



**APPLETON TOWER**  
**HANDBOOK FOR RE-OPENING**  
**GENERAL BUILDING INFORMATION**

V2 last updated 15/03/2021

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# Welcome back!

## 1. Introduction

This document outlines the Operating Procedures for the safe re-opening of the **general circulation spaces within Appleton Tower** taking all practicable measures to minimise the risk of infection from Covid-19, which applies to all occupants within the building.

This document also outlines the Operating Procedures for School of Informatics' workspaces within the building. Other occupants within the building will issue their own Operating Procedures for their workspaces – contact your area lead for details.

For those staff who may require assistance to exit the building in case of a fire, a risk assessment will be required to determine whether the appropriate support is available at the times they wish to access. Please make contact with your area lead for more information. A list of area leads is available in the [appendix](#).

## 2. Applicability and Responsibility

Prior to return to work in the buildings, all staff and students should read through this handbook and view the health and safety induction presentation that will provide full details about what has changed within the building and what each of us must do to ensure our health, safety, and well-being. These rules will be reviewed regularly and may need to be modified or added to at short notice.

This document applies to everyone using the building – there will be no exceptions.

### Everyone

- Is responsible for reading and understanding the details contained within this document.
- Is responsible for ensuring that the control measurements detailed in this plan are adhered to and that any breaches of these control measures are notified to their area leads (see Appendix 1)
- • Is responsible for ensuring they clean their desks, equipment and all areas they touch throughout the day.
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## 3. Mandatory training

### 3.1 Staff

All staff should complete the 'Returning to the University Estate' training module via Cardinus before they can return to campus based working: <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus/covid19-training>

In addition, all staff returning should complete the 'Fire Awareness module': <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus/users/fire-safety>

### 3.2 Students

Students are advised to view relevant information provided to them regarding returning to campus at the following webpage: <https://www.ed.ac.uk/students/welcome-back/visiting-campus>

### 3.3 Informatics staff ONLY:

Once you have completed the mandatory training above, read this handbook and viewed the re-induction presentation, please complete the health and safety checklist at the below link and follow the instructions on completion of the form to get your door access reinstated:

[https://forms.office.com/Pages/ResponsePage.aspx?id=sAafLmkWiUWHiRCgaTTcYdnpP8ww0\\_BOs\\_FGQeSDt2dUN1NQWDRYWFlwSDE4NDIMM0pLR0FPOFhWVC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=sAafLmkWiUWHiRCgaTTcYdnpP8ww0_BOs_FGQeSDt2dUN1NQWDRYWFlwSDE4NDIMM0pLR0FPOFhWVC4u)

[Other occupants should contact their Area Lead \(refer Appendix 1\) to confirm local procedures for gaining reinstatement of door access.](#)

### 3.4 First Aiders:

First Aiders should note the advice provided by the UoE health and safety department for administering first aid during the pandemic: <https://www.ed.ac.uk/health-safety/safety-responsibilities/first-aiders>

## 4. General rules

**The School must ensure the health and safety of all staff, students, and contractors. We have a legal responsibility to ensure that we implement all reasonable measures to reduce the risk of Covid-19 to those using parts of the building for which we are responsible.**

- Anyone experiencing **any** symptoms of illness associated with COVID-19 (i.e. high temperature, new and persistent cough, loss of sense of smell or taste) **must** absent themselves from the University **immediately**, isolate themselves at home, seek medical advice, and inform their supervisor or line manager.
- Anyone who comes into contact with someone who has symptoms of Covid-19 must follow the guidance at: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>
- In line with current Scottish Government guidance at the time of writing, staff are **encouraged to continue to work from home wherever possible**.
- Physical distancing (social distancing) at 2 metres must be maintained throughout the building wherever feasible (see UK government advice [here](#)).
- Frequent hand washing should be carried out according to government advice using soap and water for a minimum of 20 seconds. Where this is not possible, hand sanitizer should be used.
- For any situation not covered in this guidance, a risk assessment must be completed.

## 5. Travelling to the buildings

- Staff and students are encouraged to walk, run or cycle to work where this is possible. If using public transport, follow all Scottish Government guidelines.
- For those who require to travel by private car, see the below website for information for parking arrangements: <https://www.ed.ac.uk/transport/parking>
- For those cycling to work, secure bike store location can be found here: <https://www.ed.ac.uk/transport/cycling/facilities/bike-parking/central-area-store>
- Information on the 'Just Eat' bicycle hire scheme can be found here: <https://www.ed.ac.uk/transport/news/just-eat-cycles-uni-pass>
- Shower availability – see section on showers and toilets below.

