

**Support for**  
**anyone who has**  
**been accused**  
**of 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**

5. 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.
6. 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.
7. 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.
8. 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**

9. We follow the requirements of the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.
10. Records are kept and stored securely, and only accessed by relevant staff when required.
11. 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 provide clear guidance and information to students who have been accused of sexual misconduct or violence. GBS has a responsibility not only to those reporting sexual misconduct but also to the reported person.

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

They will:

- Listen and provide confidential support without being judgemental.
- Ask what YOU want to do and allow YOU to make the decisions and will not pressure you.
- 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. Terminology and definitions

In cases of sexual violence and/or misconduct, there are some specific terms used. Here are some of the ones you are most likely to come across.

### Internal terminology

- Reporter/reporting party – the person who tells a member of staff about an incident of sexual misconduct for the purpose of initiating a formal investigation under the GBS sexual assault procedure.
- Responder/responding/reported party – the person who is alleged to have acted in breach of GBS policies and/or expectations and is therefore required to respond to those allegations as part of our investigation.
- Allegations – these refer to elements which have been reported as factual but which GBS has not, or has not yet, been able to confirm. Until an allegation has been fully investigated, no action will be taken against the responding party, other than interim protective action, where deemed necessary by the Dean of Students.
- SVMLO – the Sexual Violence and Misconduct Liaison Officer at GBS, who has undergone specific, specialist training to support students who have experienced sexual violence or misconduct.

## **Formal/legal definitions**

- Non-consensual sex – rape and sexual assault
- A rape is when a person uses their penis to penetrate the vagina, mouth or anus of another person without their consent.
- Sexual assault is where one person intentionally touches another person sexually without their consent. The touching can be done with any part of the body or with an object.

Other offences under the Sexual Offences Act 2003 are included in more detail in the links below:

### **Sexual offences | The Crown Prosecution Service**

[www.cps.gov.uk/crime-info/sexual-offences](http://www.cps.gov.uk/crime-info/sexual-offences)

### **Sexual Offences Act 2003**

[www.legislation.gov.uk/ukpga/2003/42/contents](http://www.legislation.gov.uk/ukpga/2003/42/contents)

## **Understanding sexual consent**

In order to make sense of the situation you are in, it is important to understand consent. Sexual consent is where a person has the ability and freedom to agree to sexual activity.

- Is the other person capable of giving consent? If they are on drugs or too drunk, asleep or unconscious they cannot consent.
- You can confirm if you have consent by checking the other person's body language and by asking them.
- Check with them each time you start a new type of sexual activity. Check with them on each occasion you start any sexual conduct.
- Look at their body language and facial expression to see if they are eager and comfortable. Ask them if they are okay. If they seem unhappy, or you are not sure they are consenting, STOP.
- Silence does not mean somebody is consenting. A clear freely given "yes" indicates consenting.
- This site gives clear information on consent:  
[www.consentiseverything.com/#WhatIsSexualConsent](http://www.consentiseverything.com/#WhatIsSexualConsent)

### 3. GBS support

It can help to speak to a trusted person. Please read the confidentiality statement at the front of this booklet to understand how data protection guidelines might apply to any disclosure you may make.

- We will provide you with a named support person who will be able to guide you through internal and external processes. They will help you navigate any issues which may arise due to an accusation against you, such as problems related to your studies, living arrangements, or social tension.
- You may be eligible for counselling available through Wellbeing Services to help deal with feelings related to being accused, anxiety about decision-making, and concerns about relationships.
- We encourage you to disclose to the Wellbeing team, any pre-existing or emerging mental or physical health concerns that may put you at risk of harm so you can receive appropriate support for these.
- Student Support and Wellbeing services are confidential. However, if the person you are disclosing to believes that you or someone else is at risk of harm, they may need to report that information more widely within GBS and/or to the Police. If appropriate a staff member will talk to you first to make you aware this is happening and answer any questions you may have.

