

Help and support
for anyone who
has experienced
sexual harassment
or assault



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Our support for you

Our sexual violence support service supports students who have experienced any form of sexual misconduct, regardless of when or where it happened. Sexual misconduct is any kind of unwanted sexual activity, which does not always include physical contact.

Our approach

- We will believe you and be led by you. You will be in control of what you do or don't do next.
- We work in a trauma-informed way, to ensure you are being supported without having to relive your experiences.
- We provide a safe space where you will be listened to without judgement.
- We treat everyone as an individual and recognise that life experiences and identity can impact on your experience of sexual violence.
- We work under the Confidentiality Statement (below), which means there are times we may be required to share information outside of the service – if there was a significant risk to you or another student, for example. We will always discuss this with you.

What to expect

We will:

- Discuss immediate safety options with you and help organise these if needed
- Help you navigate options for specialist support, including making referrals, where necessary. This might include support particular to your needs or identity, such as LGBTQ+ support or support for male survivors.
- Talk through resources and methods to help you understand and process your responses to what has happened.
- Help liaise with your school if your studies are being impacted, without disclosing details of your experience.
- Support you throughout the reporting process, if you choose to make a formal report through to us.

Liaise with your Independent Sexual Violence Adviser if you have made a report through the police.

Confidentiality statement

What you can expect from all services

1. Our student-facing services are committed to treating you with dignity and respect. This includes handling any information you provide to us sensitively.
2. We work within the terms of the Student Code of Conduct.
3. Information is available to colleagues within the same service to effectively provide support. Information may be passed between services, but only if relevant to set up support.
4. Some information is shared during the application process. This is to ensure support will be in place throughout this process and when you join GBS.

Sharing information with third parties

1. We work with professionals outside GBS, such as NHS mental health teams and agencies involved in your support or funding. They have their own confidentiality policies. We only share relevant information to support you, and we will tell you in advance unless we have significant welfare concerns. In some situations, these external teams or agencies may contact you directly.
2. We do not agree to requests for information from parents, family members, guardians or other third parties (unless covered by Data Protection exemption, for example, requests from the police). We will not confirm or deny whether you are a student unless you have given explicit (clearly stated) permission in advance.
3. We may need to share information where the law requires it, such as to detect and prevent terrorism. We may also need to share information where not doing so might affect the prevention or detection of crime.
4. All GBS members of staff are required to report safeguarding concerns to the relevant and responsible senior member of staff. Senior members of staff may report to external organisations, such as the police or local council.

Storage of information

1. We follow the requirements of the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.
2. Records are kept and stored securely and only accessed by relevant staff when required.
3. Information may be stored on systems used by other services, but access will be limited.

1. The aim of this guide

This guide aims to support students and staff through the choices available after a student has experienced sexual assault. We understand that this is a challenging time. We hope to provide clear guidance regarding the support and choices available to students who have been sexually assaulted.

The guide is best used in conjunction with support from an experienced member of our GBS Welfare team, who can offer support and guidance.

They will:

- Listen and provide confidential support without being judgemental or pressuring you.
- Ask what YOU want to do and allow YOU to make the decisions.
- Provide you with information.
- Assist you to seek any medical help. You may need advice about your sexual health and STIs, pregnancy or collection of forensic evidence.

Please do not feel you have to cope on your own. We are here to help you.

2. Emergency support

We strongly advise that an assault which has just happened, or is impacting your safety, is reported to the Police by dialling **999**.

If you have a hearing or speech impairment, you can use the textphone service 18000 or text 999 if you have pre-registered with the emergency SMS service.

If you are in danger but you can't talk on the phone, you should still call 999, then follow their instructions.

We are aware that you may not want to or be ready to report to the Police.

Any member of the Welfare team can then be contacted for advice during office hours. There are two sexual violence and misconduct lead officers (SVMLO) and all members of the Welfare team can provide guidance.

