



- 1.1 This guidance covers the actions required when a School employee dies. Each circumstance may be different and may require an individually tailored approach in conjunction within the guidance set out below.

- 2.1 In the event of the death of an employee, it is important that the appropriate School employees are notified. The route by which the notification reaches the School cannot necessarily be controlled, but thereafter it is the responsibility of the relevant Department, HR, the Head of Communications & Engagement and other relevant School employees (i.e. the Director, Deputy Director and Provost, Chief Operating Officer and relevant other(s)) to coordinate the dissemination of information.
- 2.2 If the death occurs on site, contact Reception immediately on 555. If you are unable to get through to Reception for whatever reason then you may contact the emergency services directly and in these circumstances you must ensure that Reception is subsequently informed as soon as possible that the emergency services have been contacted. If the incident is reported to Reception during out of office hours, the On Call Duty Officer will be notified.
- 2.3 The Head of Service/Dean of Faculty, Faculty Operating Officer (FOO), HR Partner and other relevant School employees (i.e. the Director, Deputy Director and Provost, Chief Operating Officer, Head of Communications & Engagement and relevant other(s)) should be notified as soon as possible.

- 3.1 The Department, in conjunction with HR and relevant senior management colleagues, will agree an appropriate member of School staff to be the principal point of contact to avoid confusion at a distressing time. The point of contact may vary from case to case.

include (but is not limited to) death in service forms, pension-related documents, and Income Tax forms and notifications.

9.4 The Payroll and Pensions Team may also liaise directly with the employee's Estate/Next of Kin, or the nominated School contact. This may vary depending on the circumstances.

10.1 The School has a legal duty to report serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive. Therefore, if the death happened at work or was work-related, the employee's line manager or appropriate other individual should inform the Ff1 .32 841.nal diseases and specified dane Ff1 .16.3 62

