



DECLARATION ON HEALTH AND SAFETY AND FIRE PROTECTION INFORMATION FOR STUDENTS AND PARTICIPANTS IN LIFELONG LEARNING COURSES

Name and surname Date of birth	DATE	Signature

I hereby declare that I have read the below text and understand its contents. On starting my studies, I was informed about the following regulations for health and safety and fire safety: fire alarm directive, evacuation plans, the fire safety code and information on safety and fire protection. These documents are available in the "Safety, health and fire protection – students" tab of the "Regulations" section of the Institute's official online notice board, or on the official notice board in the Institute's building.

Health and safety

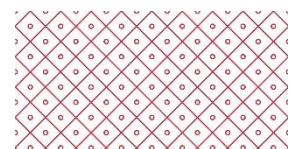
The basic obligations of every higher education institution and its units include ensuring the safety and protection of the health of all persons on its premises or who perform activities under the leadership of the institution management.

Obligations of students / participants in lifelong learning

All students are obliged to look after their own health and that of other persons who may be affected by their actions. Students must act in such a way as to not harm their own health or that of others, if possible. They are obliged to comply with the principles of safe behaviour in buildings used by the Institute or at events organised by the Institute.

This includes, in particular:

1. Students are obliged to comply with all verbal and written instructions and prohibitions issued by teachers and other Institute employees, and in particular instructions contained in the safety and fire safety regulations and in safety and fire safety instructions and codices. Fire safety documents are displayed in corridors or on the premises of individual workplaces of the Institute.
2. It is forbidden to take weapons, ammunition or any pyrotechnic devices (explosives etc.) into buildings used by the Institute or to events organised by the Institute.
3. The consumption of alcoholic beverages and other narcotic substances is prohibited during classes and other activities organised by the Institute.
4. It is prohibited to participate in classes or other events organised by the Institute while under the influence of alcoholic beverages and other narcotic substances. Students are obliged to undergo alcohol or drugs tests if they are suspected of being under their influence. The use of electronic cigarettes is also prohibited on Institute premises.
5. Students are obliged to take care while walking, to not run in corridors and on stairs, and to hold on to the rail while walking on stairs.
6. Any behaviour that may be injurious to health (e.g. inappropriate practical jokes) is prohibited.
7. Verbal or physical assaults on fellow students or Institute employees are prohibited.
8. Students are obliged to report to their teacher or an Institute employee any damage to health (including minor injuries) that occurs during classes or at events organised by the Institute.
9. Students are obliged to report to their teacher or an Institute employee any loss or theft of items that occurs on Institute premises.
10. While on premises used by the Institute, students are obliged to maintain tidiness and cleanliness, particularly in hallways and corridors so as to prevent any falls, obstructions, or restriction of access to fire extinguishers, fire hydrants, electrical distribution boxes, etc.
11. Students may not enter technical areas of the Institute e.g. electrical distributors, machine rooms, boiler=rooms, etc.).
12. Students may not use their own electrical and thermal appliances, with the exception of mobile telephones, laptops and e-book readers, in buildings used by the school.
13. Students may switch electrical equipment, lights and electrical appliances up to 240 V or, if applicable, plug and unplug their cables. Students are obliged to visually inspect the condition of electrical appliances (including extension cables) or handheld electrical equipment before use. The use of damaged appliances and tools is





- prohibited. Higher-voltage electrical appliances may be switched on and off solely on the direct instruction of a teacher. Any other operation of electrical or other technical devices is strictly prohibited.
14. Students are prohibited from handling machines and devices if this does not constitute part of their classes or other activities that they have been ordered or permitted to perform.
 15. Machines and technical and transport equipment may be handled solely in accordance with the manufacturer's regulations (instructions for use) or the regulations issued by the Institute.
 16. Students are obliged to comply with the instructions for use and local regulations about which they have been informed. Students are obliged to use personal protection equipment if this is part of the activity being carried out (e.g. during practical classes).
 17. Students must exercise caution when handling and conveying objects so as to prevent injuries, and may not carry loads above the permitted limit (women: max. 20 kg, men: max. 50 kg, pregnant women: max. 10 kg).
 18. Students are prohibited from handling gas-operated appliances unless directly instructed to do so by a teacher.
 19. Cleaning agents must be stored in the designated place.

In order to protect life, health and property, defined internal areas and the building exterior are monitored by a closed-circuit camera system. Information tables and pictograms informing of ongoing monitoring via the camera system are placed in monitored areas and in front of the entrances to buildings. Further information on this monitoring and its extent are contained in Measure no. 2015/13 of the Director of ILPS CU.

Fire safety

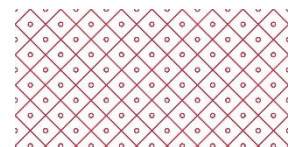
All persons are obliged to act in a manner that does not cause fires or jeopardise the life and health of people and animals, property, or the environment. All persons are obliged to exercise care when using thermal, electrical, gas and other appliances and when storing and handling flammable and combustible substances and open flames. This encompasses compliance with fire safety regulations, including instructions for operation and use.

1. All persons are obliged to comply with the provisions of the fire alarm guidelines, evacuation plans, fire safety codices and other fire protection documents, including the codes of rules for dormitories, study centres, etc.
2. Fire alarm guidelines, evacuation plans and fire safety codices are displayed in the corridors of buildings and on the premises of individual workplaces of the Institute.
3. Students are prohibited from performing activities that may lead to the starting of a fire. They are prohibited from misusing and damaging fire safety equipment (fire extinguishers, fire hydrants) or calling the fire brigade for no reason.
4. Students are further obliged to follow instructions and comply with prohibitions in designated places, and in particular smoking bans and the handling of open flames.
5. Smoking is prohibited in ILPS CU buildings that are used for teaching and accommodation.
6. The drying of clothes and other materials on heating units is prohibited.
7. Unless prevented from doing so by important circumstances, all persons are obliged to provide personal assistance to fire brigade units when fighting fires and other in the event of other incidents.

Actions when a fire starts

1. When a fire starts, all persons are obliged to inform all persons who may be endangered by the fire, generally by shouting "**FIRE!**". If it is possible, they are further obliged to try to extinguish the incipient fire and remove combustible substances and other substances that may pose a fire risk. If possible, they must also prevent the ingress of fresh air.
2. After a fire alarm has been declared, all persons must **immediately** leave the endangered area, with the exception of those trying to extinguish the fire or perform emergency work, and gather at a meeting point.
3. If a fire starts, all persons are obliged to call the fire brigade at the earliest opportunity on the single emergency call number **112** or on **150**. The following information is required when reporting a fire: **what you are reporting** (I'm reporting a fire), the **location** (address) **of the fire** or other event, your name and the telephone number you're calling from.
4. It is the duty of everyone to report every fire that starts to the fire reporting station, even if they have extinguished the fire themselves.

Use of portable fire extinguishers:





Before using a fire extinguisher, an assessment must be made of whether there is a risk of injury due to electric current. It is strictly prohibited to extinguish fires in electrical equipment with water or a water or foam extinguisher. **Powder extinguishers** are used for practically all types of fire, including in electrical equipment.

Carbon dioxide extinguishers are used to extinguish fires in electrical equipment, foodstuffs, libraries, etc. Extinguishers are triggered immediately before use by removing the safety catch under the activation button or removal of the safety wire using the yellow eyelet. In any case, the instructions given on every fire extinguisher must be followed.

