**UNIVERSITY OF OXFORD, Humanities Divisional Safety Officers Handout for Staff.**

**Lone Working Handout for Staff, the Oriental Institute, Faculty of Asian and Middle Eastern Studies**

Please take time to read the following information concerning the Faculty of Asian and Middle Eastern Studies local code of practice for Lone Workers.

The emergency telephone number for Security Services is clearly displayed in the Lodge and is available on the University website and in the internal telephone directory. We would also encourage all staff members who may find themselves working alone on the premises, or who come in out of normal working hours, to store this number on their mobile phones. The number is: 01865 (2)89999. Please also note that the Non-Emergency Police (Thames Valley) number is 101.

If you finish work late and are in any way concerned for your safety, Security Services are happy to send a patrol to the premises and escort you to your car. Please call them if you wish to arrange this service.

DO NOT under any circumstances use the lifts out of normal working hours. The lifts should also not be used in the event of the fire alarm sounding.

If you notice anyone in the building who you do not recognise and who is acting suspiciously, or if you see anyone acting suspiciously outside, do not approach them, but telephone Security Services who will attend.

Please make sure that if you are planning to be in the building out of hours that you let someone know where you are and when you are leaving.

All Staff are welcome to attend conflict management courses ran by Security Services. If you would like further information on these courses, please contact Trudi Pinkerton in the Faculty Office who will have the dates for forthcoming courses.

Security Services are available around the clock and are also First Aid trained.
A First Aid Buddy System is in place during normal working hours and lists of contact names and telephone numbers are available in all teaching rooms and in the Lodge. First Aid kits are also available in the Lodge, the Common Room Kitchen, and in the Faculty Office. There is also an automatic defibrillator located on the wall to the right of the Lodge door.

Emergency lighting is in place throughout the building and fire exit signs are photo luminescent. Motion sensitive lighting is in operation on the main staircase. In the event of a power cut, call Security Services and report this fault as soon as possible.

If you discover a fire on the premises, break the nearest wall-mounted red box alarm which will alert Security Services to the fire and evacuate the building by the nearest safe exit.

 Fire extinguishers are located on all floors. Do not delay your exit, but call 9-999 for the Fire Service and (2)89999 for Security Services.

If the Fire Alarm sounds continuously, leave the building at once and go to the assembly point at the north end of Pusey Lane at the back of St Cross College and await help from Security Services and the Fire Service.

Security Services numbers are:

**Emergency (24 hour)**

+44(0)1865 2 89999

 **Security Control Room**

+44(0)1865 2 72944

**Thank you for taking the time to read this and for complying with both our local policy and the safety policies of the University of Oxford.**

**July 2021**