BAYES CENTRE BUILDING USER GUIDE

UNIVERSITY OF EDINBURGH
Contents

Updated information ............................................................................................................. 2
Inductions: ............................................................................................................................ 2
Building opening times and access: ..................................................................................... 2
Building sign-in and out: ....................................................................................................... 2
Moving around the building ................................................................................................. 2
Lone working (for University staff and students): ................................................................. 3
Toilets and showers: ............................................................................................................. 3
Kitchens: ............................................................................................................................... 3
Meeting rooms: .................................................................................................................... 3
Events ....................................................................................................................................... 4
Communal/break-out spaces: ............................................................................................... 4
Open plan desk areas .......................................................................................................... 4
Visitors/Guests: ................................................................................................................... 4
Print rooms: ........................................................................................................................ 5
Cycle store: .......................................................................................................................... 5
Parking: .................................................................................................................................... 5
Mail: ......................................................................................................................................... 5
Café: ......................................................................................................................................... 5
Health and Safety: Face Coverings ....................................................................................... 5
Fire Safety .............................................................................................................................. 5
First Aid .................................................................................................................................. 6
Ventilation ............................................................................................................................. 6
COVID testing ....................................................................................................................... 7
Appendix 1 ............................................................................................................................ 7
Building opening times and access: ..................................................................................... 7
Updated information
The most up-to-date information regarding our reopening timeline and other relevant points will be hosted on the following website:


Please ensure you check this page frequently as regular updates will be made.

Inductions:
Inductions will be provided to new Members and Partners by the Bayes Facilities team. If you belong to another occupant group, please contact your local representative who can arrange this for you if required

Maths: Katy Cameron – Katy.Cameron@ed.ac.uk
EPCC: Maureen Simpson – Maureen.Simpson@ed.ac.uk
Informatics: Facilities@inf.ed.ac.uk
ICMS: Jane.Walker@icms.org.uk
Data Lab: Sam.Penn@thedatalab.com

Building opening times and access:
From 9th August 2021 the main, revolving door to the building is accessible between the hours of 09:00 and 17:00 Monday - Friday and reception is also staffed between the hours of 09:00 and 17:00. You can also access the building from 8-9am and from 5-6pm by using your swipe card and PIN.

For arrangements regarding Informatics staff and students, please see appendix 1

Building sign-in and out:
You must use the University’s Building occupancy app upon entry and exit of Bayes. More details can be found here. Use of the app is mandatory as it will be used in the event of any emergency building evacuation, or track and trace situation.

Moving around the building

- One way systems are only in operation on the spiral staircases in the building on levels 2 and 3 which are down only
• In all other areas, traffic may flow both ways but you are advised to follow signage which advises to keep left in corridors, to ensure a smooth flow of traffic and ensure a safe distance can be maintained
• Lifts are operational but can only be used by 3 people at a time. Where possible, please use the stairs unless you have a mobility issue/need to transport goods.

**Lone working (for University staff and students):**
The building is not staffed or monitored by the Facilities team outside 09:00-17:00 Monday to Friday. For those that require and have been approved to work beyond these times you must follow the University’s Lone working guidelines. Guidance can be found here. It is particularly important that you use the relevant building sign-in app during periods of lone or out of hours working so that you can be accounted for in the event of an emergency evacuation.

**Toilets and showers:**
Toilets are gender neutral, individual cubicles. Toilets will be cleaned each morning with an additional clean in the afternoon.

**Shower facilities:**
Male and Female shower/changing facilities are located in the basement and are available for use. Please take care when entering/exiting the room and remove any belongings after use.

At the end of using the shower please use the spray provided to disinfect the shower and rinse with hot water to help maintain cleanliness.

**Kitchens:**
Kitchens and pantries are in use but please ensure you wear a mask whilst using them. Please ensure that you don’t leave anything behind, wash up your dishes and take them away with you after use.

Gloves and cleaning products available in each kitchen, please use them to disinfect the area after use. A product safety sheet along with “how to use” guide is also available in the kitchen.

