

Churchill College

Mandatory Safety Talks 2023





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# Your safety is our priority

- [Cycling Safety](#)
- [How to use the Porters' Lodge](#)



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# Cycling and E Scooters



Cyclists are bound by the highway code, they don't have right of way (unlike some countries)

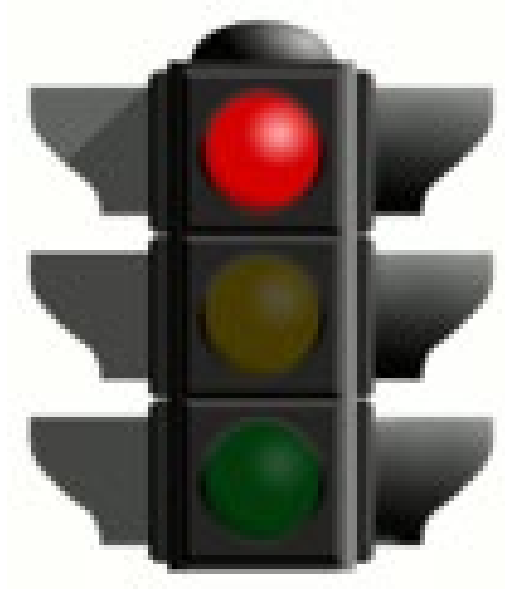


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# Cycles

- If you have a bike, you must ensure it is registered with the Porters' Lodge and the reference number is written on your bike frame.
- Porters will carry out bike culls throughout the year, if your bike is not registered it will be culled.
- Please ensure you have a good lock for your bike and use it, cycle theft in Cambridge is very high.
- When using the bike sheds, please close the doors once you have finished in the sheds. Bikes are stolen from the sheds because the doors are left open.
- Bikes are not allowed in the College grounds and should never be secured to trees or lamp posts.





Please abide with the rules of the road. Traffic lights are there for the safety of road users and pedestrians

