**Health and Safety advice during University closure**

All staff must adhere to the Guidance on Lone and Out of Hours Working <https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/guidance-on-lone-and-out-of-hours-working-within-sgul-2018.pdf> and that contained in other relevant health and safety policies and procedures which can be found within the Health & Safety webpages

In the event of **fire** you must leave the building immediately by the nearest exit

For **other accidents, incidents and emergencies** you should contact your Line Manager for advice and inform Security Control on 0909 or 0208 725 0909. You can ask Security to contact the SHE Manager or SHE Advisor. Their numbers are listed in the BCP plan for Health and Safety.

If you require a first aid you should call security on 0909 or 0208 725 0909. Many of the security staff are first aid trained and can provide assistance.  If the injury is severe, you should go to the Emergency Department in St. James Wing of the hospital.

When you leave the site you must notify your Line manager and sign out at the Security Control Centre.

You or your Line Manager must complete complete the RIDDOX accident / incident report available at this [link](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/accidents-incidents-fire-and-emergencies/staff-only/accident-and-incident-reporting-form).