

Health and Safety Saïd Business School

Fire and Safety Procedures

Should the fire alarm sound, all participants must make their way out in an orderly fashion to the fire meeting point, which is the area directly in front of the building on the pavement beyond the raised concourse. Clearly marked fire exits can be found on both sides and to the back of the building. Fire doors should never be propped open or blocked, and corridors should always be kept clear of furniture, signage or other impediments.

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 Policy

A non-smoking policy operates throughout the Saïd Business School. It is not permitted anywhere in the building or in the central courtyard.

Assistance

If you require any help during this event, please contact Pippa Hichens on **01865 288 491** or Vannary Sar on **01865 288 838**

Toilets

Toilets are clearly indicated on the map at the back of the Colloquium programme.

Luggage Room/Cloak Room

There will be a luggage/cloakroom available during the Colloquium. If you wish to use this service, please contact Pippa Hichens on **01865 288 491** or Vannary Sar on **01865 288 838**. The room will be locked, so if you wish to access the luggage/cloakroom at any point during the day, then please contact us on the phone numbers above.

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 are 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.