

Procedure to be followed on being informed of the death of a member of staff

Notification

In the event of the death of a member of staff, it is important that all appropriate personnel are informed. The route by which the notification reaches the University cannot be controlled but thereafter it is the responsibility of the Human Resources Office to co-ordinate the dissemination of information. Therefore whoever receives the information should immediately contact the Human Resources Office.

Human Resources will then be responsible for informing the following (or their deputy in the event of their absence): -

- The Secretary of the University (who will inform the Principal)
- Payroll Manager
- Head of School/Unit of deceased who will in turn inform colleagues
- Director of Corporate Affairs and Management Services
- Physician-in-Charge
- Chaplain
- University Safety and Risk Adviser (if appropriate)
- University Insurance Liaison Officer (if appropriate)
- The Director of Computing Services
- University Librarian
- Sports Centre
- Director of Finance and ISIT

Procedure

The following procedure is to be followed in the event of the death of a member of staff. (In the case of critical illness or injury, the University's Policy on Sickness Absence and or Emergency Procedures should be followed.) It is essential that information is disseminated sensitively in order to alleviate any further distress to relatives and colleagues. Human Resources are responsible for informing all relevant personnel on the same day that Human Resources hear of the death.

- The Secretary of the University will arrange for a letter of sympathy to be sent to the next of kin, enclosing a cheque for one month's salary, issued by the Payroll Manager, for the deceased's next of kin. The Secretary will also inform the Principal.
- The Payroll Manager, in addition to raising the cheque for one month's salary (see above), will contact the relevant pension provider, if the employee was in a pension scheme, to arrange for death in service benefits to be paid.
- The Head of School/Unit will inform staff and students (if the employee was in regular contact with students), ensure that the School personnel records are amended so that no

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Approved By: SSB

Date: 18 March 2005

Version: 1

inappropriate contact is made, and arrange for representation at the funeral. When colleagues are being informed of the death, they should also be made aware that they can contact staff in Human Resources for support should they require it. The School will also be responsible for dealing sensitively with any personal belongings held within the University in conjunction with relatives of the deceased.

- The Head of School/Unit to liaise with Press and PR Office on an appropriate obituary, and on notifying staff about funeral arrangements e.g. through staff email. If there is likely to be press interest in a death, the Secretary of the University and the Press Office will liaise to agree a strategy for handling the media. No information should be given to any external enquirer; instead they should be referred to the Press and PR Office.
- The Physician-in-Charge will be responsible for making any enquiries with external health professionals regarding the death of an employee.
- The Chaplain, where appropriate, will contact the next of kin, offer support, obtain details of the funeral arrangements etc, and communicate these as appropriate. The Chaplain will also post a public notification of the death on the Chaplaincy and, if the employee was in regular contact with students, Student Union notice boards.
- For any death on campus or other circumstances which would make an enquiry appropriate, the University Safety and Risk Adviser will notify the Health and Safety Executive and, in conjunction with the Head of School/Unit involved, initiate an internal enquiry.
- For any death related to an incident which has the potential to give rise to a claim against the University, the University Insurance Officer should be informed. Copies of relevant incident report forms and investigation reports should be forwarded to the University Insurance Officer without delay. Out of hours emergency contact details can be obtained from Security.
- The Head of School/Unit in conjunction with the Director of Computing Services will ensure that the employee is de-registered from local systems and other lists as appropriate (e.g. School/Unit web pages, University phone list). Computer files will be held confidentially until an instruction is received from the Head of School/Unit to delete them.
- The University Librarian will remove a member of staff from library records and ensure that no invoices are sent to the deceased's address.
- The Director of Finance will ensure that no invoices are sent to the deceased's address, and deal with any other financial matters, eg if member of staff had a university credit card.
- Human Resources will amend the employee's personnel records, so that no inappropriate contact is made. The list of leavers sent by Human Resources for publication in Network will exclude the deceased, as staff will be notified via the obituary in Network.