### Content of this Induction

**Section 1**  Generic practices and controls  
that apply to all our campuses  

**Specific campus information**

**Section 2**  City Campus, Brighton  
**Section 3**  Moulsecoomb Campus  
**Section 4**  Falmer Campus  
**Section 5**  Eastbourne Campus  
**Section 6**  Hastings Campus  

**University halls of residence information**

**Section 7**  Varley Park Halls  
**Section 8**  Phoenix Brewery Halls  
**Section 9**  Moulsecoomb Place Halls  

**Note:** Halls of Residence NOT noted above are not managed by the university. Should you have any enquiry about these Halls of Residence please contact the Halls of Residence Site Manager (contacts can be found on the end of sections: 7, 8 and 9).
Policy & Commitment

The University of Brighton shall aim to take all steps necessary to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all members of our institution and we will conduct our affairs in such a way as to protect everyone who may be affected by our activities. The university is committed to complying with all health and safety legislation.

Please note it is university policy that “any work or activity that affects the fabric of the building, plant or grounds must be undertaken either directly or with consent and/or partnership with Estates and Facilities Management (EFM).

This means that irrespective of who has arranged for you to work on university premises, if your work or activity affects the fabric of the building, mechanical or electrical plant and equipment or the grounds (sports fields, etc.) then you must comply with the requirements of this generic induction.

We are committed to working with our contractors and service providers to ensure the health, safety and wellbeing of everyone who works on our premises. We expect that you shall support us in achieving this commitment.

Please read through all sections of the induction before you start work on our premises and raise any queries or concerns with your contract manager.

Thank you.

Conduct

We wish that all persons who access the university have a safe and enjoyable experience.

The University of Brighton is an academic establishment, and we ask all persons who are invited to work on our premises to behave appropriately.

Please consider the impact of noise, personal music, telephone conversations and language while working on university premises.

Disruptive behaviour, rudeness or discrimination towards others is not welcome.
### SECTION 1 – Generic Practices and Controls

#### Access to University Sites

**Before Arrival**
1. You or your manager are responsible for ensuring that all works have been pre-arranged with your University Contract Manager and/or Estate and Facilities Management.
2. Agree your site parking before arrival. Parking is not guaranteed, submit your request as early as possible. Have all of the following in good order:
   a. Permits to work, risk assessments, documents and certificates.
   b. Access equipment and tools.
   c. Personal Protective Equipment and cleaning equipment.

**On Arrival**
1. Sign in at the correct Caretaker Office and obtain a Contractor Pass.
2. Please have any *permits to work* with you as they will be checked before a pass is issued.
3. Sections 2 to 6 list Caretaker Offices, delivery and fire assembly points for each campus.

**On Departure**
1. Return your Permits and your Contractor’s Pass to point of issue on leaving and sign out.
2. **Close out any permits to work** with your Contract Manager or the Caretakers – as agreed and noted on the permit.
### Sign in at:

#### City Campus

<table>
<thead>
<tr>
<th>Sign in at:</th>
<th>For access to following buildings:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Parade Main Building</strong> -</td>
<td>Pavilion Parade, Grand Parade, St Peter’s House Library, 68 Grand Parade.</td>
</tr>
<tr>
<td>Ground floor main entrance</td>
<td></td>
</tr>
<tr>
<td>(58-67 Grand Parade, Brighton, BN2 0JY).</td>
<td></td>
</tr>
<tr>
<td><strong>Edward Street</strong> -</td>
<td>Dorset Place &amp; Edward Street.</td>
</tr>
<tr>
<td>Ground floor main entrance</td>
<td></td>
</tr>
<tr>
<td>(154-155 Edward Street, Brighton, BN2 0JG).</td>
<td></td>
</tr>
<tr>
<td><strong>Phoenix Brewery Halls</strong> -</td>
<td>Phoenix Brewery Halls Blocks A, B, C, D &amp; E.</td>
</tr>
<tr>
<td>Block C, ground floor main entrance (Southover Street, Brighton, BN2 9WJ).</td>
<td></td>
</tr>
</tbody>
</table>

#### Moulsecoomb Campus

<table>
<thead>
<tr>
<th>Sign in at:</th>
<th>For access to following buildings:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cockcroft Building</strong> -</td>
<td>Cockcroft, Huxley, Aldrich Library, Heavy Engineering, Advanced Engineering Centre, Manor House &amp; Tithe Barn.</td>
</tr>
<tr>
<td>Ground floor main entrance</td>
<td></td>
</tr>
<tr>
<td>(Lewes Road, Brighton, BN2 4GJ).</td>
<td></td>
</tr>
<tr>
<td><strong>Moulsecoomb Place Halls</strong> -</td>
<td>TilSTONE Close &amp; Culpepper Close.</td>
</tr>
<tr>
<td>Ground floor (sign posted)</td>
<td></td>
</tr>
<tr>
<td>(Queensdown School Road, BN2 4HP).</td>
<td></td>
</tr>
<tr>
<td><strong>Watts House</strong> -</td>
<td>Watts Building &amp; Watts House.</td>
</tr>
<tr>
<td>Ground floor main entrance</td>
<td></td>
</tr>
<tr>
<td>(Lewes Road, Brighton, BN2 4GJ).</td>
<td></td>
</tr>
<tr>
<td><strong>Mithras House</strong> -</td>
<td>Mithras House &amp; Annexe &amp; Steam House.</td>
</tr>
<tr>
<td>Ground floor main entrance</td>
<td></td>
</tr>
<tr>
<td>(Lewes Road, Brighton, BN2 4AT).</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>Sign in at</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td><strong>Falmer Campus</strong></td>
<td><strong>Ringmer House</strong> - Ground floor main entrance</td>
</tr>
<tr>
<td></td>
<td>(Village Way, Brighton, BN1 9PH)</td>
</tr>
<tr>
<td></td>
<td><strong>All buildings:</strong></td>
</tr>
<tr>
<td></td>
<td>Falmer Sports Centre, Sports Pavilion, Checkland</td>
</tr>
<tr>
<td></td>
<td>Building, Westlaine House, Mayfield House, Falmer</td>
</tr>
<tr>
<td></td>
<td>Library, Dallington House, Bevendean House.</td>
</tr>
<tr>
<td><strong>Eastbourne Campus</strong></td>
<td><strong>Hillbrow Cottage</strong> - Ground floor main entrance</td>
</tr>
<tr>
<td></td>
<td>(1 Denton Road, BN20 7SR)</td>
</tr>
<tr>
<td><strong>Hastings Campus</strong></td>
<td><strong>Havelock Building</strong> - Reception level 2</td>
</tr>
<tr>
<td></td>
<td>(Havelock Road, Hastings, TN34 1BE)</td>
</tr>
<tr>
<td><strong>Varley Park Residences</strong></td>
<td><strong>The Hub Building</strong> - Ground floor main entrance</td>
</tr>
<tr>
<td></td>
<td>(Varley Park, Coldean Lane, Brighton, BN1 9GR)</td>
</tr>
</tbody>
</table>
Codes of Practice and Standard Specifications

Ensure you are complying with the following university protocols:

- Standard Specification for Mechanical Services – when applicable.
- Standard Specification for Electrical Services – when applicable.
- The building asbestos report – when applicable.