**Meeting rooms:**
Meeting rooms are reserved for those formally located in the Bayes building only and can be booked via Outlook, or by emailing Bayes.Reception@ed.ac.uk. Booking requests made via Outlook will be sent automatically to the Bayes Reception team for approval.

From 9th August meeting room capacities have returned to pre-COVID levels with the exception of G.03 which is capped at a **maximum capacity of 50**. We would also request that the following is observed:

- It is advised that to ensure rooms do not become over-crowded you do not use the meeting room to its maximum capacity, to allow some social distancing to continue.
- If you are sat less than 1m apart, you must wear face masks
- No food or drink is permitted inside the rooms. If you require catering this can be ordered but must be kept on a table outside the room
- Please do not remove any of the meeting room equipment
- Please use the hand sanitiser provided
The meeting rooms will remain locked out with the hours of Monday-Friday 09:00-17:00.
To comply with test and protect, a list of attendees of the meeting should be kept in case needed. If you use Outlook to organise your meeting, this is sufficient. If you have any meeting attendees that cannot use Outlook it is the host’s responsibility to keep a record of who has attended the meeting.

Events

If you are planning on holding an event please make sure that you reach out to the Bayes Events team at Bayes-events@ed.ac.uk in the first instance to ensure that it can be accommodated. All events that take place both indoors and outdoors must be managed safely with the appropriate COVID19 mitigation measures in place.

Note that maximum capacity limits still apply to events. These are as follows:

- **G.03** - Maximum 50
- Atrium space – 30 during building opening hours, increasing to 50 after 6pm at night.

If you are advised that your event can be accommodated, a risk assessment must be completed. Further guidance including a template can be found at the link below:

[Web pdf template (ed.ac.uk)](#)

Please note that the event host is responsible for ensuring guest details are collected and can be provided in the event of a Test and Protect situation. More information is included in the guidance at the above link.

Communal/break-out spaces:

Communal and break out areas are operational but please ensure spaces do not become overcrowded at peak times. Please also see information below regarding when you must wear a mask in these spaces.

Open plan desk areas

There are a number of areas within the building that operate as open plan desk spaces. Notably these are located on Levels 3 and 4 of the building. Please be aware that the Bayes Team area on level 3 is for the sole use of the Bayes Centre team only (staff should book desks using the internal staff booking system – see SharePoint). The open plan desks located on Level 4 for Members and Partners and the space on Level 3 for the Accelerator must be booked in advance using the Bayes Centre desk booking system. Regular monitoring of these spaces will be undertaken by the Bayes Facilities team and if you cannot provide a current booking confirmation when requested, you may be asked to vacate. If you are eligible for access to the Bayes Centre desk booking system you will be contacted directly and provided further details.

Visitors/Guests:

Visitors are permitted but where possible please contact Bayes.Reception@ed.ac.uk to notify us in advance. Visitors must sign in and out at reception for health and safety purposes and you are responsible for your visitor/s whilst they are in the building. If a test and protect situation arises you must be able to account for where your visitor has been within the building.
Print rooms:
Print rooms are in use but as these as small spaces please ensure they do not become overcrowded.

Each print room has been equipped with hand sanitiser. Please sanitise your hands before and after use. Please do not leave any printed materials in the room as it will be disposed of at the end of the day.

Cycle store:
The basement cycle store is available for use. For more information on cycling, including cycling schemes please visit: https://www.ed.ac.uk/transport/cycling

Parking:
For latest information regarding parking in University spaces please see:
https://www.ed.ac.uk/transport/parking

Mail:
Mail deliveries are operational.

Café:
The Bayes Café will not reopen until closer to Semester 1 – we will issue updates when we have an exact date.

