

# Please read

## Important information relating to Health, Safety and Security

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- **In the event of a Fire** a continuous siren will sound. The alarm is tested at 08:00am in the West Wing every 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. Please familiarise yourselves with these. **The Fire Assembly Point** is on the pedestrian area to the front of the building. Please remain there until you are told that it is safe to re-enter.
- **Security** in a building of this size has to be carefully managed. Please help us to keep the Business School safe and secure. **DO NOT** leave your belongings or valuables unattended at any time, abandoned bags will be removed by security, and may be destroyed. There are coat rails provided, but coats left on these are done so at your own risk. If you do have a security concern, the first point of contact should be the Business School reception.
- **First Aid** can be found at the Front Reception Desk. There are trained first aiders on-site during office hours. If the injury is serious, please call 999 from a mobile or venue phone and summon an ambulance first before contacting Reception.
- **Smoking** is not permitted anywhere within the building. If you wish to smoke, please use the area at the end of the downstairs cloister under the pagoda, and not outside reception. Please use the ashtrays provided and not the floor.
- **Eating and drinking** is not permitted in lecture theatres.

Thank you