Estate and Facilities: Procedures

The following must have been completed before you start work:

- An adequate Construction Phase Plan being approved for CDM / construction projects.
- Risk assessment and method statement specific to task at hand.
- Appropriate permits to work obtained from EFM.
- Asbestos register reviewed.

The following work requires at least 3 working days notice provided to your University Contract Manager:

- Work involving noisy or dusty procedures.
- Any work requiring a Permit to Work.
- Works that require moving IT equipment, telephones or security devices including any cables.
Permit to Work

Works requiring permit to work include:

- Access Permit to Restricted Areas (Roofs, Clinical areas, Laboratories & Plant Rooms).
- Chemical Application Permit (Grounds Maintenance and Pest Control).
- Hot Works – welding, braising, etc.
- Asbestos Remediation.
- Excavations – Permit to Dig.
- Confined Space – Access & Works.
- Fire Alarm Isolation.
- Adjustments to any Means of Escape.
- IT Services Permit – any work on data systems or access to communications.

A permit to work must be obtained before any of the works stated above starts.

To obtain an Estate & Facilities permit to work you must:

A. Supply a method statement and risk assessment to EFM.
B. View and discuss the asbestos register with the EFM department - when relevant.

Permit guidelines:

- A copy of the Permit to Work is to be displayed prominently at the site of work.
- The time limits for which the permit is valid must be clearly indicated and observed.
- The contractor must have a competent supervisor controlling the work.
The IT services permit.

If an IT services permit is required, contact the IT service desk on 01273 64 4444 or email servicedesk@brighton.ac.uk.

- Obtain an application form from service desk.
- Complete the forms, method statements and risk assessments.
- These must be provided to service desk 3 working days prior to works commencing.

Fire Action

Any person discovering a fire must:

1. Sound the alarm.
2. Dial 999 to call the fire brigade.
3. Dial 01273 64 2222 to notify the University Emergency Helpdesk.
4. Consider attacking the fire if safe to do so using appliances provided.

On hearing the fire alarm:

5. You must immediately make safe any equipment you are using.
6. Leave the building by nearest route.
7. Close all doors behind you.
8. Report to assembly point.

Do not take risks.

Do not use lifts.

Do not return to the building for any reason unless authorised to do so.
Fire Extinguishers

If you’re undertaking Hot Works you must provide your own fire extinguisher.

Only use a fire extinguisher to fight a fire if it is safe for you to do so.

Do not place yourself at risk!

The university fire extinguishers are P50 foam or P50 dry powder type and can be used on the following types of fires:

- B – Liquids.
- Electrical fires up to 1000 volts.
- Metals - dry powder extinguisher only.

**DO NOT** use university fire extinguishers to hold open doors, etc.!

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Emergencies

**IN A LIFE THREATENING EMERGENCY**

First call the emergency services on 999 (9 999 from internal lines)

Thereafter call the University emergency helpdesk number

01273 64 2222.

If you smell gas call:

**0800 111 999**

a free 24hr emergency helpline

Ensure the area is evacuated immediately: raise the fire alarm if necessary and if deemed safe to do so.
First Aid request - for first aid please call 01273 64 2222.
All accidents or incidents must be reported to your University Contract Manager.

Any emergency should always be reported as quickly as possible to the university emergency helpdesk on 01273 64 2222 (internal phones dial 2222).
This includes:

- Suspicious Packages.
- Chemical / Fuel / Biological Spillages / Gas Leaks.

Risk Assessments

- All significant risk arising from your work must be noted on a suitable and sufficient risk assessment.
- If a significant risk is not noted on generic risk assessments then you must produce a specific risk assessment before you start work.
- If you’re unsure then ask your contract manager for advice and assistance.
Isolating for Safe Working – LOTO

Any machinery, system or circuit that needs to be powered down or discharged for safe working must be locked out and tagged.

A proper Lock-out Tag-out system must be used – LOTO.

This is especially important when working in research facilities and laboratories.

Prove the system is ‘Dead’ before allowing work to proceed!

Personal Protective Equipment (PPE)

As a minimum all contractors must wear a hi-visiblity vest and appropriate safety footwear. The hi-visibility vest should have the company name printed on it. This applies to all construction, maintenance, servicing, cabling, grounds maintenance or surveying contractors.

PPE should be regarded as a ‘last resort’ after all other control measures have been considered and used to reduce or eliminate the risk.

When PPE is the only effective means of controlling the risks of injury or ill health, then your employer must ensure that PPE is provided to you free of charge.

This equipment is provided for your protection – use it!
All plant, tools, tackle and equipment used on university premises must:

- Be safe.
- Be suitable for the work to be undertaken.
- Be properly maintained and appropriate guards fitted.
- Be, wherever possible, 110v or less.

Your employer must provide you with appropriate training on the tools and equipment.

You may not use University of Brighton equipment.

Tools and equipment should be stored in secure work area compounds.

**Unattended tools or materials may be stolen or be disposed of without notice!**

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You must not enter any university controlled sub-station, switch room or similar area without a Permit to Work.

Contact the Electrical Engineer - **Mark McCorkell** - 07807 066191

Portable electric tools and equipment must be efficiently earthed or double insulated.

In appropriate cases, such as working in wet conditions, they must be of a voltage not exceeding 50 Volts for lighting and 110 Volts for portable tools.

The supply to be by means of a double wound transformer with the secondary tapped to earth.
Cartridge fixed tools must not be used on university premises without the
prior permission from the University Contract Manager.