#### **Sexual Violence and Misconduct Liaison Officer**

- [E6@globalbanking.ac.uk](mailto:E6@globalbanking.ac.uk)

#### **GBS Listening Service**

- [Listening Service Referral Form](#)

#### **GBS Student Welfare Team**

- [Welfare@globalbanking.ac.uk](mailto:Welfare@globalbanking.ac.uk)

#### **Dean of Students, Dr. Melissa Willby**

- [MWillby@globalbanking.ac.uk](mailto:MWillby@globalbanking.ac.uk)

## 4. Health concerns

The allegation against you may leave you feeling distressed and isolated. You may be struggling with anxiety, become depressed or even feel suicidal. It is important that you look after your mental health.

- If you feel like harming yourself or have suicidal thoughts, 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 visit their website [www.samaritans.org](http://www.samaritans.org).
- See your GP and explain to them the situation. They may be able to offer medication to help you cope. Be aware that doctors owe a duty of confidentiality to their patients, but they also have a wider duty to protect and promote the health of patients and the public.
- Please talk to your named support person, most likely one of our SVML officers, or consider other support available at GBS.
- Download the Stay Alive app: [www.stayalive.app](http://www.stayalive.app) which has some useful resources and a safety plan.

## 5. Do's and don'ts if you have been accused

- Don't panic or take action that you may later regret. Regardless of whether you think you have acted rightly or wrongly, it is always best to take advice first and act second.
- Do consider how you communicate with others. Posting negative or retaliatory comments will reflect badly and may breach bail conditions or the student code of conduct.
- Do find out about the process that will take place if someone makes a complaint about you to GBS. You should be fully aware of this process; asking questions will not be linked to an assumption of wrongdoing. You should access the GBS Policy on Harassment, Sexual Misconduct and Sexual Assault which is available on the [GBS website](http://www.gbs.ac.uk).

- Do consider seeking legal advice if you have been accused of something that could also be a criminal offence.  
[www.gov.uk/browse/justice/your-rights-legal-support](http://www.gov.uk/browse/justice/your-rights-legal-support)
- Do consider getting support for your wellbeing. You can be negatively affected by keeping the investigation to yourself.
- Do consider letting supportive family members know what you are going through.
- Do keep your named support person, most likely one of our SVMLO officers, informed of developments in a police investigation. With your consent, they may be able to help to follow up with the Police.
- Don't feel that you need to tell the SVMLO exactly what happened in order to access their support. You do not need to fully disclose unless there is a formal GBS investigation.
- Do keep your crime reference number and names of key Police officers. This will help you keep track of what is happening.
- Do let us know if the investigation is impacting your ability to study; we may be able to support with an application for extenuating circumstances and/or intermission from your studies.
- Do take seriously and abide by any conditions that may be sent to you in a formal letter from GBS which outlines expected behaviour. This is in place to protect both parties.
- Do let us know if the other party is breaching expected behaviour, they will have received a similar formal letter.

## 6. Key Contacts

### Internal (during office hours)

#### Specialist support (including the SVMLOs)

- [E6@globalbanking.ac.uk](mailto:E6@globalbanking.ac.uk)

#### Safeguarding

- Mon – Fri, 9am – 9pm
- Abiola Giwa – [safeguarding@globalbanking.ac.uk](mailto: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](mailto: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)

## 7. FAQs

### **Will my family be told?**

No, neither GBS nor the Police will inform your family, though this might be considered if it is deemed necessary due to safeguarding concerns.

### **Should I tell GBS if I am being investigated by the Police for a sexual offence?**

Yes, in order to allow us to fulfil our responsibilities to our community of students and staff, we require students to provide us with information about certain criminal accusations, charges and convictions. This allows us to manage contact, if relevant, which safeguards both parties.

Where students have unspent criminal convictions or have been charged with some types of offences, we need to assess whether they pose an additional risk to other students or staff.

All students are also required to GBS of any relevant pending charges or relevant convictions which are imposed upon them during their studies.

### **What will GBS do when they become aware of a Police investigation?**

If we receive information relating to criminal accusations, investigations, charges or relevant convictions, we will contact the student to ask for more information. This will allow us to assess risk, and to inform the student of the process we will follow.

### **When will GBS investigate?**

We will investigate an accusation of sexual misconduct if a formal report is made under the GBS Policy on Harassment, Sexual Misconduct and Sexual Assault. Our process does not require a Police report to be made; the investigation is undertaken to determine whether a breach of our policies, or misconduct under our academic regulations, has taken place.

