Health and Safety guide and booking arrangement for College rooms at the Royal Brompton Campus:

* Please understand there is no conferencing support is provided with this booking and this booking is made on the understanding you require space to undertake College business.
* If you require catering in the Guy Scadding Building please contact [cookes.consolidate@imperial.ac.uk](mailto:cookes.consolidate@imperial.ac.uk) in good time and make arrangement to raise a purchase order via the College purchasing system to cover the cost. (If you are paying from a source outside the College please discuss with Cookes)
* Rooms have a standard College teaching provision, it is your responsibility to familiarise yourself with this equipment. We have no resource to provide any support for the AV facilities in the rooms. If you experience a fault with the AV equipment in the room please report via email to [service.desk@imperial.ac.uk](mailto:service.desk@imperial.ac.uk) and copy in [nhli.room.bookings@imperial.ac.uk](mailto:nhli.room.bookings@imperial.ac.uk).
* Imperial College swipe access in the Guy Scadding Building is from 07:00 to 21:00 on weekdays, no access is granted outside these hours. College lone working policy may apply beyond 19:00. If the rooms are locked please contact the Guy Scadding or Sydney Street reception.
* As the booker you should arrange any room rearrangement and temporary signage and be available answer queries from those using the rooms. Please leave the room in a neat and tidy state and reinstate any room dividers if you have altered them.
* You are responsible for ensuring all guests have left the building safely following the meeting.
* If you have guests attending your meeting in the Guy Scadding Building as a courtesy please inform reception of the event taking place in the via [dhsrec@imperial.ac.uk](mailto:dhsrec@imperial.ac.uk) email.
* When using the rooms please been be sensitive to those working in the surrounding offices.
* If in exceptional circumstances you need the entrance doors open for the duration of your event please contact [dhsrec@imperial.ac.uk](mailto:dhsrec@imperial.ac.uk) and request the precise times. Please consider this in any risk assessment of your event.
* You must be responsible for the safe use of these rooms and you must comply with college and NHLI safety polices. Please see the safety guide below.

As a member of the College and booker of a room you are responsible for ensuring the safe use of these rooms and that the users of the room are adequately guided in the event of any incident and [College safety policies and procedures](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/) are followed.

**Fire Safety and evacuation.** Please ensure all users of the rooms are familiar with the Building evacuation procedures, assembly points and emergency arrangements.

**Emergency contact.** The number is 4444 from a College networked phone or 020 7589 1000 from a mobile phone

**Maximum room capacity.** You must ensure the below capacities are not exceeded

Seminar Room 1 (30) & Seminar Room 2 (30) Sydney Street, Royal Brompton Hospital

Seminar Room A (40) Guy Scadding Building, Imperial College London

Conservatory (22) Guy Scadding Building, Imperial College London

Refectory (52) Guy Scadding Building, Imperial College London

Paul Wood Lecture Theatre (110) Guy Scadding Building, Imperial College London

G219 (40) Guy Scadding Building, Imperial College London

B181 (6) Basement, Guy Scadding Building, Imperial College London

331 (6) 1st Floor, Guy Scadding Building, Imperial College London

**Security** are present at the Guy Scadding Building reception on weekdays after 18:00. Additional security for events in this building can be requested via [security.control@imperial.ac.uk](mailto:security.control@imperial.ac.uk). Please consider this in your risk assessment of a meeting. Security are trained first aiders.

**Reporting Accidents & Incidents.** If an incident or near miss occurs or someone feels unwell when using the rooms please notify your line manager/supervisor and ensure it is reported on the College online system [SALUS](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/). Reporting of such events is critical.