

Health, Safety and Security Information

A copy of the Faculty's Safety Policy is available on the Faculty website.

Occupational Health Advisers

Tel. 36594

Fire Action

In the event of the fire alarm sounding:

1. Leave building by the nearest exit
2. Do not use the lift
3. Report to assembly point by the Little Hall

In the event of a fire, flood or other serious incident **in normal working hours** inform the Administrative Officer (Tel. 35193) or the Chair of the Faculty (Tel. 35161).

In the event of a fire, flood or other serious incident **outside normal working hours**:

1. Operate the nearest fire alarm
2. Leave building by the nearest exit
3. Do not use the lift
4. Phone the University Central Security emergency number

The **University Central Security** number is Tel. **31818**. This office operates 24 hours every day of the year. **The emergency number is Tel. 101 (inside network)/767444 (outside network).**

Mobility Disabilities

Students with mobility disabilities who are likely to be unable to use the stairs in the event of an emergency are asked to inform the Administrator so that a personal evacuation plan can be designed.

Medical conditions

The Faculty maintains a confidential record of members of the Faculty with any specific medical conditions together with a note of urgent remedial action. If this applies to you, please consult the Chief Secretary.

Report Book

When staff are unavailable and out of office hours, please report any matters of concern in the Report Book to be found on the Issue Desk in the Faculty Library.

Smoking

No smoking is allowed in the Faculty building.