These tools are noisy and can cause serious injury if not used safely.

If permission is granted for the deployment of such tools, they must be used
as detailed in the manufacturers instructions and then only after a thorough
risk assessment has been undertaken.

Signs, Guards, Fences, Screens and Enclosures

All signs must be gender neutral. You must supply, put in place and maintain
any necessary signage and barriers required to secure the area you will be
working in.

Guards or fences must not be removed from any machinery or plant without
permission of the University Contract Manager. Guards or fences must not be
removed while machinery plant is in motion or energised.

Where contractors carrying out work such as the breaking or dressing of
stone or concrete, grinding of metals etc., they will be responsible for the
installation and maintenance of such screens or enclosures as may be
required to protect persons who may be endangered by their actions.
<table>
<thead>
<tr>
<th>Working at a Height</th>
<th>Ladders and Access Towers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wherever there is a risk of a fall which could cause injury, a Working at Height risk assessment must be carried out. This includes works near to excavations or pits. No work is to be undertaken above the heads of the university’s staff, students or visitors. No work is to be undertaken over roadways or gangways, until all precautions have been taken to ensure the safety of persons and property below.</td>
<td>You must have our permission to work with ladders – speak to your contract manager. We expect whenever necessary that you have priced for the use of safer access equipment. All access towers and ladders must be erected and maintained in accordance with industry guidelines and good practice. You must have a valid PASMA ticket to assemble and take down access towers.</td>
</tr>
</tbody>
</table>

**Examples of Access Equipment**

The following access equipment is generally suited to working in our buildings and does not require PASMA certification to set up or operate. Contractors are responsible for ensuring they have assessed access requirements beforehand and have the right equipment for the job.
Independent Scaffolds

You must have permission from EFM to erect or dismantle any independent scaffold – speak to your contract manager.

- The Principal Contractor must be in attendance when scaffolding is erected, adjusted or taken down.
- All independent scaffolds shall be erected in accordance with TG20:13 and SG4:2015 (NASC).
- Every scaffold operative shall hold a valid CISRS card relevant to their role and their ticket must always be available for inspection.
- A suitable number of operatives should be trained for work at height and rescue to BS:8454.
- All scaffold structures must be tagged (Scaff Tag or similar system), inspected weekly and after adverse weather conditions or incidents that may affect its structural integrity.
- Always check the Scaff Tag before entering onto a scaffold.
- Never make use of an un-tagged, out-of-date or incomplete scaffold.

Ground Works

Ground on university premises may not be broken without an Excavations Permit to Dig.

Underground services must be positively located by the contractor and their presence pointed out to those persons carrying out the excavations.
Entry into Confined Spaces

Contractor’s employees may not enter any tank, pit, chamber, pipe, flue or similar confined space where there may be dangerous fumes, lack of oxygen or a risk of being crushed without the written permission of the EFM Health and Safety Advisor.

In addition, a **Confined Space – Access & Works** permit to work must be obtained (see ‘Permit to Work’ section - page 6).

A permit to work must be in place before any such access to confined spaces commences.

<table>
<thead>
<tr>
<th>Lone Working</th>
<th>Fitness to Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your employer and the university is responsible for ensuring that it is safe for you to be working alone on our premises.</td>
<td>• The university has a joint responsibility for your health and safety whilst you are on the premises.</td>
</tr>
<tr>
<td>• If you are going to work alone in a hazardous area then you must follow your employers lone working procedure and you must tell the Premises Officer or in their absence the Duty Caretaker.</td>
<td>• We want to be able to provide the right level of support and first aid treatment.</td>
</tr>
<tr>
<td>• You must have a suitable and sufficient risk assessment.</td>
<td>• Should you have a health condition such as diabetes, a heart condition or are taking medication that may affect your ability to work safely then we encourage you to tell us or your supervisor or a colleague.</td>
</tr>
<tr>
<td>• Lone working arrangements must be agreed with your EFM Contract Manager before your period of lone working starts.</td>
<td></td>
</tr>
</tbody>
</table>
Site Security

You will be issued with a Contractor Pass when you sign in at reception.
Your pass must be visible at all times.

It must be returned to the Duty Caretaker before leaving the site.

- If works require the opening of external doors specifically for your works then you must take responsibility for who accesses that door. Do not leave them open and unattended.
- Do not allow access to anyone else – tell them to go to reception.
- Scaffolds and builders lifts must not be accessible out of hours. Security measures must be agreed with the Contract Manager before erection of equipment.
- Secure ladders which are not in use.
- Do not leave tools, materials or waste unattended anywhere onsite.

Tell your University Contract Manager if you require access out of normal working hours and they will coordinate this with site managers, local caretakers and security.

Noisy Works

The university is a place of learning, study and research. Noise and disruption is seldom welcome.

Throughout the year, activities such as exams, meetings and research may be ongoing.

Arrange with your University Contract Manager for times when loud works will be least disruptive.

Teaching schedules, exam timetables and event information are usually available in advance.
Smoking & Vaping Policy

Smoking & vaping is prohibited in the following university locations:

- Anywhere in university and Students Union buildings and vehicles.
- All areas of university halls of residence including private bedrooms.
- External areas of the university unless they have been specifically designated for smoking & vaping.

If visitors to the university or members of other organisations such as contractors continue to breach the policy after an informal warning, they will be asked to leave the premises.

Asbestos Risk Management

Due to the age of our buildings, many of them contain asbestos containing materials (ACMs).

It is necessary to view the Contractors Asbestos Report before starting any works, such as....

- Access to ceiling voids.
- Working with or altering building fabric.
- Entering plant areas or riser spaces.

This list is not exhaustive, contact your Project / Contract Manager or the University Asbestos Officer before starting work.

Asbestos reports are available on: https://www.brighton.ac.uk/about-us/working-with-us/supplier-information/index.aspx

Asbestos Reports for all campuses
Asbestos: Accidental Discovery/Disturbance

In the event of suspected asbestos disturbance:

- Follow the emergency procedures in the front of the Contractors Asbestos Report.
- Stop work.
- Vacate the area safely without contaminating other persons.
- Prevent access to the area by other persons.
- Isolate systems which assist air circulation.
- Shut all windows and doors if safe to do so.
- Contact University Contact Manager:
  
  Mr Edwin Underwood  07970 906467

Persons affected may need to be decontaminated before they leave site.

