

## **IMPORTANT INFORMATION: HEALTH, SAFETY AND SECURITY**

### **Saïd Business School-Park End Street**

#### **FIRE**

In the event of a fire a continuous siren will sound. The alarm is tested at 10:30am each Monday – if you hear it at any time other than this, you **MUST** evacuate the building. There are many exits from the building, all marked with green pictogram signs. (Fire doors should never be propped open or blocked, and corridors should always be kept clear of furniture, signage or other impediments.) Please familiarize yourselves with these. The assembly point is on the pedestrian area to the front of the building, **BEYOND** the raised concourse area. Please remain there until you are told it is safe to re-enter.

#### **SECURITY**

As the Business School is a secure building, all entrances to lecture theatres and seminar rooms will require a security card. We will ensure that the appropriate entrances are open at the start of each session, so to avoid any difficulty in accessing the rooms, **please ensure that you arrive promptly to each session.**

Please **DO NOT** leave your belongings or valuables unattended at any time, abandoned bags will be removed by security, and may be destroyed. If you do have a security concern the first point of contact should be the Business School reception.

#### **SMOKING**

Smoking is not permitted anywhere within the building. If you do wish to smoke, please use the open cloister in the central courtyard, and please, use the ashtrays provided and not the floor.

#### **FIRST AID**

First Aid can be found at the Reception desk. There are trained first-aiders onsite during office hours. If the injury is serious, please call 999 from a mobile or venue phone and summon an ambulance first.

#### **EATING AND DRINKING**

Eating and drinking is not permitted in lecture theatres.

**Thank you for taking the time to read this document and we very much hope that you enjoy your time at the Saïd Business School.**