**How to deal with the death of a member of staff**

The death of a member of staff can be a traumatic experience for everyone. Every circumstance is different and will require a different response. Where a member of staff dies in service, their manager should consider the following:

* Notifying the local HR Partner, if the notification is provided directly to you. They will notify HR Services to ensure the relevant paperwork is completed.
* Telling colleagues as soon as possible. More guidance is provided below.
* Letting close colleagues go home for the day after they are notified of the death if they wish to do so.
* Signposting the University counselling service to colleagues.
* Sending a letter to the next of kin on behalf of the University.
* Communicating information about the funeral arrangements, and allowing as many staff to attend as operationally possible.
* Consider if there are any external partners, suppliers or regular contacts that should also be notified of the death.
* Sensitively collecting the personal belongings of the deceased member of staff so that they can be passed to their family at the appropriate time.

HR Services will complete all of the necessary paperwork in relation to benefits such as pensions and death in service payments.

It is important that all appropriate employees are notified as soon as possible. How the information is communicated will depend on the situation and nature of the roles of colleagues. Wherever possible, the information should be provided to immediate colleagues / team face to face, either individually or via a small meeting. Where this is not possible, notification should be by phone. It may be appropriate to issue a wider email notification to the faculty / department. What is appropriate will depend on the circumstances and the role of the member of staff. HR can provide more guidance if required.