## 6. Accessing the building

### 6.1 Building opening times

The building is open at the following times:

Day of the week	Times	Who can access
<i>During SG lockdown that commenced January 2021</i>	<i>Closed</i>	<i>No-one who does not have special permission</i>
<b>Outwith this lockdown period:</b>		
Monday to Friday	08:30-20:00	All Entry via East Door (off Chapel St) Exit via West door (to Crichton St)
Monday to Friday	06:30-08:30 and 20:30-22:00	Staff only (via swipe at East door off Chapel Street)

There will be no access outside of the above hours except to those identified as emergency contacts.

### 6.2 Signing In and Out

**During the SG lockdown that commenced January 2021, you need to sign in and out whenever you enter and exit** the building using the book held at the out of hours East door entrance off Chapel Street - if possible please use your own pen/pencil). You must also inform Security (0131 650 2257) on arrival and departure to confirm you have safely left.

**Outwith this SG lockdown period, you need to sign in and out if you access the building before 8am and after 6pm**, using the QR code (see appendix 2 for further guidance on how to use this system) or the book held at the out of hours East door entrance off Chapel Street – if possible use your own pen/pencil. If access the building before 8am and after 6pm you must also inform Security (0131 650 2257) on arrival and departure to confirm you have safely left.

### 6.3 Entry point

East door (off Chapel Street)

### 6.4 Exit point

West door (to Crichton Street)

### 6.5 Out of hours access

East door (off Chapel Street)

### 6.6 Outwith lockdown

- Unrestricted access (no swipe card required) to the building is available by the East door (Chapel Street entrance) between 08:30 and exit available by the West door (Crichton Street) until 20:30 Monday to Friday for all building users. Thereafter these doors will be locked by security/servitor staff.
- Staff (only) may access the building Monday to Friday, 06:30-08:30 and 20:30--22:00 via the East entrance (Chapel Street) using their swipe cards. Exit during these hours remains via the East (Chapel Street) door.
- If staff are accessing the building out of unrestricted hours, once they have entered, they are expected to follow all existing one-way systems in place.
- During unrestricted access hours (08:30-20:30), all staff **must** enter via the East entrance (Chapel Street) and exit via the West exit (Crichton Street)
- It's advisable that staff should avoid entering or exiting the building where possible during teaching changeover times [viewable here](#) (generally 10 to, or 10 past the hour) due to the anticipated large volume of

students that will be entering and exiting the building during these times. If you must enter or exit during these times, then you **must** use any queuing system in operation.

- Reduced and impaired mobility: For those staff who may require assistance to exit the building in case of a fire, a risk assessment will be required to determine whether the appropriate support is available at the times they wish to access the building. Please contact your area lead for more advice.

Mitigation: If the usual support is not available for the times that the individual will be in the building, other suitable individuals will be trained to provide this support.

## 7. When in the building

### 7.1 Moving around the building

- Lifts are in operation and are safe to use, but can only be used by **1 person** at a time. Priority use is for those with disabilities and for transportation of heavy goods that cannot be carried up or down the stairs. Please be aware that some building users may have unseen disabilities. If you are queuing for a lift and someone asks to use it as priority ahead of you, please allow them to do so. Wherever possible, continue to use the stairs for access to above ground-floor levels.
- A one-way system around the buildings together with UP-only and DOWN-only directions for stairs will be in place to reduce the frequency of people passing in corridors and stairs.
- The direction of the one-way system will be indicated by signage and on the floors.
- The main UP staircase is via the East staircase which is the closest staircase to you once you have entered the building from the Chapel Street entrance.
- The down staircase is to the West of the building, which is the staircase closest to the exit door (East exit onto Crichton Street).
- Movement both ways will be allowed within some areas and this will be indicated by signage. In these corridors, please keep left at all times. Please be careful in these areas and only allow one person passage through these spaces at once waiting safely to one side until the area is clear.
- Staff only are permitted to move against the one way system to access the floor above or below you. Priority is for those travelling in the direction of the one way system. Allow other users to safely pass and then move through the space quickly.
- Movement around the buildings should be kept to a minimum wherever possible.
- All internal and external fire-doors must be kept closed. To open a door, please consider using a knee or elbow.
- In the event of an emergency the building must be evacuated by the quickest and safest route. In these instances the one-way system does not need to be followed and the quickest exit route should be used. Once outside, stay within your immediate working groups and maintain physical distancing. The return to the building after an evacuation will need to be managed differently in order to maintain social distancing.
- The University's position is to support all staff, students and visitors, in terms of good public hygiene, by **strongly encouraging** people to wear their own face coverings whilst within University buildings. You can view the University's current position on [face coverings here](#) and we encourage you to review this regularly to make sure you are complying with the latest guidance.