3. GBS support

No matter how long ago the incident happened, you can seek confidential help from us in person or by text, phone or email:

Sexual Violence and Misconduct Liaison Officer

- E6@globalbanking.ac.uk

GBS Listening Service

- [Listening Service Referral Form](#)

GBS Student Welfare Team

- Welfare@globalbanking.ac.uk

Dean of Students, Dr. Melissa Willby

- MWillby@globalbanking.ac.uk

4. Looking after yourself

Keeping yourself safe after an assault should be your priority:

- **Get to a safe place:**
 - Call 999 and ask for the Police if you feel unsafe (See Page 2).
- **Seek medical attention:**
 - If you have injuries that need emergency treatment you may need an ambulance.
 - For non-urgent medical support after a sexual assault, the best place to receive this is the local Sexual Assault Referral Centre (SARC).
- **Seek emotional support from someone you trust:**
 - This could be a family member, a friend or a member of staff/security at GBS.
- **Preserve evidence:**
 - Keep clothing that you were wearing, unwashed, in a plastic bag. Keep anything that may have been touched by the person who assaulted you.

5. Sexual Violence and Misconduct Liaison Officers (SVMLO)

We have two trained Sexual Violence and Misconduct Liaison Officers (SVMLO).

The SVMLOs are trained in taking disclosures of recent and non-recent incidents of sexual violence and are equipped to provide you with the support you need. The role of the SVMLO is to support students, to listen empathically and without judgement. You can tell the SVMLO as much or as little as you want to about what happened, and in your own time.

The SVMLO will be guided by you and will ask you what you would like to happen next. They can then discuss all options with you, from reporting to the Police, GBS, or even choosing not to report to anyone. They can also talk to you about the range of internal and external support that is available.

The SVMLO will take some notes of the meeting, and any actions to take forward, which will be stored securely. The privacy statement at the beginning of this booklet explains this in more detail and explains how confidential conversations work.

6. Sexual Assault Referral Centres (SARC)

Whatever your gender, we recommend that you attend a Sexual Assault Referral Centre [SARC] following a recent sexual assault, even if you do not wish to go to the Police or are uncertain about reporting the crime.

Click here to find your local SARC centre: www.nhs.uk/service-search/sexual-health-services/find-a-rape-and-sexual-assault-referral-centre

The Sexual Assault Referral Centre [SARC] for our campuses are:

London East

thehavens.org.uk (Whitechapel)

London West

thehavens.org.uk (Paddington)

Birmingham

horizonsarc.org.uk

Manchester

www.stmaryscentre.org/Leedshttps://hazlehurstcentre.org

SARC centres provides a range of services to anyone who has been raped or sexually assaulted. SARCs provide a supportive environment to help you, which includes specially trained forensic nurses and doctors. They can also direct you to other support services.

If you have reported to the Police, they will arrange for you to attend your local SARC and may offer to escort you there.

If you wish to attend your local SARC independently, you must phone first so they can arrange to have the right staff available for you. They may not be able to see you immediately if it is late at night, but a nurse will be able to speak to you and offer you advice. They can be contacted by phone 24 hours.

GBS can arrange transport and an escort to take you to your local SARC if you ask us to and your request is made during working hours.

Staff there will ask for your consent to:

- Check for physical injuries and offer advice and support on issues, such as possible sexually transmitted infections or pregnancy concerns.
- Explain the various options that may be available to help you make the right decision for your situation.
- If it is your choice, refer you to the Police.
- Collect and store forensic evidence, even if you are unable to decide about reporting to the Police.
- Provide emotional and practical support and attend meetings with you if you wish.
- Help you get the best service according to your needs and assist with accessing these services, whether or not you want to take legal action.

7. Reporting to the Police

What does reporting a crime to the Police involve?

- The Police are trained to act sensitively. A specially trained officer will visit you, so you do not have to go to a Police Station.
- If you agree, the Police will arrange for you to attend your local SARC. The nurses there offer professional emotional support, treatment for any injuries, emergency contraception if needed, and they will gather any forensic evidence that may help the investigation.
- You may be asked to give them items of clothing that you were wearing when you were attacked for evidence purposes. You should take a change of clothes with you or bring the clothes you were wearing with you in a bag, unwashed. If the attack was physically violent, the Police forensic team may also wish to visit the scene to collect more evidence.
- If you are too traumatised after the assault, you may arrange another time for a statement to be made. An interpreter can be present if needed.
- The Police will explain their procedures to you and give you advice and information about the next stages including any court process.
- We can support you to do this if you would like a member of staff to go with you during office hours.

