

BAYES CENTRE

Building Access and Facilities Guide





Welcome to the Bayes Centre



We are pleased that you are joining our community of academics, students, and external partners, and hope you will benefit from being part of Bayes. Bayes is a somewhat unusual University building - it hosts a number of different academic units from different parts of the institution, but also a range of external organisations that are occupying spaces in the building to work with us and with each other. The Bayes Team itself is a small unit of people that supports all the groups in the building and facilitates collaboration between them, while of course also making sure the facilities of the building provide a high-quality work environment.

This guide provides useful information on a range of areas related to the building, its facilities, and communication mechanisms, as well as practical guidance on important topics such as safety and etiquette. We hope you will find this information useful, enjoy being at Bayes, and benefit from all the opportunities its community will generate!

Yours,

Michael Rovatsos, Director of Bayes

Bayes Team

The Bayes Operations Team manages all aspects of the day-to-day running of the Centre. The Operations Team facilitates engagement across the community of stakeholder and occupier units and manages processes to provide relevant expertise and services to internal and external occupiers.

For further information on team structure and support please visit www.ed.ac.uk/bayes/our-work

Building Access and General Facilities

Building Access

The Bayes Reception is open during core building business hours (Monday-Friday 8.30am-5.30pm). Outside core working hours, all building occupants can access the building using their University ID card and PIN. Colleagues are asked to carry your staff, student or visitor card with you at all times.

- Parking for bikes is available in the basement for use by residents of the Bayes Centre, and other University of Edinburgh buildings. To arrange access to the bicycle store, please contact: transport@ed.ac.uk
- The Bayes Centre does not have any dedicated car parking. Parking Office can advise on facilities nearby: www.ed.ac.uk/transport/parking/about/parking-office

Visitors

All visitors should report to the Bayes Reception, where they will be issued with a temporary pass. Visitors should be met at Reception by their host and made aware of building regulations and procedures, including fire alarm test and emergency evacuation. Each card must be signed out and returned to Reception at the end of their visit.

- Please inform Reception if you wish to be notified of your visitor's arrival – contacting bayes.reception@ed.ac.uk one day prior to visit.
- To request a visitor's pass contact Reception in advance of their arrival. Please note any visitors leaving after working hours will need to be escorted out of the building by their host.

Members Area

The Members Area on level 3 is a shared hot-desking facility intended for registered external member organisations. Users are asked to use these facilities in a respectful manner, and to remove all equipment and personal items at the end of the working day. No desk is assigned to an individual member of staff or organisation, meaning these will be informally managed on a first come first served basis.

Student work areas are provided elsewhere in the building.

Access to Bayes Centre shared facilities can be arranged via bayes.reception@ed.ac.uk, including meeting rooms, cycle storage and members lockers.

For more information on how to become a Bayes member organisation, please see: www.ed.ac.uk/bayes/our-community

Building Occupants and Facilities

The Bayes Centre hosts a range of internal and industry occupants.

The majority of industry collaborators are situated on levels 3 and 4. The Bayes Centre website provides more information about the work and priorities of each of our Partners and Members:

www.ed.ac.uk/bayes/our-community

The Centre is a multi-occupancy building with offices, dedicated laboratory space and open plan working areas. Please be respectful of colleagues in regards to their space and noise levels.

Kitchen Areas

All kitchens (levels 1-5) are intended to be shared facilities and are fitted with a fridge, dishwasher, microwave and kettle. Individual kitchen users are responsible for keeping these areas clean and tidy. Cleaning staff are not responsible for cleaning the kitchen equipment and dishes. Please respect other occupants' property.

There are additional pantries with Zip Taps on each level, with access to instant hot and cold water.

Mail

Pigeonholes for incoming and outgoing mail are located in the area beside the kitchen on each level. These are numbered by room or the area, please check those regularly for any incoming

mail. Servitorial staff will collect any outgoing mail and deliver incoming internal mail twice a day. Please ensure that any external mail is clearly marked with the appropriate internal departmental stamp or has a Royal Mail stamp on it, otherwise it won't be posted.

Any large incoming packages will be kept for collection at Bayes Reception.

Photocopying and Printing Facilities

For University staff and students, Xerox multi-function devices (MFD) are available in each Print room and are accessed via University Cloud Printing and EveryonePrint. Partners and Members should contact bayes-facilities@ed.ac.uk with printing enquiries.

Fault Reporting

All building faults including heating, lighting and equipment maintenance should be reported to bayes.reception@ed.ac.uk

Fire Safety

It is the responsibility of individual occupant managers to ensure that new staff and students are made aware of the evacuation procedures, fire escapes and fire assembly point for the building. Appropriate signage with information about the emergency procedure is available on each level throughout the building.

The Bayes Centre Fire Alarm is tested weekly, on a Thursday at 11.30am. When tested, sirens sound for approximately 60 seconds. There is no need for action, this is a necessary system test.

