

**CHARLES STEWART HOUSE – USEFUL INFORMATION**

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**December 2022**

**Introduction**

Charles Stewart House (CSH) is the administrative hub of the University and the following departments are based within it:- Finance, Development and Alumni, Health and Safety, Corporate Services and staff from the Principal’s office. This document contains all the basic information to help staff understand how CSH works on a day to day basis. If you have any comments or questions, please direct them to the Frontline Team via the reception email csh.reception@ed.ac.uk or contact your manager.

You should receive an induction meeting with your line manager on the first day that you start work in CSH. This should include a tour of the office pointing out all fire exits and the use of the blue doors for entering and exiting the building.

**Frontline staff**

Susan Ryan susan.ryan@ed.ac.uk

Millie Folta-Banaszkiewicz mfolta@exseed.ed.ac.uk

Aga Sagan aga.sagan@ed.ac.uk

Or contact Reception (csh.reception@ed.ac.uk Tel 07425627264)

**The following information is intended to make the office as safe, clean and pleasant an environment for all our staff to work in.**

* 1. **Office opening times**

CSH will be open from 08:00 to 18:00.

* 1. **Reception**

Reception will be open from **08:45** and will close at **16:45.** If you enter the office before 08:00 you will need to swipe your staff card and enter your pin.

If you need to contact Reception/Aga, please do so by email in the first instance csh.reception@ed.ac.uk/asagan@ed.ac.uk. If there is no member of staff on Reception, you may call the mobile **07425 627264** to speak to a member of the Frontline Team.

* 1. **Servitor Services**

If you require servitorial services, please contact Aga by email:- asagan@ed.ac.uk

* 1. **Security**

**4.1 Lone Working**

CSH has six floors, five of which are occupied by staff. It is very difficult to sweep the building to see if there are any staff still in the office out-of-hours or working on their own. For this reason, lone working is not encouraged. Staff are advised to work at least in groups of two and leave the building at the same time. If you are working on your own at any time, you must call Security on 0131 650 2257 and advise them that you are working alone in the office and then call again to let them know when you leave. If you are working on your own in the office and the fire alarm sounds, please exit the building immediately and call Security. If you are working on your own in the office and require first aid treatment, please call Security.

**4.2 Staff ID cards**

It is essential that your staff card is always worn when in CSH. This is an important security measure which easily identifies University colleagues.

**4.3 Entering and moving within CSH**

You must swipe your staff card to access CSH and move around in certain areas of the office. If you enter the office before 08:00 you will need to swipe your staff card and enter your pin.

**Please be aware of tailgating as you enter CSH.** If someone is behind you and you cannot see their staff card, politely ask to see it. If they are a visitor, refer them to Reception.

**4.4 Exiting CSH after 17:00**

The Reception area is not manned after 17:00. For Security reasons, you must exit by the blue doors.

* 1. **New Staff**

Please introduce new staff to Aga and Millie. The “Useful Information” document should have been sent to new staff before they start their first day at CSH.

Each Department should ensure that all new staff have an induction meeting on their first day in the office, particularly covering actions required when the fire alarm is activated.

* 1. **External Visitors**

Please email Reception with the date and time of any external visitors the day before the meeting. This should also be done for interviews. Reception will advise you by a Teams message when your guest arrives. Please ensure that you are at your desk when your visitors are expected in order that you can collect them.

* 1. **Lifts**

There are two lifts in CSH.

* 1. **Incoming/outgoing mail**

Incoming mail will be delivered each day when it is received from the Royal Mail. There will be an uplift of outgoing mail at 15:00 each day from all departments.

* 1. **Deliveries**

Personal deliveries for staff to CSH are not permitted and will be refused by Reception.

**Business deliveries only will be accepted at Reception.**

* 1. **Ventilation/air conditioning**

All offices in CSH that are used by staff are fully mechanically ventilated via the buildings air handling plant/air conditioning units or naturally ventilated via openable windows.

**Fire doors must not be wedged open under any circumstances.**

* 1. **Good Housekeeping**

**11.1 Personal IT Kit and other office equipment**

It is the personal responsibility of colleagues to clean their own IT and other equipment, desk and phone at the beginning and end of each working day with wipes and spray provided.

**11.2 Clear desk policy**

The desk that you are using should be kept clear of any personal items. Desks must be totally cleared and wiped before and after use. Cleaning materials are provided. Please be aware that the desk you are using may be used by another University colleague on days that you are not in the office.

**11.3 Storage of personal items**

No personal items should be left within the office, for example jackets, shoes, sports equipment etc. Your personal items should be stored in your lockable pedestal/locker.

No food items should be left anywhere in the office.  This includes tins of biscuits, fruit, tea bags, coffee which should be stored within your pedestal/locker.

**11.4 Shared communal facilities**

Kitchen areas are available on each floor with a dedicated staff room on the ground floor. The staff room is a place for staff to enjoy away from the office and must not be used for business purposes.

Fridges are available on each floor for staff to store drinks and lunches, etc.

* 1. **Toilets**

Toilets are available on each floor.

* 1. **Showers and drying area in sub-basement**

You must clean the shower before and after use. Cleaning materials are provided. The showers and drying area will be cleaned each morning.

* 1. **Lockers**

Lockers are available for staff who cycle to work or exercise during the day. Please contact Aga at:- asagan@ed.ac.uk

* 1. **Meeting rooms - all meeting rooms are configured for hybrid meetings**

(only available for CSH staff)

Ground floor meeting rooms are available in:-

**Braid – maximum of 10 people**

**Carlton – maximum of 8 people**

(available for all University staff)

Basement meeting rooms are available in:-

**Cuillin – maximum of 20 people (This is a Teams meeting room – you must bring a laptop)**

**Torridon – maximum of 20 people**

**Ochil – maximum of 16 people**

**Cheviot – maximum of 12 people**

All rooms are bookable through Outlook.

* 1. **IT Support for Meeting Rooms**

If you need IT support when using the meeting rooms, Please contact Aga on **0742 562 7264** in the first instance.

* 1. **Catering**

Catering (including tea, coffee and water) should be ordered through deliveredhospitality@ed.ac.uk. Each department may wish to have a supply of jugs and glasses to use for smaller meetings, eg interviews. These should be removed from the meeting room immediately after the meeting and stored in department’s offices.

**Reception do not have any supplies of glasses or jugs.**

**18. Fire Action**

On discovering a fire: -

Operate the nearest fire alarm point

Dial the emergency number 2222

Leave the building

On hearing warning of fire (continuous electronic sounder)

Leave the building immediately by the nearest available exit, closing doors as you go.

**Do NOT use lifts**

Proceed to assembly point (Nearest car park outside – clear of the building). Only re-enter the building once told it is safe to do so by the Fire Co-ordinator.