If suspect asbestos material is discovered which is not listed in the asbestos register, inform your contract manager immediately.

Waste

- Contractors must remove and legally dispose of or recycle waste produced from their works.

- Ensure that any discharge or run-off into university drains or from university premises is lawful and controlled. If a pollution incident occurs you must take immediate action to contain the spill and contact the Emergency Helpdesk: Tel 01273 64 2222.
SECTION 2 – City Campus

Directions and specific information for City Campus.

Building Addresses

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Parade Main Building</td>
<td>58–67 Grand Parade, BN2 0JY</td>
</tr>
<tr>
<td>Edward Street</td>
<td>154-155 Edward Street Brighton, BN2 0JG</td>
</tr>
<tr>
<td>68 Grand Parade</td>
<td>68 Grand Parade, BN2 0JY</td>
</tr>
<tr>
<td>Pavilion Parade</td>
<td>10–11 Pavilion Parade, BN2 1RA</td>
</tr>
<tr>
<td>Phoenix Brewery Halls</td>
<td>Southover Street, BN2 9WJ</td>
</tr>
<tr>
<td>St Peter’s House Library</td>
<td>16-18 Richmond Place, BN2 9NA</td>
</tr>
<tr>
<td>Dorset Place</td>
<td>6 Dorset Place, BN2 1ST</td>
</tr>
</tbody>
</table>

Getting to City Campus

By rail

Exit Brighton railway station onto Trafalgar Street. Follow it to the bottom of the hill and then turn right onto Grand Parade. The university's Grand Parade building is on the left, opposite Victoria Gardens before you get to the Royal Pavilion.
By Car

From the A23 or A27:

Follow signs for the city centre and seafront. As you enter the city, a one-way system will lead you towards the sea via Grand Parade. The university's Grand Parade building is on the left, almost opposite the Royal Pavilion.

Note: Due to the site's central location, car parking is extremely limited. There are a number of clearly sign-posted NCP car parks located nearby.
Site Facilities

For all works at any City Campus, please first report to the reception at the main Grand Parade building (on Grand Parade, A23, Brighton).

Delivery Points:

- Grand Parade Main Building - Kingswood Street (Height restriction of 3.8 metres).
- St Peter's House Library – Albion Street.
- 68 Grand Parade – Grand Parade (A23) – or use Grand Parade Main Building as above.
- Edward Street & Dorset Place – Dorset Street (off Edward Street).
- Pavilion Parade – Pavilion Street.

Toilets: Signs posted around all buildings.

Restaurants & Cafes: Grand Parade Main Building - ground floor.

Local Shops and Amenities: Local Sainsbury’s and other shops available on St James’s Street.

Cash Machine: Grand Parade main building at entrance to café or St James’s Street.

Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Parade Main Building</td>
<td>Wednesday 7:00am</td>
</tr>
<tr>
<td>Edward Street</td>
<td>Friday 7:00am</td>
</tr>
<tr>
<td>68 Grand Parade</td>
<td>Wednesday 7:00am</td>
</tr>
<tr>
<td>Pavilion Parade</td>
<td>Wednesday 8:00am</td>
</tr>
<tr>
<td>Waste House</td>
<td>Wednesday 8:30am</td>
</tr>
<tr>
<td>St Peter’s House Library</td>
<td>Thursday 7:00am</td>
</tr>
<tr>
<td>Dorset Place</td>
<td>Friday 7:00am</td>
</tr>
</tbody>
</table>
## Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly Point — on public footpath at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Parade Main Building</td>
<td>Garden, Kingswood Street and Grand Parade</td>
</tr>
<tr>
<td>Edward Street</td>
<td>Dorset Place / High Street</td>
</tr>
<tr>
<td>68 Grand Parade</td>
<td>Grand Parade</td>
</tr>
<tr>
<td>Pavilion Parade</td>
<td>Marlborough Road</td>
</tr>
<tr>
<td>St Peter’s House Library</td>
<td>Richmond Parade &amp; Albion Street</td>
</tr>
<tr>
<td>Dorset Place</td>
<td>Dorset Place / High Street</td>
</tr>
</tbody>
</table>

## Contacts

### Estate and Facilities Management Contacts

**Campus Surveyor** – 07879 628905, 01273643142.

**For all maintenance and technical related queries contact:**

**Site Technical Officer** - 07967772466, 01273 643546.

**Please note** — all project planning and technical specifications / verifications should be via the University Contract Manager or their appointed agent.

### On Site Contacts

For all immediate issues such as access and facilities services.

**Facilities Site Manager**
07984 622368, 01273 643155.

**Facilities Premises Officer**
07773872710, 01273 642509.

**Caretakers**
07718339185, 1273 643156.

### Other Contacts

**School of Art, Design and Media – Technical Manager**
01273 643060.

**Accommodation & Hospitality Services – H&S Advisor**
07870 218333, 01273 641388.

**IT Services**
Service desk – 01273 644444 or Network Services – 01273 642643
SECTION 3 – Moulsecoomb Campus

Directions and specific information for Moulsecoomb Campus.

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</tr>
<tr>
<td>Heavy Engineering &amp; Huxley Building</td>
<td></td>
</tr>
<tr>
<td>Moulsecoomb Place Halls</td>
<td>Lewes Road, BN24HQ, Brighton</td>
</tr>
<tr>
<td>Advanced Engineering Centre</td>
<td>Lewes Road, BN2 4GJ, Brighton</td>
</tr>
<tr>
<td>Manor House &amp; Tithe Barn</td>
<td>Lewes Road, BN24GA, Brighton</td>
</tr>
<tr>
<td>Watts Building &amp; Watts House</td>
<td>Lewes Road, BN2 4GJ, Brighton</td>
</tr>
<tr>
<td>Mithras House (including Annexe) &amp; Steam House</td>
<td>Lewes Road, BN2 4AT, Brighton</td>
</tr>
</tbody>
</table>

Getting to Moulsecoomb Campus

Moulsecoomb site is 1.25 miles or 2km away from the city centre.

