You can also contact individual members of staff by e-mail. E-mail addresses for members of staff are given in Appendix A of this Handbook. Note, however, that members of staff are not in every day, as their research commitments frequently take them out of Manchester.

The School provides a single point telephone number 0161 275 5800 and a single point e-mail address mathematics@manchester.ac.uk for all enquiries. Staff from the School’s Teaching and Learning Office (including Reception) will contact students from the mathematics@manchester.ac.uk e-mail address in the first instance. We normally contact students via their University e-mail address or their preferred telephone number on My Manchester. Further information about the Teaching and Learning Office can be found in Section 5 of this Handbook.

School Newsletters are e-mailed to students fortnightly and important messages are displayed on the OneLan Screen in the foyer of the Alan Turing Building.

There are student notice boards in the Alan Turing Building on the walls inside the Mathematics Undergraduate Work Room (Room G.211). Information relevant to your studies is also displayed on the wall in the foyer of the Alan Turing Building.

1.4 HEALTH AND SAFETY INFORMATION

Primary medical care of students is provided by the National Health Service through individual registration of students with a local general practice of their choice.

The Student Counselling Service provides confidential, individual counselling for all work related difficulties, exam anxiety, stress and other personal problems. The service is located on the fifth floor of Crawford House, and can be contacted by dialling 0161 275 2864. The e-mail address is counselling.service@manchester.ac.uk. Further information can be found at the following website: http://www.studentnet.manchester.ac.uk/counselling

First Year students and other new entrants are required to complete a Health and Safety Induction Course. This course will be delivered online (through Blackboard, the University’s virtual learning environment) and will take students about 1 hour to complete. By completing this course, students become familiar with the Health and Safety Regulations. Moreover, the document is available for browsing throughout your degree programme. The Health and Safety Induction Course is part of the Induction Module MATHS0000.

The University’s Health and Safety web address is:

http://www.healthandsafety.manchester.ac.uk/

The University’s Health and Safety Policy is available via the website:
You should ensure that you are acquainted with the various Safety Regulations and, in particular, the correct procedure in the event of a fire.

**Fire Safety**

**Fire** is a ubiquitous hazard that affects everybody in the University. In general, the risk of a fire starting in an office environment where there is a no smoking policy is very low. However, everyone should make every effort to prevent it from occurring, for example, by reporting electrical defects, accumulations of combustible materials, or evidence of covert smoking.

The School procedure in the event of a fire or other emergency is that everybody is to leave the building promptly using the stairs and the nearest exit, and assemble at the fire alarm assembly area, which is near the George Kenyon Building. For those coming down a staircase, there is a fire door immediately at the bottom of the staircase. For those in the atrium, or in a room off the atrium, the fire doors are the glass doors at either end of the atrium. Following an evacuation, do not re-enter the building unless instructed it is safe to do so by Fire Service personnel or University security staff.

The alarm system is tested every Monday afternoon at about 13.50. There is no need to evacuate the building on these occasions, although reports of alarms that are too faint, or where the meaning of the alarm is not clear, should be made immediately to the School Safety Advisor (SSA).

Anybody who has difficulties responding in an emergency evacuation situation should discuss this with the SSA.

**Fire Information**

If the fire alarm sounds continuously, then the building must be evacuated immediately by the nearest exit. Lifts must not be used. The fire alarm system will cause all lifts to travel to the ground floor where the doors will open to allow any occupants to exit. The doors will then close and will remain in that state until overridden by the fire brigade, or until the system is reset.

Pulsed sounders mean there is no need to evacuate, but be prepared to evacuate should the sounders change to continuous. (Pulsed sounders are not a signal to evacuate, but serve as an indication of a fire alarm in the adjacent building.)

Anybody who would have difficulty leaving the building via the staircases during an evacuation should make their way to one of the landing areas in the stairwells, where there are marked refuge areas. An intercom station is located there that communicates with a station situated in the reception area. This will enable the location to be
established and assistance provided to exit the building. Please inform the SSA if you may need this type of assistance.