How to report a crime

Contact the Police: **in an emergency dial 999**, for non-emergencies dial 101.

For **London**, an Anonymous report or online report can be made on your local Police web page: www.met.police.uk/ro/report/ocr/af/how-to-report-a-crime

For **Manchester**, an Anonymous report or online report can be made on your local Police web page: www.gmp.police.uk/ro/report/rsa/alpha-vi/vi/rape-sexual-assault-other-sexual-offences

For **Birmingham**, an Anonymous report or online report can be made on your local Police web page: www.westmidlands.police.uk/ro/report/rsa/alpha-vi/vi/rape-sexual-assault-other-sexual-offences

For **Leeds**, an Anonymous report or online report can be made on your local Police web page: www.westyorkshire.police.uk/report-it

BE AWARE that information you give anonymously may identify you.

BE AWARE that the Police may contact the named perpetrator even if the report is anonymous.

- Welfare staff at GBS, with your consent, can support you to report anonymously or otherwise.
- If you go to your local SARC, staff there can support and advise you on reporting to the Police.
- GBS staff will not report to the Police without your consent, unless there is a risk to you or others.

If you have reported a sexual assault, you have the right to withdraw the complaint at any time.

Additional information

The police have put together some helpful information which can be found on their website. www.police.uk

This direct link contains information on all services and reporting.
www.police.uk/ro/report/ras/alpha-vi/vi/rape-sexual-assault-other-sexual-offences

8. Health concerns

STI/HIV, pregnancy or injury concerns

It is important that these concerns are discussed with a medical professional, as soon as possible. Your local SARC, GP or Accident and Emergency (A&E) Department at a hospital can provide you with advice, and ensure you get any necessary treatment.

If you are concerned about HIV, the PEP HIV preventative treatment should be started within 24 hours of possible exposure.

If pregnancy is a concern, “morning after” type medication is most effective within the first 72 hours, although some medication can be prescribed later.

If you prefer not to see your GP, your local STI clinic will be able to support with testing and help following a sexual assault or rape.

www.nhs.uk/nhs-services/sexual-health-services/find-a-sexual-health-clinic

Your thoughts and feelings

You may experience a range of feelings and thoughts about what has happened to you. It could affect your eating and sleeping patterns, and sometimes people have what is called a ‘flashback’.

- You could feel angry, anxious, ashamed, low, guilty or tearful afterwards. But everyone’s experience is different, and you will react in your own way.
- Some people feel like they just want to forget about it all and act as if it never happened, whilst others feel numb, in shock, disbelief and emotionally detached.
- Sometimes people feel like harming themselves or have suicidal thoughts. If this happens to you, then please call the Samaritans or talk to someone you can trust as soon as possible. You can call the Samaritans free anytime on 116 123 or see their website: www.samaritans.org
- Please remember that rape and sexual abuse can happen to anyone no matter what their age, gender, race, religion, culture or social status. The blame lies with the person who did this to you, without your consent, and not with you. There is no excuse for rape or sexual abuse.
- Talking things through with someone you trust can really help. We are here to listen, support and help, when you feel ready.
- A list of external organisations can be found in section 9.

9. Key Contacts

Internal (during office hours)

Specialist support (including the SVMLOs)

- E6@globalbanking.ac.uk

Safeguarding

- Mon – Fri, 9am – 9pm
- Abiola Giwa – safeguarding@globalbanking.ac.uk

Safeguarding Information received on weekends will be addressed on the next working day.

Wellbeing support

- Mon – Fri, 9am – 9pm. Saturdays, 9am – 2pm
- Welfare Team – welfare@globalbanking.ac.uk

Listening Service

- [Listening Service Referral Form](#)

TalkCampus

- GBS provides a 24/7 wellbeing platform for students in partnership with [TalkCampus](#). This platform can be accessed by using this link or downloading the App.