By rail
Moulsecoomb station is situated behind the Huxley building.
Getting to Moulsecoomb Campus

By Car

From the A23:
At the Mill Road roundabout, bear left (signposted Newhaven, Lewes A27).
At the mini roundabout go straight over, at the next mini roundabout take the
2nd exit (right) onto the A27 eastbound.
On the A27 branch left (signposted Hollingbury Industrial Estate)
Continue straight until you reach the junction with A270 Lewes Road traffic
lights. Ignore signage for universities and turn right. After 1 mile.
The Cockcroft and Watts buildings are on your right and Mithras House
is on the left, 100m further on.

From the A27 heading east:
Follow the directions above, bearing in mind you are already on the A27
heading towards Lewes.

From the A27 westbound:
As you approach Brighton follow signs for the A270 Lewes Road, Cockcroft
and Watts buildings will be on your right, Mithras House is on the left 100m
further on.
Site Facilities

Delivery Points:

- **Cockcroft** via Lower Service Road located between Cockcroft & Aldrich Library.
- **Watts** via south car park – entrance from Saunders Park View.
- **Mithras** – entrance from Natal Road.

**Restaurants & Cafes:** Cockcroft mezzanine floor, Mithras ground floor (clean clothing and footwear must be worn).

**Toilets:** Sign posted around all buildings.

**Local Shops and Amenities:** Opposite side of A270 to Cockcroft, NISA store on The Avenue. Sainsbury's located a short distance south on A270.

**Cash Machine:** Mezzanine Floor of Cockcroft at Santander bank.

Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cockcroft (including Aldrich Library), Heavy Engineering</td>
<td>Tuesday am</td>
</tr>
<tr>
<td>Moulsecoomb Place Halls</td>
<td>Wednesday am</td>
</tr>
<tr>
<td>Advanced Engineering Centre</td>
<td>Wednesday am</td>
</tr>
<tr>
<td>Manor House &amp; Tithe Barn</td>
<td>Wednesday am</td>
</tr>
<tr>
<td>Watts Building &amp; Watts House</td>
<td>Wednesday am</td>
</tr>
<tr>
<td>Mithras House (including Annexe) &amp; Steam House</td>
<td>Friday am</td>
</tr>
<tr>
<td>Huxley Building</td>
<td>Thursday am</td>
</tr>
</tbody>
</table>
Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cockcroft (including Aldrich Library) &amp; Huxley Building</td>
<td>Front of Cockcroft building on public footpath</td>
</tr>
<tr>
<td>Moulsecoomb Place Halls</td>
<td>Moulsecoomb Place car park</td>
</tr>
<tr>
<td>Heavy Engineering</td>
<td>Moulsecoomb Place car park</td>
</tr>
<tr>
<td>Manor House &amp; Tithe Barn</td>
<td>Manor House grounds</td>
</tr>
<tr>
<td>Watts Building &amp; Watts House</td>
<td>Watts south car park</td>
</tr>
<tr>
<td>Mithras House (including Annexe) &amp; Steam House</td>
<td>Mithras House car park</td>
</tr>
<tr>
<td>Advanced Engineering Centre</td>
<td>Cockcroft south gardens</td>
</tr>
</tbody>
</table>

Contacts Moulsecoomb Campus

Estate and Facilities Management Contacts
Campus Surveyor
07984 622348, 01273 643153.

For all maintenance and technical related queries contact:
Site Technical Officer – 079666997067, 01273 642706.

Please note — all project planning and technical specifications / verifications should be via the University Contract Manager or their appointed agent.

On Site Contacts
For all immediate issues such as access and facilities services:

Facilities Site Manager – 07775 813018, 01273 642704.
Facilities Premises Officers – 07970963897, 01273 642171
Caretakers’ Office
Located on the ground floor near the main entrance of each building.
Cockcroft – 07702 101406, 01273 642709.
Mithras – 07808 590132, 01274 642703.
Watts – 07711 102409, 01273 642716.

Other Contacts

School of Pharmacy and Biomolecular Sciences
Technical Facilities & Project Manager – 01273 64 2043.

School of Health Sciences
School Technical Manager – 01273 64 3694.
Medical School Secretary – 07769670616, 01273877898.

School of Environment and Technology or School of Computing, Engineering and Mathematics
Research & Technical Support Manager – 01273 642210.

College of Life, Health and Physical Sciences
Safety HUB Manager – 07908 718687, 01273 641610,
email: n.j.arnold@brighton.ac.uk.

Accommodation & Hospitality Services
H&S Advisor – 07870 218333, 01273 641388.

School of Architecture
Workshop Manager – 1273642371
Principal Technician – 01273 642351.

IT Services
Service desk on 01273 644444 or Network Services on 01273 642643.
SECTION 4 – Falmer Campus

Directions and specific information for Falmer Campus.

Building Addresses

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>All buildings on campus</td>
<td>Ringmer House, Village Way, BN19PH, Brighton</td>
</tr>
</tbody>
</table>

Getting to Falmer Campus

By rail
Falmer railway station is a short walk from the campus.
By Car

From the A23:
At the Mill Road roundabout, bear left signposted Newhaven, Lewes (A27). At the mini roundabout take the second exit (straight over). At the next mini roundabout take the second exit (right) onto the A27 eastbound. Take the exit signposted universities and Falmer and turn right at the roundabout. Go over the flyover, straight on at the next roundabout and then take the first right down Village Way.

From the A27 eastbound:
Follow the directions above from point two, bearing in mind you are already on the A27 heading towards Lewes.

From the A27 westbound:
Take the slip road signposted Falmer, Rottingdean and Universities (B2124) and at the roundabout turn left. Take the first right down Village Way.

Site Facilities

Delivery Points: Stop at Ringmer House and use the intercom in front of the gate and you will be directed.


Toilets: Signs posted around all buildings.

Local Shops and Amenities: SU Shop, Ringmer House.

Cash Machine: Ringmer House.
### Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falmer Sports Centre</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Checkland Building</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Falmer Library</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Westlain House</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Mayfield House</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Ringmer House</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Dallington House</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Bevendean House</td>
<td>Wednesday 06:30 AM</td>
</tr>
<tr>
<td>Sports Pavilion</td>
<td>Wednesday 06:30 AM</td>
</tr>
</tbody>
</table>

### Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falmer Sports Centre</td>
<td>Side of the building</td>
</tr>
<tr>
<td>Checkland Building</td>
<td>Top Car Park or Sun Terrace</td>
</tr>
<tr>
<td>Falmer Library</td>
<td>Top Car Park or Sun Terrace</td>
</tr>
<tr>
<td>Westlain House</td>
<td>Top Car Park or Sun Terrace</td>
</tr>
<tr>
<td>Mayfield House</td>
<td>Top Car Park or Sun Terrace</td>
</tr>
<tr>
<td>Ringmer House</td>
<td>Top Car Park or Sun Terrace</td>
</tr>
<tr>
<td>Dallington House</td>
<td>Top Car Park or Sun Terrace</td>
</tr>
<tr>
<td>Bevendean House</td>
<td>Top Car Park or Sun Terrace</td>
</tr>
<tr>
<td>Sports Pavilion</td>
<td>Tennis Court or Car Park</td>
</tr>
</tbody>
</table>
Contacts

Estate and Facilities Management Contacts

Campus Surveyor – 07879 628905, 01273 643142.