**Disabled Toilet Alarms**

All alarms are activated by a red pull-cord switch. This sounds a local alarm as well as illuminating a red light outside the cubicle. An alarm will also sound on a control panel in the reception area.

The alarm can be reset locally by pressing the RESET button in the cubicle.

**First Aid**

If you need to use the First Aid services listed below, please use the nearest one to where you are.

<table>
<thead>
<tr>
<th>Location</th>
<th>Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxford Road end of campus</td>
<td>From local first aiders (see table below).</td>
</tr>
<tr>
<td>In an emergency and outside working hours</td>
<td>Contact Security (telephone 69966)</td>
</tr>
</tbody>
</table>

**Health and Safety Staff (First Aiders)**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>E-mail Address</th>
<th>External Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Safety Advisor (SSA)</td>
<td>Mr. Tony McDonald</td>
<td><a href="mailto:Tony.McDonald@manchester.ac.uk">Tony.McDonald@manchester.ac.uk</a></td>
<td>0161 275 6118</td>
<td>Kilburn, 2.93</td>
</tr>
<tr>
<td>First Aider</td>
<td>Mrs. Tracie McArthur</td>
<td><a href="mailto:Tracie.McArthur@manchester.ac.uk">Tracie.McArthur@manchester.ac.uk</a></td>
<td>0161 306 6415</td>
<td>Alan Turing, Teaching and Learning Office (G.202/G.204)</td>
</tr>
<tr>
<td>First Aider</td>
<td>Ms. Karen Morris</td>
<td><a href="mailto:Karen.Morris-2@manchester.ac.uk">Karen.Morris-2@manchester.ac.uk</a></td>
<td>0161 275 5797</td>
<td>Alan Turing, Teaching and Learning Office (G.202/G.204)</td>
</tr>
<tr>
<td>First Aider</td>
<td>Ms. Francesca Moss</td>
<td><a href="mailto:Francesca.Moss@manchester.ac.uk">Francesca.Moss@manchester.ac.uk</a></td>
<td>0161 275 5899</td>
<td>Alan Turing, Teaching and Learning Office (G.202/G.204)</td>
</tr>
<tr>
<td>First Aider</td>
<td>Mr. Sebastian Rees</td>
<td><a href="mailto:Sebastian.Rees@manchester.ac.uk">Sebastian.Rees@manchester.ac.uk</a></td>
<td>0161 275 5812</td>
<td>Alan Turing, 1.209</td>
</tr>
</tbody>
</table>

First Aid boxes are situated at the Alan Turing Building Attendants’ Lodge.
Additional Occupational Health Services for Staff and Students are located at Waterloo Place, 182/184 Oxford Road (near the University Precinct Centre), Telephone 0161 275 2858. (First Aid is not provided here.)

If an ambulance is required, it can be summoned by dialling 999 from any telephone. Make sure you inform Security (69966) and the Building Attendants so that they can direct the medical personnel to the incident.

It should be noted that all university work places are designated as non-smoking.

Any damage to a building or other defects must be reported to the SSA immediately. If the SSA is not available, inform one of the Building Attendants.

Some students have disabilities which would hinder their escape from a building in case of emergency, while others may have hearing difficulties which impair their ability to notice emergency alarms. The School makes prior arrangements for the safety in emergency situations of any of its students with a disability and it is important that students know precisely what they should do, and with whose help in an emergency such as a fire evacuation. Students with disabilities should introduce themselves to the School Disability Coordinator (Mrs. Tracie McArthur, Room G.202/G.204, Alan Turing Building) and to the School Safety Advisor as soon as possible after arrival, and in any case within the first week, and confirm the arrangements that have been made for their safety.

If you have an accident when you are on University premises then you must inform the SSA or the staff in the Teaching and Learning Office (Room G.202/G.204, Alan Turing Building).