Our investigation may be suspended if the Police are undertaking an investigation of the same incident. GBS policies and the academic regulations can be found on the [GBS website](#).

### **Will a Police investigation automatically trigger a GBS investigation?**

We may take precautionary action to assess risk and/or to manage contact. It will not normally initiate an investigation into an accusation until any criminal process is concluded. We may conduct an investigation at any time into breaches of policies and procedures.

### **Will I have to leave GBS if I'm being investigated by the Police?**

Where possible, we will put measures in place to support all parties to complete their studies safely. We may decide in some cases, after assessing risk, that the nature of an accusation means that in order fulfil our responsibilities we need to restrict the ability of a student to take part in some activities. It may, in some cases, mean that a student is excluded from accessing our premises.

### **If I'm convicted, will I need to leave GBS?**

If you are convicted of a sexual offence whilst a student, your student contract may be suspended or terminated in accordance with our policies. This does not necessarily mean that you will not be able to study at another higher education provider in the future.

### **What should I expect from the Police process?**

The Police will explain their procedures to you and give you advice and information about the next stages including any court process. If you have been charged it is likely that you will be released on bail. You can find out more about being charged with a crime here: [www.gov.uk/charged-crime](http://www.gov.uk/charged-crime)

### **What are my rights if I get arrested?**

If you're arrested, you'll usually be taken to a police station, held in custody in a cell and then questioned. The custody officer must explain your rights to you which include your right to free legal advice and your right to tell someone where you are. You can find out more about being arrested and your rights here: [www.gov.uk/arrested-your-rights](http://www.gov.uk/arrested-your-rights)

### **What is Bail?**

If you are charged by the Police, you may be given bail. This means you can be released from custody until the hearing or the trial. If you have been released on bail it is important that you engage with GBS. If appropriate, we can support you so that you do not breach your bail conditions. You can find out more about being charged with a crime and bail here: [www.gov.uk/charged-crime/bail](http://www.gov.uk/charged-crime/bail)

### **How long will a Police investigation last?**

A Police investigation can last several months. The Police gather evidence then present that to the Crown Prosecution Service (CPS) who decide whether it is in the public interest to take the case to court.

### **What happens if I have to go to court?**

The link below has four documents to help you understand what you need to do if you are charged with a crime and are told to go to a magistrates' or Crown Court.

- Before court: Going to a criminal court as a defendant
- Going to court as a defendant: Understanding the legal terms used in court
- At court: Being a defendant in a magistrates' or Crown Court
- Going to a criminal court – support for defendants

[www.gov.uk/government/publications/going-to-a-criminal-court-support-for-defendants](http://www.gov.uk/government/publications/going-to-a-criminal-court-support-for-defendants)

### **How do I find legal advice, and can I get legal aid?**

The following website gives advice about finding legal advice and eligibility for legal aid.

[www.gov.uk/find-legal-advice/find-legal-adviser](http://www.gov.uk/find-legal-advice/find-legal-adviser)

### **How will GBS manage contact between me and the reporting party if we both remain at GBS during the investigation?**

If you are both current students and both continue with your studies during the investigation, we can implement measures to manage contact between you by using the "Sexual misconduct and sexual assault involving students: Procedure for reporting and investigation" which can be found on the [GBS website](#).

This potentially will involve liaison with your Faculty to manage timetables if you are on the same programme. Following a discussion both parties will receive formal letters outlining expected behaviours. Any breach of these expected behaviours will be seen as a breach of the student contract and may lead to de-registration.

### **How should I deal with negative comments, social media abuse and/or exclusion by other students?**

If you are experiencing bullying or other forms of harassment, we can offer advice to help manage this situation and we will support you. Please contact us via [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk). Please keep a written record of all incidents.

## 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](mailto:MWillby@globalbanking.ac.uk)  
**SVMLO GBS:** [E6@globalbanking.ac.uk](mailto: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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## 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
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## EMERGENCY CONTACTS

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

<b>Name:</b>	<b>Contact:</b>
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
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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.

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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

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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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