### 7.2 Cleaning

- The Estates Department will provide increased cleaning regimes throughout the working day for common touch points on doors, handrails and lifts throughout the common areas of the buildings however, it will be

the responsibilities of each individual to ensure that their own areas and equipment are sufficiently cleaned as required. Cleaning by Estates is scheduled as indicated in the table below:

Cover	Staff	Duties
6am to 9am	7	Standard cleaning service
9am to 1pm	1	Toilets, kitchens and touchpoints
1pm to 2pm	1	General teaching rooms
2pm to 5pm	1	Toilets, kitchens and touch points

- Individual areas must be assessed to establish the regime of any required cleaning by the area lead (see appendix for details) and should be included as part of the pre-opening risk assessment for specialist spaces.
- Specific cleaning of equipment will depend on the equipment type.
- Where self-cleaning is required, products will be provided by your area leads
- Occupants of shared offices are strongly encouraged to clean and disinfect their desk surfaces, mouse and keyboards before and after each use.
- Consideration of the use of the equipment must be taken into account and in some instances workers should only undertake sanitation/decontamination in strict accordance with manufacturer's recommendations. Care needs to be taken to ensure that cleaning and disinfection agents are not used in any way that conflicts with manufacturer's guidance.
- When carrying out decontamination, use disposable paper roll to clean all hard surfaces, chairs and IT equipment for example.
- Any cloths/paper roll must then be disposed of into waste bags.
- Be sure to avoid creating splashes when cleaning.

**Regular hand washing is key to reducing the risks of Covid-19, please ensure that hands are washed after decontamination of any area.**

### 7.3 Breakout spaces

- Area leads will advise you of available breakout spaces within individual spaces

### 7.4 Kitchens and food

- The kitchens are available for use but you must follow social distancing protocols. Dishwashers are out of use. Please bring in your own utensils and crockery for your sole use. Shared utensils and crockery have been removed. Please wash your hands for 20 seconds with soap and water before touching any equipment. Wipe down the surfaces when you have finished with the cleaning products provided.
- Food outlets for purchasing items are likely to be reduced in the local vicinity so please consider bringing your own food and drink with you.
- Please note that the Café in Appleton Tower will be closed.

### 7.5 Toilets and showers

- All of the AT toilets are open and all users have permission to travel against the one way system to access them
- Some toilets on the upper floors will operate using a chain system – this reduces the capacity to one person at a time. When you enter the toilet, please put the chain across the entry door behind and when you leave please remove it to indicate that the toilet is now free.

- Reduced capacities may result in the formation of queues, so please do not linger longer than necessary in the toilets.
- As a consequence of the one-way system, longer walking routes to and from toilets may be required.
- Showering facilities are available for those using active travel on levels 6 and 8 in the East stairway (Chapel street). Please use the lift to access where possible. Ensure you have cleaned the space after use. Queues at specific times during the day (mornings) are to be expected, please don't spend more time than required in the shower.
- A disabled toilet with a hoist is available in the basement, a further disabled toilet is available on the ground, level 4 and level 9.

## 7.6 Quiet/prayer room

- Whilst the chaplaincy is closed, room B.Z03 in the basement of Appleton Tower is available as a prayer room/quiet space for those that require it. Only one person should use this space at a time.

## 7.7 Printers

- Please avoid using the printers where possible as they represent a touch point risk and are not being regularly monitored for wear and tear. Please avoid queuing at print spaces wherever possible.

## 8. Shared office spaces

Your area lead should have discussed office use protocols with you for the specific spaces that you will occupy in the building. If this is not the case, please contact them for more advice (see Appendix 1 for contact details)

## 9. First aid, Fire safety and security arrangements

### 9.1 First Aid

- There will not be a regular first aid presence on site..
- First aid kits are located in each kitchen area.
- There is no AED device in Appleton Tower. The closest device is located in the Informatics Forum (opposite Forum reception).
- Please use the NHS 111 procedure for non-life-threatening injuries you cannot manage personally with a follow-up call to Security on 0131 650 2257 and use 999 for emergency situations with a follow-up call to Security on 0131 650 2222 (both University numbers can be called from an office phone using 502257 and 2222 respectively).
- All accidents, incidents and instances of known or suspected occupational ill health, must be reported to your Line Manager/the School Safety Adviser 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/>.
- The Health and Safety Department are running non-compulsory short informal first aid training sessions aimed at staff from buildings which are currently being re-occupied. The sessions are via TEAMS and are bookable via MyEd.

