Dealing with the death / serious injury of a member of staff while at University or undertaking University-related activities

A member of the public or a member of the University community will normally report the incident to Emergency Services (usually including the Police) and also may inform Security Services.

Depending on the situation, the Police or an appropriate member of emergency services should notify the next of kin.

The Police or a member of the University community will inform Security Services, who will inform:

1. Registrar/Nominee
2. Director of Health and Safety.

The following persons should be contacted by the Registrar/Nominee:

1. Vice-Chancellor
2. HR Director
3. Director of Communications and Marketing
4. Bursar
5. Head of School
6. Staff Counselling Service
7. Chaplaincy

**HR Director/Nominee:**

- Ensure that the next of kin have been notified
- Quickly inform the next of kin of their main contact point, if needed, at the University
- Ensure appropriate arrangements for collection of the deceased’s belongings
- Ensure that colleagues/friends of the deceased are informed in an appropriate manner
- Ensure appropriate arrangements are made if the next of kin visit the University
- Take responsibility for strategic decisions, overall co-ordination and University’s general response
- Ensure that friends/colleagues are aware of the help and support available, eg Staff Counselling, Chaplaincy
- Inform friends/colleagues of funeral arrangements and attempt to ensure appropriate University attendance at the funeral
• Ensure Embassy or High Commission is informed, if appropriate
• Ensure wishes regarding treatment of the body are ascertained and that repatriation, financial and funeral arrangements are satisfactory, if appropriate*
• Ensure memorial service, collection/other financial support and messages of condolence are arranged as appropriate*
• Arrange for letter from Vice-Chancellor to be sent to the family on behalf of the University.

**Director of Communications and Marketing:**

• Prepare and circulate a statement to all appropriate University staff, if the media are likely to be interested, and liaise with the media directly if required.

**Director of Health and Safety:**

• Assume tactical control of the event if involving serious injury or death, referring to Registrar for strategic decisions as necessary.
• Represent the University in any official investigations, if these prove necessary.

A Death of a Student Policy is also available at www.bris.ac.uk/cicp/student-death.html

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