For all maintenance and technical related queries contact:

Site Technical Officer – 07967772466, 01273 643546.

Please note — all project planning and technical specifications / verifications should be via the University Contract Manager or their appointed agent.

On Site Contacts

For all immediate issues such as access and facilities services:

Facilities Site Manager – 01273 643545, 01273 643545.

Facilities Premises Officer – 07813543243, 01273 643038.

Caretakers’ Office – 07974 661206, 01273 643547.

Other Contacts

School of Education -
Senior Technician
01273 64 3405.

Accommodation & Hospitality Services - H&S Advisor
01273 641388, 07870218333.

IT Services

School of Health Sciences -
School Technical Manager
01273 64 3694.

Service desk    01273 644444 or
Network Services 01273 642643

Residences not managed by the university:

Great Wilkins Residences – 01273 693548,
Terri.Russell@sanctuary-students.com

Paddock Fields Residences – 0300 456 9998 (ext. 2804),
Directions and specific information for **Eastbourne Campus**.

### Building Addresses

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldro</td>
<td>49 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Greynore 1</td>
<td>48 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Greynore 2</td>
<td>41–43 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Queenwood</td>
<td>58 Darley Road, BN20 7UN</td>
</tr>
<tr>
<td>Robert Dodd (and Annexes)</td>
<td>49 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Bishopsbourne</td>
<td>32 Carlisle Road, BN20 7SP</td>
</tr>
<tr>
<td>Hillbrow Cottage</td>
<td>Gaudick Road, BN20 7SR</td>
</tr>
<tr>
<td>Hillbrow Building</td>
<td>1 Denton Road, BN20 7SR</td>
</tr>
<tr>
<td>Hillbrow Sports Centre</td>
<td>1 Denton Road, BN20 7SR</td>
</tr>
<tr>
<td>Trevis Towers (and Annexe)</td>
<td>Gaudick Road, BN20 7SP</td>
</tr>
<tr>
<td>Welkin House</td>
<td>30 Carlisle Road, BN20 7SN</td>
</tr>
<tr>
<td>Welkin Laboratories</td>
<td>30 Carlisle Road, BN20 7SN</td>
</tr>
<tr>
<td>Leaf Hospital</td>
<td>St Anne's Road, BN21 2HW</td>
</tr>
</tbody>
</table>
Getting to Eastbourne Campuses

By rail

From London: trains leave London Victoria regularly and take approximately 90 minutes to reach Eastbourne.

From Brighton and the east and west: Southern trains connect Eastbourne with Lewes and Brighton to the west and Hastings and Rye to the east.

By Car

From London: Eastbourne can be reached by road via the M25, A22 and then the A2270.

From Brighton and the east (A259): Turn right on to Warren Hill/Beachy Head Road. Main sites are signed at the Carlisle Road/Darley Road crossroads. For Leaf Hospital, turn right on to Upperton Road. If travelling on the A27 then use the A2270 into Eastbourne. University signposted at Willingdon roundabout.

From the west (A259/A27): Ignore A22 Eastbourne town centre signs, continue to the roundabout at the end of the Polegate by-pass then take the A2270.

For university sites it is best to travel into Eastbourne via the A2270 and not the Polegate bypass.

For Hillbrow/Welkin or Darley Road sites turn right at mini roundabout by Eastbourne station turning onto Grove Road. Continue on to Meads Road, then Beachy Head Road.

Turn right off Meads Road up Carlisle Road (sign posted).

For the Darley Road site, continue on the Meads Road and on to Beachy Head Road (straight on at two mini roundabouts) and then left into Darley Road (sign posted).
Site Facilities

For all Eastbourne sites, first report to reception at Hillbrow Cottage.

Delivery Points: Enquire at Hillbrow Cottage.

Restaurants & Cafes: Sprinters Restaurant at Gaudick Road campus, Starting Gate at Carlisle Road and Greynore at Greynore.

Toilets: Sign posted around all buildings.

Local Shops and Amenities: Closest available on Meads Street, Eastbourne BN20 7RH.

Cash Machine: Meads Street.

Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldro</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Greynore 1, 2 &amp; 3</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Queenwood</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Robert Dodd (and Annexes)</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Bishopsbourne</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Hillbrow Cottage</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Hillbrow Building</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Hillbrow Sports Centre</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Trevin Towers (and Annexe)</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Welkin House &amp; Laboratories</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Leaf Hospital</td>
<td>Thursday 7-8 AM</td>
</tr>
</tbody>
</table>
## Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldro</td>
<td>Car park</td>
</tr>
<tr>
<td>Greynore 1, 2 &amp; 3</td>
<td>Car park</td>
</tr>
<tr>
<td>Queenwood</td>
<td>Outside grass area</td>
</tr>
<tr>
<td>Robert Dodd (and Annexes)</td>
<td>Car park or main entrance grass area</td>
</tr>
<tr>
<td>Bishopsbourne</td>
<td>Grass area</td>
</tr>
<tr>
<td>Hillbrow Cottage</td>
<td>Car park</td>
</tr>
<tr>
<td>Hillbrow Building</td>
<td>Car park</td>
</tr>
<tr>
<td>Hillbrow Sports Centre</td>
<td>Car park</td>
</tr>
<tr>
<td>Trevin Towers (and Annexe)</td>
<td>Berwick Court or car park</td>
</tr>
<tr>
<td>Welkin House &amp; Laboratories</td>
<td>Grass area</td>
</tr>
<tr>
<td>Leaf Hospital</td>
<td>Car park</td>
</tr>
</tbody>
</table>

## Contacts

### Estate and Facilities Management Contacts

**Campus Surveyor** – 07879 628904, 1273 643145.

For all maintenance and technical related queries contact:

**Site Technical Officer** – 07908646283, 01273 643807.

**Please note** – all project planning and technical specifications / verifications should be via the University Contract Manager or their appointed agent.
On Site Contacts

Facilities Site Manager – 01273 643800, 07966 211414.