External (outside office hours)

Urgent matters should be reported to emergency services.

Emergency Services

- Call 999 in any life-threatening situation or if immediate help is needed.
- Call 111 for urgent concerns that are not life-threatening.

24/7 Mental Health and Crisis Support

- Samaritans – Call 116 123 (free and confidential, 24/7)
- Shout – Text 85258 for confidential mental health support (24/7)

National Support Services

If you've experienced sexual misconduct, you're not alone. Support is available outside of GBS. These national support services are organisations within the UK which offer confidential, free help, whether you need someone to talk to, want advice, or are considering making a report.

Rape Crisis England & Wales

Support for anyone affected by rape, sexual assault, or abuse.

- **Helpline:** 0808 500 2222 (24/7)
- **Website:** www.rapecrisis.org.uk

SurvivorsUK

Support for men, boys, and non-binary people affected by sexual violence. Offers web chat, SMS, and email support.

- **Website:** www.survivorsuk.org

Sexual Assault Referral Centres (SARCs)

Specialist medical and emotional support for anyone who has been sexually assaulted.

- You do not need to report to the police to get help.
- **Find your local SARC:** www.nhs.uk/SARCs

Victim Support

Emotional and practical help for anyone affected by crime, including sexual assault. Support is available to victims, witnesses, friends, family and anyone else affected.

- **Helpline:** 08 08 16 89 111 (24/7)
- **Website:** www.victimsupport.org.uk

Galop

Supports LGBTQ+ people who have experienced sexual violence, abuse, or hate crime.

- **Helpline:** 0800 999 5428
- **Website:** www.galop.org.uk

The Survivors Trust

Umbrella organisation for specialist rape and sexual abuse services across the UK.

- **Helpline:** 08088 010 818
- **Website:** www.thesurvivorstrust.org

Survivors Network

Rape crisis service for Sussex, supporting all genders. They are also the Independent Sexual Violence Adviser (ISVA) service.

- **Website:** survivorsnetwork.org.uk
- **ISVA:** survivorsnetwork.org.uk/get-help/isva-service

10. FAQs

If I make a report to the Police, who needs to know?

You have the right to choose who you tell. You may consider talking to a trusted friend or family member in confidence. At GBS, the Sexual Violence and Misconduct Liaison Officers, safeguarding and wellbeing staff can also support you. You may also wish to speak to one of the external organisations included in section 9.

Talking it through with someone allows you to feel supported. It could also protect others from being assaulted by the same person.

What if the incident happened away from the campus?

The case will be investigated by the Police local to the area in which the incident took place. You can find your nearest SARC using the link in section 6, by calling the NHS 101 non-emergency service, by speaking to your GP or the Accident and Emergency (A&E) department of your local hospital.

You can still receive support and assistance from any of the GBS services if you choose to inform a member of staff.

Will my family be contacted?

No – not without your permission, unless you are under 18 years of age. In the case of a life-threatening emergency, the hospital may call your closest relative.

Do I have to go to court?

No, only if you want to press charges through the Police. You don't have to make that decision right away. For more information ask Student Support and Wellbeing staff.

Will the person know if I talk to the Police?

The person involved will only need to be informed should you decide to press charges against them or if they are considered a risk to you themselves or others. The police can provide you with more information about this.

How can I be kept safe from the person who assaulted me?

If the alleged perpetrator is charged, they will be given firm instructions by the Police, which would mean they cannot contact you in any way. If the alleged perpetrator is also at GBS, then GBS can implement measures to manage contact between you by using the Sexual Assault and Misconduct Policy. This can be found on the GBS website using [this link](#).

To manage contact, GBS will need consent from you to contact the alleged perpetrator and discuss the incident. The member of staff involved in supporting you will be able to guide you through the process.

What if I don't wish to report the incident, or attend the Sexual Assault Referral Centre?