If the Fire Alarm sounds outwith the above time (or if a scheduled test lasts for longer than 60 seconds), all building occupants are required to evacuate immediately and gather at the defined assembly point – outside the Richard Verney Health Centre at the side of Bristo Square. Green Fire Exit signs are in place throughout the building and will guide you to the nearest exit. Please familiarize yourself with these routes.

There are trained Fire Stewards working throughout the building. These colleagues will assist you in the event of evacuation, and should be easily recognizable in their high visibility vest. Please follow their instructions during the emergency evacuation.

If you discover a fire, please head to the nearest fire alarm break glass point and firmly press the centre of the glass. The alarm should sound immediately and you should evacuate the building using the closest fire exit.

Security and CCTV Coverage

Building security and CCTV is provided by the University of Edinburgh Security Department.

The Security team can be contacted 24/7 throughout the year.

- For general enquiries call **0131 650 2257**
- In case of emergency call **0131 650 2222**
- Email: security@ed.ac.uk

Health and Safety

The full University Health & Safety Policy can be accessed and printed from the 'Current Policy' section of the Health & Safety website at:

www.ed.ac.uk/health-safety/policy-cop/policy

All Health & Safety concerns should be directed to the local H&S representative.

All incidents, accidents and any near misses must be reported using the standard University Accident Report Form, available online at:

www.ed.ac.uk/health-safety/accident-reporting

All accidents should also be reported to a local Health & Safety Representative and to the Bayes Facilities team bayes-facilities@ed.ac.uk

Communications and Marketing

Mailing lists

The Bayes Centre currently operates four mailing lists to support a variety of different communications across key stakeholders:

Mailing list	Purpose	Subscribe/Unsubscribe	How to contribute
bayes-people@mlist.is.ed.ac.uk	Mandatory mailing list for all Bayes Centre occupants. This list is used for building news, updates and Health & Safety type announcements.	This is a mandatory mailing list and all Bayes Centre occupants are automatically subscribed.	N/A
bayes-community@mlist.is.ed.ac.uk	Voluntary mailing list which includes Bayes Centre occupants and the wider University of Edinburgh community. This list is used to communicate relevant events, talks, and visits.	If you wish to subscribe/unsubscribe from the Bayes Community mailing list please contact bayes.reception@ed.ac.uk	Email bayes-community@mlist.is.ed.ac.uk and a member of the Bayes team will review your submission prior to sending.
bayes-social@mlist.is.ed.ac.uk	Voluntary mailing list for informal and social communications.	If you wish to subscribe/unsubscribe from the Bayes Social mailing list please contact bayes.reception@ed.ac.uk	Email bayes-social@mlist.is.ed.ac.uk and a member of the Bayes team will review your submission prior to sending.
bayes-info@mlist.is.ed.ac.uk	<p>Voluntary mailing list open to anybody interested in Bayes activity, within and outside the University, and primarily used to share our e-newsletter.</p> <p>The Bayes Info e-newsletter will include a roundup of relevant news and events and also a spotlight section to highlight specific success stories of Bayes Partners and Members. All news and event items included in the e-newsletter will point to the Bayes Centre website for further information.</p>	<p>Subscription to the Bayes Info e-newsletter can be completed via our website: www.ed.ac.uk/bayes/contact-us/mailling-list</p> <p>You can unsubscribe at any time via the link at the bottom of our e-newsletter email or by contacting bayes.reception@ed.ac.uk</p>	<p>If you wish to contribute a news item or event to the Bayes website and/or newsletter please email bayes-communications@ed.ac.uk</p> <p>For examples of current news and events please visit www.ed.ac.uk/bayes</p>

Bayes Website and Social Media

The Bayes Centre website has dedicated sections for news and events. We encourage Partners and Members to inform us of any items you wish to be included.