Health and Safety: Face Coverings
In line with Scottish Government guidance, it is mandatory that face coverings are worn in the following areas, unless an exemption applies:

- all University libraries
- study spaces
- hospitality areas (including front of house staff)
- staff canteens and staff rooms (unless seated and eating)
- communal areas such as corridors
- Meeting rooms and office spaces, unless 1m distancing can be maintained when seated

For more information please see the latest guidance on the University health and safety pages here:

Fire Safety
In post-covid hybrid ways of working there will not be a regular presence of fire stewards in the building, and you will be asked to take collective and individual responsibility for your own safety and to follow the fire evacuation guidance as detailed below. Please ensure your colleagues working in the same space as you also leave the building promptly in the event of a fire alarm. A full copy of the Bayes centre Fire action plan can be found here:

The emergency evacuation alarm will be tested weekly on Thursdays at 11:30am.
If you have an accessibility issue and need assistance to vacate the building in the event of an emergency, you MUST notify the Bayes Facilities team in advance of your visit so that a personal evacuation plan can be put in place for you.

If you hear the emergency evacuation alarm at any other time, it is a REAL ALARM and not a test. Please do the following:

- Make your equipment safe, if it is safe for you to do so.
- Leave the building via the nearest available fire exit.
- Disregard any COVID-19 one way systems in place.
- Don’t use the lift.
- Assemble at the Potterrow fire assembly point outside the Wellbeing Centre. This is beside the shuttle bus stop in Bristo Square.
- If any colleagues do not appear at the muster point ensure you notify the fire controller/security immediately.

Do not return to the building until you are told it is safe to do so by security or Bayes Facilities staff.

First Aid
Our Operations staff are first aid trained and can be contacted for advice or minor injuries between 9am and 5pm. If you need assistance out with these times, please phone security by dialling 2222 from an internal University phone or 0131 650 2257 from a non-University phone line. First Aid Boxes are located in the pantry on each level throughout the building as well as at Bayes Reception on the ground floor. A defibrillator is located by reception in the Informatics Forum (which is the building adjacent). An Evacuation chair is located at Bayes Reception and on level 5 beside the goods lift.

- If the accident is more serious and an ambulance is needed phone 999, or 9999 from a University phone, then inform Security by phoning 2222 from an internal University phone or 0131 650 2257 from a non-University phone line.

- All accidents, incidents and instances of known or suspected occupational ill health, must be reported to your Line Manager/Bayes Facilities as soon as possible and further reported to the University Health and Safety department via their web form at: https://www.accidents.is.ed.ac.uk/. This will enable us to take any action necessary to prevent a recurrence.

Ventilation
The building has been checked to ensure appropriate ventilation is in place. Please refer to the guidance issued by Estates at the webpage below for more information:

Estates information (sharepoint.com)
COVID testing

The University’s COVID testing programme TestEd is available on-campus for all University staff and students. For more information please see the link below:

https://www.ed.ac.uk/tested-covid

The closest TestEd facility to the Bayes Centre is in the adjacent Informatics Forum. Should you wish to use this service, you must have a University UUN and pre-register for the service following the guidance on the above webpages.

Once registered, you can access the TestEd booths in the Forum via the front entrance on Crichton Street where the building receptionists will advise you further on how to submit your sample. This service is available Monday-Friday between 0930 and 12 noon.

Should you show any symptoms of Covid19 or come in contact with anyone diagnosed please follow instruction on Self Isolation as included in the link below within ‘Self-Isolation’ section.

Please immediately report to your line manager and alert Bayes Operations Team by emailing:

Bayes-facilities@ed.ac.uk

For more information on Self Isolation, Health, Safety and Travel please visit:

https://www.ed.ac.uk/news/covid-19/health-safety-travel

For self-assessment please click here:


For more information on Coronavirus Test and Protect please visit:

https://www.nhsinform.scot/campaigns/test-and-protect

Appendix 1

Additional building guidance for Informatics Staff and Students

Building opening times and access:

Informatics staff and students with offices or lab spaces in the Bayes building are able to gain access to Bayes between 06:30 and 22:30 Monday – Saturday in line with the Informatics Forum opening times.

After 9th August access to the building continues to be via the link on Level 3 or between the hours of 09:00-17:00 Monday to Friday entry and exit from the building can be via the Bayes main entrance.