



# University of St Andrews Sutton Trust Summer School

## Important Health and Safety Information for attendees to Sutton Trust In-Person Summer School and Online Summer School

### In-person Summer School

*Please take a careful note of all the points in this document. You should read all of this information before confirming your place at the summer school.*

#### Travel to Summer School

We cannot be responsible for your safety whilst travelling to or from the Summer School.

#### Safety during the Summer School

The University of St Andrews will make every effort to ensure your safety. However, it is expected that you too will take sensible precautions and adhere to safety instructions given by members of staff of the University.

#### Fire Safety

Please take a minute when you arrive in your room to **read the Fire Safety notices and note the exit route**. If you have any concerns about these please do not hesitate to raise them with a member of the Summer School staff.

#### Smoking

There is a strict **no smoking policy** during the summer school. This includes cigarettes and vapes.

#### Alcohol and Illegal Substances

There is a strict **no alcohol and illegal substances policy**. If a student is caught with alcohol or illegal substances at the summer school, they will be sent home immediately, and their nominated contact will be contacted. Police may be called in some instances.

#### Personal safety

St Andrews is a relatively safe place to live and study and is much safer than many other university towns. However, we do advise summer school students to be aware of their own

personal safety. We advise students to **avoid dark or unlit areas at night**, and wherever possible not to walk alone at night.

### **Valuables**

We hope that you do not bring valuable items to Summer School. There is little crime in St Andrews, but it is still wise to take sensible precautions. Please do not leave your wallet or purse in an obvious position in your room. You will be issued with a key, and it is best that you **lock your door when you are not in your room**. The University of St Andrews can accept no responsibility for lost or stolen items.

### **Behaviour at Summer School**

We certainly do not anticipate that there will be any problems at Summer School, and we have had no problems in the past.

However, we must warn all students who attend Summer School that in certain cases of unacceptable behaviour you will be asked to leave the Summer School.

In the case a student is asked to leave the summer school, their nominated contact will be contacted, and it will be the responsibility of the student to make arrangements to travel home including covering the cost of this travel.

### **Consideration for Others**

We ask that you **respect other students and staff need for quiet and privacy** during the summer school.

Please try to avoid making a noise in the corridors and rooms after **11pm**.

### **Room Facilities**

Your room should be in good condition when you arrive. Please check that this is the case when you enrol and **report any defects to the Summer School Coordinator** or Residence Manager immediately. You are expected to take responsibility for your room during the Summer School and you will be considered to be accountable for any non-accidental damage to it.

### **Emergency Contacts**

You will be allocated a Senior Ambassador for the week and given a pack on arrival with contact details for your Senior Ambassador and Summer School Co-ordinators will also be on site.

## Online Summer School

### Digital Access for Summer School

It is expected that students attending the online summer school have access to wi-fi and either a PC or laptop to take part in the summer school.

### Behaviour at Summer School

We ask that you **respect other students and staff** during the online summer school.

Staff and ambassadors will be present online from **8.45am-7.00pm** each day.

Live sessions will run on Teams and the live chat function will be monitored throughout the summer school to support you with any questions you may have. It is expected that students will engage with all live sessions and use the chat function appropriately.

There will also be a live chat available during the summer school for you to ask for any help which our staff and ambassadors will monitor.

We ask that comments are not rude, offensive, or illegal. If a student makes rude, offensive, or illegal online comments to any other students, staff or ambassadors, the student will be removed from gaining access to the online summer school and their nominated contact will be alerted.