www.ed.ac.uk/bayes/bayes-events

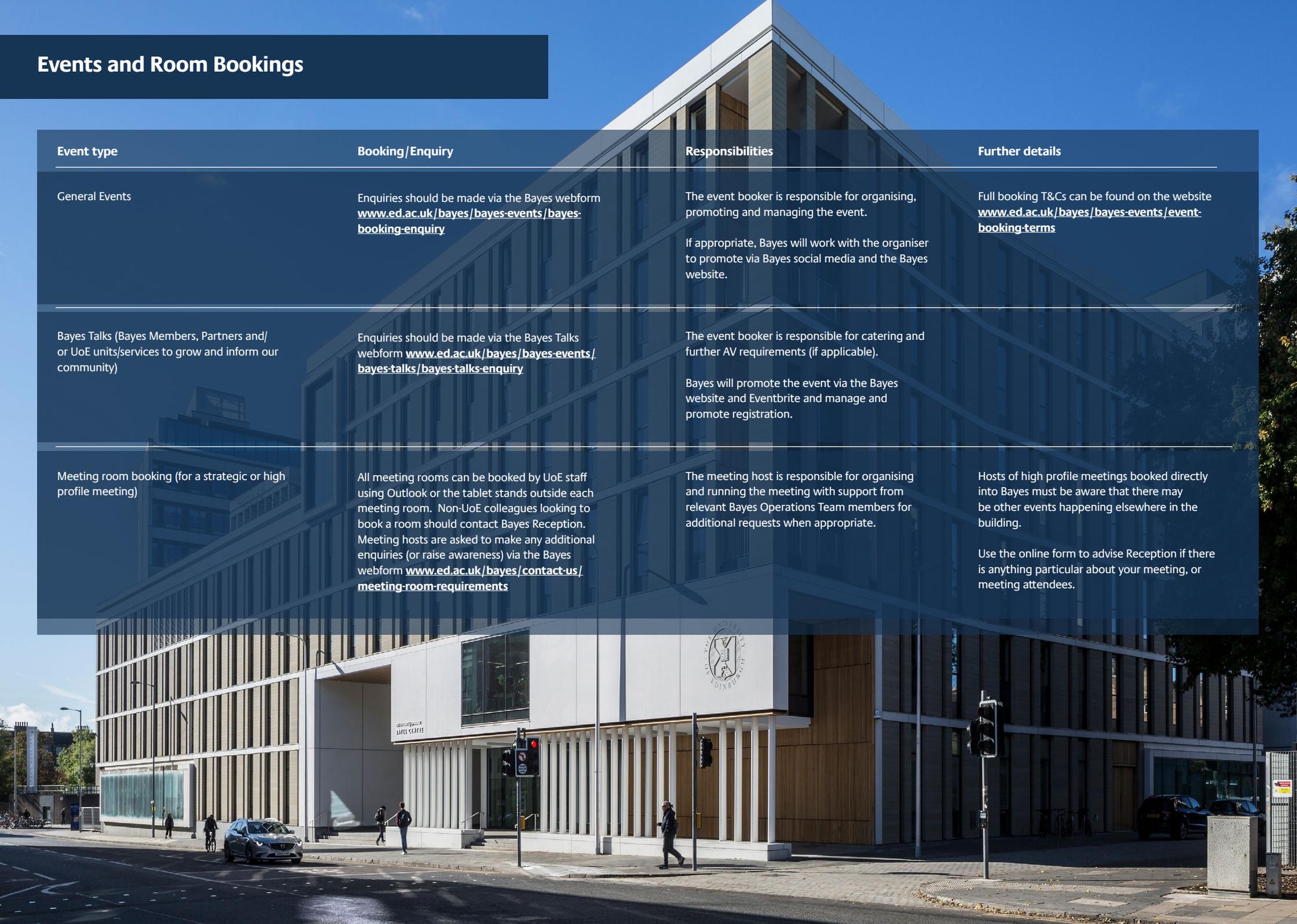
www.ed.ac.uk/bayes/news

For further information and the opportunity to contribute to the website or social media, please contact bayes-communications@ed.ac.uk

You can follow us on **Twitter** [@BayesCentre](https://twitter.com/BayesCentre)

Events and Room Bookings

Event type	Booking / Enquiry	Responsibilities	Further details
General Events	Enquiries should be made via the Bayes webform www.ed.ac.uk/bayes/bayes-events/bayes-booking-enquiry	<p>The event booker is responsible for organising, promoting and managing the event.</p> <p>If appropriate, Bayes will work with the organiser to promote via Bayes social media and the Bayes website.</p>	Full booking T&Cs can be found on the website www.ed.ac.uk/bayes/bayes-events/event-booking-terms
Bayes Talks (Bayes Members, Partners and/ or UoE units/services to grow and inform our community)	Enquiries should be made via the Bayes Talks webform www.ed.ac.uk/bayes/bayes-events/bayes-talks/bayes-talks-enquiry	<p>The event booker is responsible for catering and further AV requirements (if applicable).</p> <p>Bayes will promote the event via the Bayes website and Eventbrite and manage and promote registration.</p>	
Meeting room booking (for a strategic or high profile meeting)	All meeting rooms can be booked by UoE staff using Outlook or the tablet stands outside each meeting room. Non-UoE colleagues looking to book a room should contact Bayes Reception. Meeting hosts are asked to make any additional enquiries (or raise awareness) via the Bayes webform www.ed.ac.uk/bayes/contact-us/meeting-room-requirements	The meeting host is responsible for organising and running the meeting with support from relevant Bayes Operations Team members for additional requests when appropriate.	<p>Hosts of high profile meetings booked directly into Bayes must be aware that there may be other events happening elsewhere in the building.</p> <p>Use the online form to advise Reception if there is anything particular about your meeting, or meeting attendees.</p>





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