Premises Officer – 01273 643809, 07970 744468.

Caretakers’ Office
Located on the ground floor of Hillbrow Cottage – 07702 602038 (EFM 24h), 01273 643801.

Other Contacts

School of Health Sciences
School Technical Manager – 01273 64 3694.

College of Social Sciences
Safety HUB Manager – 01273 643797.

Accommodation & Hospitality Services
Health & Safety Advisor – 01273 641388, 07870218333.

IT Services
Service desk 01273 644444 or Network Services 01273 642643

Contact of Partner Halls Site Management – 0203 202 0399, fiona.robinson@viridianhousing.org.uk
SECTION 6 – Hastings Campus

Building Addresses

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Havelock Road Building</td>
<td>Havelock Road, TN34 1BE</td>
</tr>
<tr>
<td>Priory Square Building</td>
<td>Priory Square, TN34 1EA</td>
</tr>
</tbody>
</table>

Getting to Hastings Campus

By Car

**Havelock Road and Priory Square:**
From either the A21 or the A259, follow signs for Hastings town centre, then signs to either Priory Meadow car park or Priory Street car park. Alternatively, car parking is available at Hastings railway station, located a few minutes away on foot.

By rail

**Havelock Road and Priory Square:**
Hastings railway station is just a few minutes' walk from the campus.
Site Facilities

Delivery Points: Rear of Havelock Road site, entrance on Middle Street.

Restaurants & Cafes: Priory Street.

Toilets: Signs posted around all buildings.

Local Shops and Amenities: Tesco on Havelock Road or Priory Meadow Shopping Centre on Queens Road.

Cash Machine: Available at Tesco on Havelock Road.

Campus Map
Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Havelock Road Building</td>
<td>Wednesday AM</td>
</tr>
<tr>
<td>Priory Square Building</td>
<td>Friday AM</td>
</tr>
</tbody>
</table>

Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Havelock Road Building</td>
<td>Middle Street — public pavement</td>
</tr>
<tr>
<td>Priory Square Building</td>
<td>Priory Square — public space</td>
</tr>
</tbody>
</table>

Contacts

**Estate and Facilities Management Contacts**

**Facilities Site Manager**  01273 643800, 07966 211414

**Caretakers' Office**

Havelock Road – 01273 644647.

Priory Square – 01273 641066.

**Please note** – all project planning and technical specifications / verifications should be via the University Contract Manager or their appointed agent.

**Other Contacts**

**Accommodation & Hospitality Services**

**H&S Advisor** – 01273 641388, 07870218333.

**IT Services**

Service desk 01273 644444 or Network Services 01273 642643
### Building Addresses

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Hub Building</td>
<td>Varley Park, Coldean Lane, BN1 9GR</td>
</tr>
<tr>
<td>Chalvington Close</td>
<td>Highview</td>
</tr>
<tr>
<td>Cliffe House</td>
<td>Kingston Close</td>
</tr>
<tr>
<td>Downland</td>
<td>Selsey Close</td>
</tr>
<tr>
<td>Firle House</td>
<td>Coastland</td>
</tr>
<tr>
<td>Framfield</td>
<td>Woodland</td>
</tr>
<tr>
<td>Hillside</td>
<td>Upland</td>
</tr>
</tbody>
</table>

For any queries and deliveries regarding listed buildings see The Hub reception (address above).
Getting to Varley Park

By Car
Varley Park is situated midway between the Falmer and Moulsecoomb campuses, approximately five kilometres from Brighton city centre. There is no parking for cars on site.

From the A23:
At the Mill Road roundabout, as you approach Brighton take the left-hand lane signposted Newhaven, Lewes (A27). At the mini roundabout take the second exit (straight over). At the next mini roundabout take the second exit (right) onto the A27 eastbound. On the A27 branch left (sign posted Hollingbury Industrial Estate) and then at the roundabout take the first exit onto Coldean Lane, signposted Coldean, Ditchling. Continue down Coldean Lane for approximately 500 metres. Varley Park is on your left.

From the A27 heading east:
Follow the directions above from point two, bearing in mind you are already on the A27 heading towards Lewes.

From the A27 westbound:
As you approach Brighton follow signs for the A270 to the town centre. At the first set of traffic lights on the A270 turn right into Coldean Lane. Varley Park is 500 metres up the hill on the right hand side.

By rail
Moulsecoomb railway station can be found off Lewes Road and is a short bus ride on the 24 bus to Varley Park.

Site Facilities

Delivery Points: The Hub reception.

Restaurants & Cafes: The Hub building.

Toilets: Signs posted around The Hub.

Local Shops and Amenities: There is a news agent at the bottom of Coldean Lane and an Asda in Hollingbury.

Cash Machine: The Hub reception.
## Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All buildings</td>
<td>Monday 11 am</td>
</tr>
</tbody>
</table>

## Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Hub</td>
<td>Chalvington Carpark</td>
</tr>
<tr>
<td>Cliffe House</td>
<td>Outside Highview</td>
</tr>
<tr>
<td>Downland</td>
<td>Between Woodland &amp; Bike shed</td>
</tr>
<tr>
<td>Firle House</td>
<td>Between Woodland &amp; Bike shed</td>
</tr>
<tr>
<td>Framfield Close</td>
<td>Between Woodland &amp; Bike shed</td>
</tr>
<tr>
<td>Highview</td>
<td>Outside Highview</td>
</tr>
<tr>
<td>Kingston Close</td>
<td>Between Woodland &amp; Bike shed</td>
</tr>
<tr>
<td>Selsey Close</td>
<td>Outside Highview</td>
</tr>
<tr>
<td>Chalvington Close</td>
<td>Chalvington Carpark</td>
</tr>
<tr>
<td>Woodland</td>
<td>Between Woodland &amp; Bike shed</td>
</tr>
<tr>
<td>Hillside</td>
<td>Contractors - go to Chalvington Carpark</td>
</tr>
<tr>
<td>Upland</td>
<td>Contractors - go to Chalvington Carpark</td>
</tr>
<tr>
<td>Coastland</td>
<td>Contractors - go to Chalvington Carpark</td>
</tr>
</tbody>
</table>
Contacts

The Hub Reception – 01273 641300,
email: hallsmanagers@brighton.ac.uk

Site Manager – 01273 641301,

Accommodation & Hospitality Services
H&S Advisor – 01273 641388, 07870 218333.

