

Additional considerations for Faculties and Services when there is a Death in Service

Once the initial notifications have been completed, the Faculty/Service may want to consider the following actions, based on the wishes of the family and in consultation with close colleagues of the deceased – this does not mean you have to do all of these things:

- Informing staff in an appropriate manner, and students if the individual was actively teaching, and signposting people at University support services.
- Be aware that staff who have worked here for a long time may have contacts widely across the university and asking for hubs or group email addresses to handle business related to their death may mean staff managing these email accounts learn the news in a difficult way; phrase emails sensitively in the initial week following news breaking.
- Offering staff the opportunity to come together briefly if appropriate. Booking a room and providing coffee to allow staff an opportunity to grieve together perhaps in the immediate few days following an unexpected loss.
- Does the family want a service on campus for colleagues?
- Offering the family the opportunity to change the staff members profile on the University website to reflect the situation and possibly removing their contact details (examples can be provided by the web team).
- Check for any outstanding marking or teaching which might need to be reallocated or other urgent work.
- If staff need access to the individual's online documents for work related reasons, please contact the Information Governance Team.
- Consider a book of remembrance for staff to add messages for the deceased's family – perhaps alongside a photo of the individual and flowers – make staff aware of where this book is and how they can email in with a message if they can't get onto campus.
- Consider a memorial event – naming a room after the individual, philanthropic donation in their name to an area they were passionate about etc.
- Consider including a notice in the Internal Bulletin and on any service or department internal webpages.
- If the individual had an office or desk then offering the family the opportunity to see this if they would like to gather personal effects, this may be several weeks after the immediate loss. Porters will have copies of keys. Parking permits, boxes and porter support should be offered. If the family want the University to pack up their effects, consider asking someone to do it who was not close to the individual which makes it easier to do.
- The Payroll and Benefits Advisor can offer support with any car lease or cycle to work arrangements that may have been in place. The lease company will handle collection but we can contact them to set this up and locate the vehicle if it is being repaired or serviced. Ensure the lease company remove and retain any personal effects.