into disrepute.

It is a disciplinary offence for any student to intentionally, recklessly or negligently:

- (a) disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College or Programme;
- (b) disrupt or attempt to disrupt the lawful exercise of freedom of speech by students, members or employees of the College or Programme or visiting speakers;
- (c) obstruct or attempt to disrupt any employee or agent of the College or Programme in the performance of their duties;
- (d) damage, deface or destroy any property of, or in the custody of, the College or Programme or of any member, officer or employee of the College or Programme, or knowingly misappropriate such property;
- (e) occupy or use or attempt to occupy or use any property of the College or Programme except as may be authorised by the College or Programme authorities concerned;
- (f) forge or falsify expressly or impliedly any certificate or document or knowingly make false statements concerning standing or results obtained in examinations;
- (g) engage in any activity likely to cause injury or impairment;
- (h) engage in violent, indecent, disorderly or threatening or offensive behaviour or language;
- (i) engage in any fraudulent or dishonest behaviour in relation to the College or Programme;
- (j) disobey a reasonable instruction given within the authority of an officer or an employee or an agent of the College or Programme
- (k) refuse to disclose their name and other relevant details to an officer or an employee or an agent of the College or Programme in circumstances where it is reasonable to require such information to be given;
- (l) use, offer or sell or give drugs to any person, possession of which is illegal; the Programme operate a zero-tolerance policy on illegal drugs
- (m) engage in the harassment of any student, member, visitor, employee or agent of the College or Programme;
- (n) engage in verbal abuse, physical abuse, and/or disorderly behaviour not amounting to harassment that is sufficiently distressing to any student, member, visitor, employee or agent of the College or Programme;
- (o) engage in conduct in breach of the Statutes and Regulations of the University of Oxford applicable to the Programme;
- (p) engage in conduct in breach of any regulation regarding conduct in examinations applicable to the Programme
- (q) engage in conduct in breach of any College regulations regarding the use of the Library
- (r) engage in any other conduct which is detrimental to the interests of the College or Programme