Please note — all project planning and technical specifications / verifications should be via the University Contract Manager or their appointed agent.

All minor construction work queries should be directed to
– 07970 109166, 01273 3101.

For all maintenance and technical related queries contact:
Site Technical Officer – 07967 772466, 01273 643546.
SECTION 8 – Phoenix Brewery, Halls of Residence

Directions and specific information for Phoenix Brewery, Halls of Residence.

**Building Addresses**

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A</td>
<td>Phoenix Brewery Halls, Southover Street, BN2 9WG</td>
</tr>
<tr>
<td>Block B</td>
<td>Phoenix Brewery Halls, Southover Street, BN2 9WG</td>
</tr>
<tr>
<td>Block C</td>
<td>Phoenix Brewery Halls, Southover Street, BN2 9WG</td>
</tr>
<tr>
<td>Block D</td>
<td>Phoenix Brewery Halls, Southover Street, BN2 9WG</td>
</tr>
<tr>
<td>Block E</td>
<td>Phoenix Brewery Halls, Southover Street, BN2 9WG</td>
</tr>
</tbody>
</table>
Getting to Phoenix Brewery Halls

By Car

From the A23 or A27:
Follow signs for the city centre and seafront. As you enter the city, a one-way system will lead you towards the sea via Grand Parade.

Phoenix Brewery Halls is located on Southover Street, opposite The Level public park.

By rail

Brighton railway station is a 15 minute walk from Phoenix Brewery Halls.

Site Facilities

Delivery Points: Block C reception.
Restaurants & Cafes: Grand Parade & St James’ Street.
Toilets: Block C student common room.
Local Shops and Amenities: St James’ Street & North Street.
Cash Machine: Lewes Road.

Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All buildings</td>
<td>Thursday 11am</td>
</tr>
</tbody>
</table>
Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A</td>
<td>Southover Street — public pavement</td>
</tr>
<tr>
<td>Block B</td>
<td>Southover Street — public pavement</td>
</tr>
<tr>
<td>Block C</td>
<td>Southover Street — public pavement</td>
</tr>
<tr>
<td>Block D</td>
<td>Southover Street — public pavement</td>
</tr>
<tr>
<td>Block E</td>
<td>Southover Street — public pavement</td>
</tr>
</tbody>
</table>

Contacts

Block C Reception – 01273 277018
Site Manager – Dave Berry – 01273 277018

Accommodation & Hospitality
Health & Safety Advisor – 01273 641388, 07870 218333.

Please note... all project planning and technical specifications / verifications should be via the University contract manager or their appointed agent.

All construction related queries should be director to:
– 07879 628905, 01273 643142.

For all maintenance and technical related queries contact:
Site Technical Officer – Istvan Joo – 07967 772466, 01273 643546.
SECTION 9 – Moulsecoomb Place, Halls of Residence

Directions and specific information for Moulsecoomb Place, Halls of Residence.

### Building Addresses

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tilstone Close</td>
<td>Moulsecoomb Place, Queensdown School Road, BN2 4HP</td>
</tr>
<tr>
<td>Culpepper Close</td>
<td>Moulsecoomb Place, Queensdown School Road, BN2 4HQ</td>
</tr>
</tbody>
</table>

### Getting to Moulsecoomb Place Halls

**By Car**

Moulsecoomb campus is also the administrative hub of the university. Other facilities on this site include the International College, the Aldrich Library and the One World university nursery. There are two car parks: one in front of Mithras House and the other on the south side of the Watts Building.
The Moulsecoomb site is two kilometres from Brighton city centre and five kilometres from Falmer. Moulsecoomb is easily accessible on foot, bike and public transport.

**From the A23:**

1. At the Mill Road roundabout, as you approach Brighton take the left-hand lane sign posted Newhaven, Lewes (A27).
2. At the mini roundabout take the second exit (straight over).
3. At the next mini roundabout take the second exit (right) onto the A27 eastbound.
4. On the A27 branch left (signposted Hollingbury Industrial Estate) and then at the roundabout take the first exit onto Coldean Lane, signposted Coldean, Ditchling.
5. Continue down Coldean Lane until you reach the junction with A270 Lewes Road (large junction with traffic lights).
6. Do NOT bear left and take the junction to the A27 sign posted universities.
7. Turn right and continue for approximately two kilometres past Wild Park and under the railway bridge.
8. The Cockcroft and Watts buildings are on your right and Mithras House is on the left, 100 metres further on.

**From the A27 heading east:**

Follow the directions above from the beginning, bearing in mind you are already on the A27 heading towards Lewes.

**From the A27 heading west:**

Follow the directions on the previous slide from point four.

**By rail**

Moulsecoomb railway station is a two minute walk from Moulsecoomb Place Halls.
Campus Map

Site Facilities

**Delivery Points:** Reception Office.

**Restaurants & Cafes:** Cockcroft Building.

**Toilets:** Sign posted on site.

**Local Shops and Amenities:** The Avenue.

**Cash Machine:** Mezzanine Floor of Cockcroft at Santander bank.
### Fire Alarm Testing

<table>
<thead>
<tr>
<th>Building</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All buildings</td>
<td>Wednesday 11am</td>
</tr>
</tbody>
</table>

### Evacuation Assembly Points

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tillstone Close</td>
<td>Tillstone car park</td>
</tr>
<tr>
<td>Culpepper Close</td>
<td>Tillstone car park</td>
</tr>
</tbody>
</table>

### Contacts

- **Reception Office** – 01273 642806,  
  mail: hallsmanagers@brighton.ac.uk

- **Site Manager** – 01273 642806,

- **Accommodation & Hospitality Services**
  - **H&S Advisor** – 01273 641388, 07870 218333.

  **Please note** — all project planning and technical specifications / verifications should be via the University Contract Manager or their appointed agent.

  **All construction related queries should be directed to:**
  07984 622348, 01273 643153.

  **For all maintenance and technical related queries contact:**
  - **Site Technical Officer** – 07966 997067, 01273 642706.