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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:

Bayes Centre is now open with reception staffed between the hours of 09:00 and 17:00 Monday – Friday. You can also access the building from 7am-10pm from Monday to Saturday using your swipe card and PIN.

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

Building sign-in and out:

Please continue to use the University’s Building occupancy app upon entry and exit of Bayes until the end of April. More details can be found here. All visitors should sign in and out via the visitors’ book at reception.

Moving around the building

- One way system is only in operation on the spiral staircase in the building from level 3 down to level 2 due to insufficient passing space.
• 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.
• Lifts are back to full capacity.

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. Please do help maintain cleanliness of the room by tidying up after use.

Kitchens:
Kitchens and pantries are in use with no capacity limitations. Please ensure that you don’t leave anything behind, wash up and put away your dishes.

Meeting rooms:
Meeting rooms are reserved for those formally located in the Bayes building 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. Room capacities have returned to pre-COVID levels. We would also request that the following is observed:

- 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. To arrange a table please contact Bayes Reception.
- Please do not remove any of the meeting room equipment
- Please report any AV issues to Bayes Reception
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 80

Atrium space – 50 during building opening hours, increasing to 80 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)

Communal/break-out spaces:
Communal and break out areas are operational but please ensure spaces do not become overcrowded at peak times.

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 3 & 4 for Members and Partners as well as 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.
Print rooms:
Print rooms are available on Levels 1, 2, 4 & 5 where cloud printing is available to UoE staff and students.
Please do not leave any printed materials in the room as it will be disposed of at the end of the day. Please report any faults to Bayes Reception.

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](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](https://www.ed.ac.uk/transport/parking)

Mail:
Mail deliveries are operational.

Café:
The Bayes Café in now open from Monday to Friday between 9am and 4pm.

Health and Safety: Face Coverings
After 18th of April 2022 in line with Scottish Government guidance, it is no longer mandatory to wear face coverings in our building. We continue to encourage their use and urge Bayes community to be respectful of others.

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.
- 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.