

GENERAL SYNOD

JULY GROUP OF SESSIONS 2023

THIRD NOTICE PAPER SECURITY INFORMATION

Security

1. As usual, strict security measures will be in operation throughout the group of sessions. A system will be in place to channel members through the security checks in an area in front of the Central Hall, which will be cordoned off. Security *inside* the Central Hall will be kept to a minimum.
2. The security staff will not know who you are, so please assist them to ensure your safety and the safety of your belongings by **wearing your Synod pass visibly at all times**. Please expect your pass to be checked before you enter the Central Hall. **Please co-operate with any request from security staff to search bags.**
3. **Please note that security staff have been instructed not to allow anyone without an appropriate pass into either the Central Hall or the cordoned-off area immediately in front of it.** They need to work to simple, clearly enforced rules and **will not make exceptions. Please do not ask them to do so.**
4. Remember, the security staff are not there to make your life difficult, but to help ensure that the Synod can run without interruption and to help ensure your safety.

New or replacement passes

5. If you are a new member and do not yet have a pass, or if you have mislaid your pass, you must obtain a new photo pass to gain access to the Central Hall.
6. These will be issued from the Security and Passes Office (B/S 008) on the ground floor of the Berrick Saul Building.

Emergency procedures

7. If the Chair adjourns the sitting and requests members to leave the Central Hall **for whatever reason**, please leave the Hall as soon as possible in an orderly fashion.

8. In the event of a fire or other emergency in the Central Hall, alarms will sound. Emergency exits are clearly marked. If you are in the main hall, please leave the building immediately by the **nearest external exit** around the **upper gallery** of the auditorium and descend via the **external staircases. Do not use the stairways down into the Concourse.**
9. If you are in the Concourse, please leave by any of the external doors. **Do not go back into the main hall.** The assembly point is on the grass mound in front of the Central Hall.
10. Please be aware that there are members who may not be able to hear the alarm or find the way unassisted. Please help the staff ensure that these members are given the assistance they need.

Disabled access

11. Lift access is available to the floor level of the main hall and the walkway above the public gallery. Please let the security staff know if you need to use this facility.
12. Please remember that **in the case of an emergency, the lifts will not work.** If you need assistance to evacuate the building, please make yourself known to a member of staff.

Seating

13. Please remember that you cannot reserve a seat in the main hall and please ensure you remove personal items and papers whenever you leave. **Any items left in the main hall will be removed** and may be reclaimed from the Reception Desk in the Concourse. Papers may be thrown away.
14. The top three rows of seating to the left of the platform (as you look at it) opposite the press gallery are a 'non-voting' area, one row of which is customarily reserved for staff or some visitors to relieve pressure on the public gallery. You may, of course, both sit and vote electronically from here, but **please be aware that you will not be called to speak if you sit here, and in any vote by a show of hands your vote will not be counted.**

Public access

15. Access to the public gallery is via an outside staircase and balcony through two doors at the top of the Central Hall opposite the stage. The route will be clearly signposted.

16. No overcoats etc or large bags or cases are allowed into the public gallery. These must be left in room B/S 008 in the Berrick Saul Building. No food or drink is permitted in the public gallery. There is a water cooler close to the seating area for visitors' use.
17. Entry to the gallery by members of the public is by ticket only and the number of tickets available for the Public Gallery is strictly limited to the number of seats available. Tickets are available on a first come first served basis at the beginning of each sitting from the security staff at the foot of the external staircase. **They cannot be obtained or reserved in advance.**
18. Please note that **there is a security check at the foot of the external staircase.** Anyone wishing to enter the public gallery will need to pass through an airport-style security arch and you may be asked to empty your pockets. **Security staff have been instructed not to allow anyone who refuses to undergo the security check access to the public gallery.**
19. **Please note:**
 - **mobile phones** and other **electronic devices** must be switched to silent in the public gallery
 - **no photography** is permitted in the public gallery (or anywhere else in the main hall outside the press gallery)
20. Please remind guests that **members of the public are admitted to the public gallery on condition that they remain silent and do not disrupt the Synod's proceedings.**
21. If you wish to sit in the public gallery, you may, of course, do so, but please remember that, as in London, you **may not speak** from the public gallery and that you must **remain silent** during the Synod's proceedings. **In any vote by a show of hands your vote will not be counted** if you are sitting in the public gallery.
22. There will be occasions when there is particular pressure on seating in the public gallery. At those times, it would be greatly appreciated if members would accede to requests from staff to move out of the gallery.

Smoking

23. York University operates a smoke-free policy. Please note that the **Central Hall** and the **area immediately surrounding** it (including the Terrace, the external balcony and the area enclosed by the security barriers) are designated smoke-free areas.