If you do not want to report the matter to the Police or attend a sexual assault referral centre that is your choice. If you do not want to speak further to GBS Staff but need someone to talk to or have concerns about your health, you may wish to contact your GP, the hospital or a national support service. Some of these have been listed in section 9 of this booklet.

Who can I talk to confidentially at GBS?

GBS has a confidential Listening Service with trained members of staff. You can contact them directly by using this link: [Listening Service Referral Form](#)

Please see the privacy statement at the front of this booklet for more information about what confidential means.

Appendix 1: Staff Checklist

1. Safeguarding. Is the student safe and are other students safe? If you have any doubts regarding safety, the Police and security will need to be informed. The student should be informed of the need for this.
2. Privacy policy. The student should be made aware, where possible before disclosure, that any information they share may be requested by the Police as evidence at a later date.
3. Reporting. Discuss options for reporting including anonymous reporting if appropriate.
4. Information leaflets. Provide student with any relevant information leaflets such as SARC, Survivors Network and Life centre.
5. Medical support. Ensure the student knows how to access any medical intervention and support that may be required.
6. Evidence. Ensure the student is made aware of forensic time sensitivity and preserving evidence where appropriate.
7. Contact details. Ensure student contact details are up to date.
8. Travel. Ensure the student is returning to a place of safety, with escort by taxi if necessary.
9. Consent. Obtain verbal consent from the student to share their name and the nature of incident appropriately.
10. Reporting. The incident should be reported, by email, as soon as possible (considering consent to share). When detailing individuals use initials/ student number only. Do not copy in others. The email should be sent to Dean of Students and the SVMLO only.
Melissa Willby: MWillby@globalbanking.ac.uk
SVMLO GBS: E6@globalbanking.ac.uk
11. Discussing the incident. The incident should not be discussed inappropriately with others. If you feel you need to speak to someone, to manage your own emotions, contact your line manager or the SVMLO to arrange confidential support. Do not pass personal/special category information on to the police without the correct documentation or prior discussion with the DPO.
12. For more information, please refer to the Sexual Assault and Misconduct Policy, link provided in section 10 of this booklet.

This booklet is available to download from the [GBS website](#) in pdf form with live links to all the websites and email addresses.

Appendix 2: Campus Specific Contact Information

EMERGENCY CONTACTS

Universal Square,
Devonshire Street North,
Manchester M12 6JH

Name:	Contact:
Manchester Reception Mobile	07498 412522
Facilities Manager	01615 211363
Health and Safety Manager	07947 949097
24hr GBS CCTV Security Landline	02081 428332
24hr GBS CCTV Security Mobile	07507 631203
24hr GBS CCTV MS Teams	CCTV Operator
Ambulance	999
Police	999
Fire Brigade	999
Lift Service N/A	

All safety incidents must be reported also on
self-service portal, once it is safe.

REVISION: 2.3	DATE: 19/06/2025	AMENDMENT: 24h contact details	AUTHORISER: Marcin Przybytko
DOC REF	IMS-SF-HS-21	PROCESS OWNER	Head of Estates and Facilities
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EMERGENCY CONTACTS

St George House,
40 Great George Street,
Leeds LS1 3DL

Name:	Contact:
SGH Security Mobile	07498 412454
SGH Security MS Teams	Leeds Reception Desk
Facilities Manager	01135 263819
Health & Safety Manager	07947 949097
24hr CCTV Security Mobile	07507 631203
24hr CCTV Security Landline	02081 428332
24hr CCTV MS Teams	CCTV Operator
White Lift Services	01132 300300
Police, Fire & Ambulance	999

All safety incidents must be reported also on
self-service portal, once it is safe.

