

**Fire Safety**

Certain Law Society Education Department staff have been charged with responsibilities as Fire Officer, Fire Marshals, First Aid Personnel and Health & Safety Officers. In the event of a fire alert requests from such personnel should be followed. Such persons will identify themselves in their particular role or will wear jackets, which identify them in a given situation.

In the interest of your own safety and that of your colleagues, you must know where the nearest exit is and you are requested to take an orientation trip around the Education Centre to familiarise yourself with the escape routes and the location of fire hoses, extinguishers, fire alarms and the Assembly Point at the wall opposite the North Wing of the Main Building.

**Personal Security**

You must be security conscious. Please do not leave any valuables lying around the premises. Insofar as is possible, keep monies on your person at all times, and do not carry large sums of money. You are advised to take normal precautions regarding personal safety both on and off the premises. If you observe anyone acting suspiciously on the premises, you should notify a member of staff.

**Misc Housekeeping**

Smoking is prohibited in all Law Society Buildings. There is a designated smoking area adjacent to the Lodge (approx. 5 meters from the Education Centre).

Coffee and tea will be available at break-times. There is a hot drinks vending machine in the Atrium in the Education Centre. Vending machines next to the lecture theatre supply cold drinks and confectionery.

**As at 2010**