Be careful while passing cars, especially while undertaking

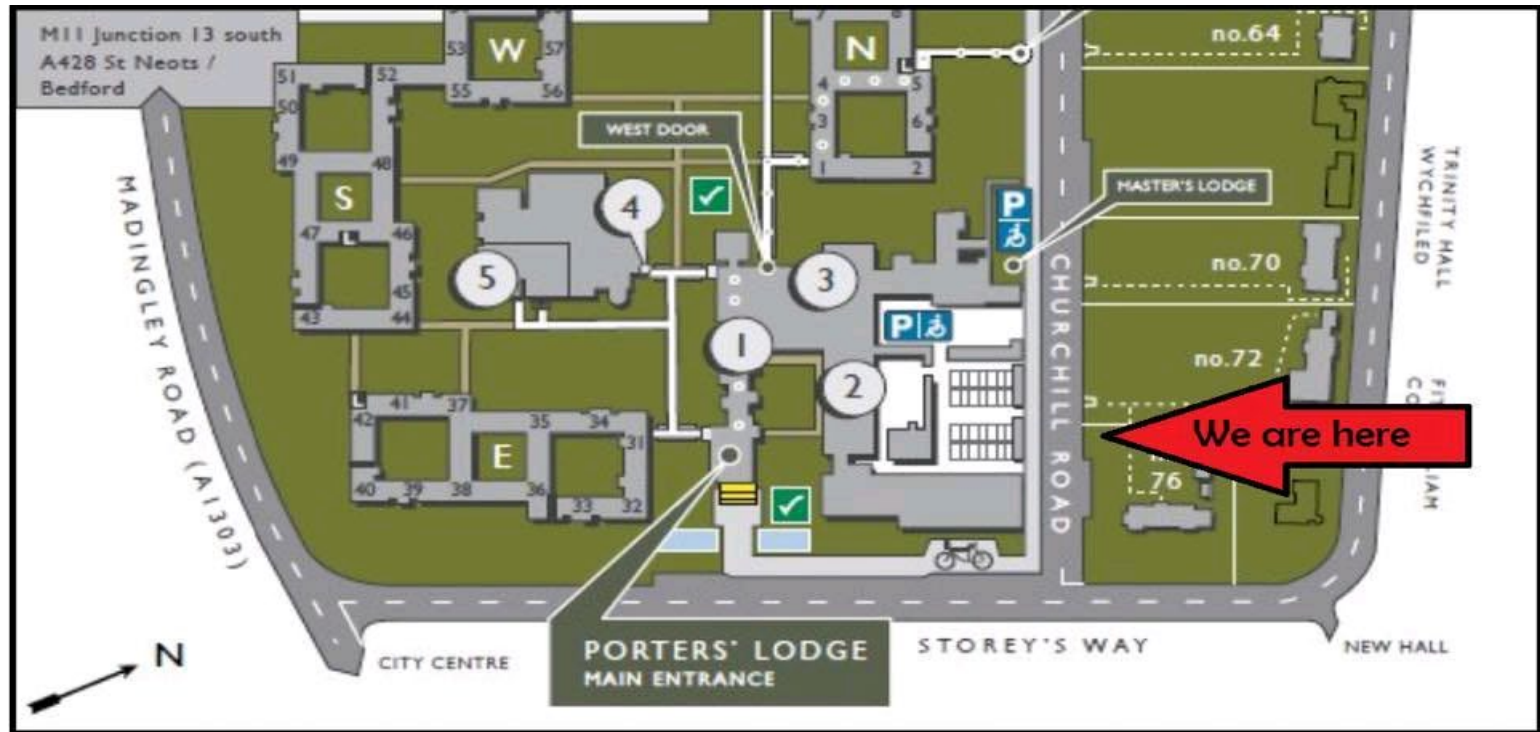




Ensure you can be seen the Police will issue on the spot fines.  
Front and Rear lights are mandatory.



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A bike repair person is located as per this map, open Monday through to Friday, open 08:30 to 3pm.



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# E-Scooters

E-scooters, fall within the legal definition of a “motor vehicle”.  
Therefore, the laws that apply to motor vehicles apply to e-scooters.

It is illegal to use an e-scooter on a public road, pavement or cycle lane.  
It is also illegal to use an e-scooter on private land without the permission of the  
landowner.

You may be committing a criminal offence and can be prosecuted.

E-scooters are banned from the College site  
and should never be charged unattended within any building.



Porters' Lodge



# Churchill Porters Team

- Head Porter
- Ten Porters plus a number of relief Porters
- The Porters work 24/7, 365 days a year
- You are always welcome to call into the Lodge, day or night, whether it be for a spare key, information or a chat! We will always help where we can.



# Security on Site

- Porters play an active role in keeping the site safe, but we all need to play our part.
- Please let the Porters know by phone if there are problems with noise or disturbance on your staircase, they do not routinely monitor their e-mails.
- Porters will always help where they can, but please listen to what they say. The College will not tolerate rudeness towards its staff.
- If you become aware of any issues or emergencies please notify the Porters straight away.
- All the Porters are First Aid trained.



# Security Continued

- Please ensure there is nothing to identify your keys as belonging to Churchill College. Lost room keys will cost you £30:00.
- You must ensure your room is locked at all times, if College staff find your room unlocked, they will lock it.
- Be mindful of others around you, for example tailgating into locked areas. Question, are they from Churchill, if in doubt inform the Porters' Lodge.
- Cycle theft is high in Cambridge, ensure the cycle shed gates are always locked and your cycle is locked. Your cycle needs to have the College reference marked on the frame.
- We have CCTV on site for your safety.



# Post and Amazon Room

- You collect your mail from your pigeonholes which are individually named and located in either the Post Room or in the Porters' Lodge. Larger packages may be stored in the Porters' Lodge.
- When having anything addressed to you in College, could you please add your room number to your address.
- Post delivered by Amazon would normally be placed in the Amazon Room for your collection.
- Please dispose of any packaging from your post responsibly.



# Finally

- Cambridge is a wonderful place. It is a safe city. However, do be sensible, especially at night. If you find yourself in difficulties or trouble you can go to any College Porters' Lodge, and they will assist, or call the Porters at Churchill.
- Students should make themselves aware of the regulations for the “Late Night Taxi Scheme”.
- It is wise to have the telephone number for the Porters' Lodge at Churchill in your phone, they will do all they can to assist.



Churchill College Porters' Lodge

01223 336000

Please put this number in your phone



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