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DOC REF	IMS-SF-HS-21	PROCESS OWNER	Head of Estates and Facilities
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EMERGENCY CONTACTS

1 Brindleyplace,
50 Broad Street,
Birmingham B1 2JB

Name:	Contact:
Brindleyplace Security MS Teams	Brindleyplace Reception Desk
Brindleyplace Security Mobile	07495 956638
Brindleyplace Security Landline	01218 180356
Facilities Manager	01218 182452
Health and Safety Manager	07947 949097
24hr GBS CCTV Security Mobile	07507 631203
24hr GBS CCTV Security Landline	02081 428332
24hr GBS CCTV Security MS Team	CCTV Operator
Ambulance	112
Police	112
Fire Brigade	112
Lift Service - VMS	01217 535035

All safety incidents must be reported also on
self-service portal, once it is safe.

REVISION: 2.3	DATE: 19/06/2025	AMENDMENT: 24h contact details	AUTHORISER: Marcin Przybytko
DOC REF	IMS-SF-HS-21	PROCESS OWNER	Head of Estates and Facilities
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EMERGENCY CONTACTS

**Bow Campus
153-159 Bow Road
London E3 2SE**

Name:	Contact:
Bow Reception Security MS Teams	Bow Reception Desk
Reception Mobile	07498 412502
Bow Reception Landline	02045 666667
Facilities Manager	02081 487845
Health and Safety Manager	07947 949097
24hr GBS CCTV Security Landline	02081 428332
24hr GBS CCTV Security Mobile	07507 631203
Ambulance	999
Police	999
Fire Brigade	999
Lift Service	07717 493347 / 01737 833907

**All safety incidents must be reported also on
self-service portal, once it is safe.**

REVISION: 2.3	DATE: 19/06/2025	AMENDMENT: 24h contact details	AUTHORISER: Marcin Przybytko
DOC REF	IMS-SF-HS-21	PROCESS OWNER	Head of Estates and Facilities
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EMERGENCY CONTACTS

Republic Campus,
Import Building,
2 Clove Crescent,
London E14 2BE

Name:	Contact:
Security MS Teams	Republic Reception Desk
Republic Reception Mobile	07498 412433
Republic Reception Landline	02081 428224
Facilities Manager	02081 487845
Health and Safety Manager	07947 949097
24hr GBS CCTV Security Landline	02081 428332
24hr GBS CCTV Security Mobile	07507 631203
Ambulance	999
Police	999
Fire Brigade	999
Lift Service	Automatic connection

All safety incidents must be reported also on
self-service portal, once it is safe.

REVISION: 2.3	DATE: 19/06/2025	AMENDMENT: 24h contact details	AUTHORISER: Marcin Przybytko
DOC REF	IMS-SF-HS-21	PROCESS OWNER	Head of Estates and Facilities
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EMERGENCY CONTACTS

Norfolk House,
84-86 Smallbrook,
Queensway B5 4LJ

Name:	Contact:
Norfolk House Security Mobile	07939 293998
Norfolk House Security Landline	01212 812790
Norfolk House Security MS Teams	Reception Birmingham Norfolk House
Facilities Manager	01218 283080
Health and Safety Manager	07947 949097
24H GBS CCTV Security Mobile	07507 631203
24H GBS Security Landline	02081 428332
Ambulance	112
Police	112
Fire Brigade	112
Building Management Emergency Contact	01482 20508

**All safety incidents must be reported also
on self-service portal, once it is safe.**

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EMERGENCY CONTACTS

1 Wellington Place,
Tower Square,
Leeds LS1 4AP

Name:	Contact:
IWP Security Mobile	07939 294034
IWP Security MS Teams	Reception Desk Wellington
Facilities Manager	01135 263819
Health & Safety Manager	07947 949097
24hr CCTV Security Mobile	07507 631203
24hr CCTV Security Landline	020 8142 8332
24hr CCTV MS Teams	CCTV Operator
White Lift Services	01132 300300
Police, Fire & Ambulance	999

**All safety incidents must be reported also on
self-service portal, once it is safe.**

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EMERGENCY CONTACTS

891 Greenford Road,
UB6 0HE London

Name:	Contact:
Greenford reception mobile	07498 412431
Facilities manager	02045 668634
Health and safety manager	07947 949097
24hr GBS CCTV security mobile	07507 631203
Ambulance Fire Police	999
Lift service	NA

All safety incidents must be reported also on
self-service portal, once it is safe.

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