**No accident should be considered too trivial to report.**

## 9.2 Fire safety

All staff returning to the building **MUST** complete the Fire awareness module: <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus/users/fire-safety>

- There will not be a regular presence of fire stewards in the building, and you will be asked to take collective responsibility for fire safety procedures and follow the fire evacuation guidance as detailed below. Please ensure any colleagues working in the same space as you also leave the building promptly in the event of a fire alarm.
- If you require assistance to leave the building, then a risk assessment is required before you return to campus determine whether the appropriate support will be available. Please contact your area lead (see [appendix](#) for details) if this applies to you. All efforts will be made to ensure you have the appropriate support in place.
- The emergency evacuation alarm will be tested weekly on Wednesdays at 11:00am and should run for no more than 40 seconds.
- If you hear the emergency evacuation alarm at any other time, it is a REAL ALARM and not a test. Please do the following:
  - 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 relevant fire assembly point outside the building – Windmill Lane
  - **Do not return to the building until you are told it is safe to do so by Security, the Fire Brigade, or the Fire Assembly Coordinator**

## 9.3 Security

- You must carry your UoE staff/student card at all times when in the building
- All fire doors are in normal operation and should not be used as exits from the building unless in the case of an emergency
- If you have a security concern whilst in the building call the UoE security team on 2222 from any UoE internal phone
- Do not allow anyone to 'tailgate' you when you are entering or leaving the building during out of hours.
- All staff should feel empowered to challenge anyone unknown to them that is either attempting to access the building or who is already in it that is not carrying a University staff/student card. If you do not feel comfortable doing this, please notify security with a description of the person and the last known location as soon as you are able and they will assist.

## 10. Equality Issues, Mental Health & Wellbeing, and Raising Concerns

- An Equality Impact Assessment has been undertaken to evaluate how these changed ways of working will impact on different groups for the general building circulation spaces by the School of Informatics and for other spaces within the building by area leads (see appendix 1). If you believe a personal risk assessment is appropriate for your circumstances, please contact your area lead (see appendix for details).
- We will be monitoring the impacts of the new ways of working on different groups.
- We understand that this is a challenging time for everyone so it is important that you reach out for support if you need it

- Please raise any Covid-19 concerns by emailing your area lead. Everyone needs to play a part in making this work as best we can.
- Please challenge behaviour that is not in keeping with our new measures, but be kind! We will all forget something in this “new normal”.
- Please remember that someone may have a valid reason for travelling against one-way systems or using lifts, for example if they have disability. Remember that not all disabilities are always visible.
- Any non-compliance will be identified and challenged. Repeated breaches may be treated as disciplinary matters with sanctions that may include exclusion from the buildings.

## 11. Contacts

- If you need any help with access to the building please contact the area lead in the first instance (see [Appendix 1](#))
- Security: UoE phone 2222, external line: 0131 650 2257
- **EQIA concerns:** Please contact your area lead in the first instance (see [appendix 1](#))

## Appendix 1 - List of Area leads

<b>Area</b>	<b>Name</b>	<b>Email address</b>
Informatics Student Support	Gillian Bell	Gillian.Bell@ed.ac.uk
Mathsbase	Chris Jowett	Chris.Jowett@ed.ac.uk
Commercial Tenants	Iwona Barkby	<a href="mailto:Iwona.Barkby@ei.ed.ac.uk">Iwona.Barkby@ei.ed.ac.uk</a>
Informatics Computing support	Gordon Reid	Gordon.Reid@ed.ac.uk
PPLS	Megan Cruikshank	<a href="mailto:PPLS.Facilities@ed.ac.uk">PPLS.Facilities@ed.ac.uk</a>
Central timetabling	Robert Garnett	<a href="mailto:robert.garnett@ed.ac.uk">robert.garnett@ed.ac.uk</a>
Café	Tracey Gardner	<a href="mailto:Tracey.Gardner@ed.ac.uk">Tracey.Gardner@ed.ac.uk</a>
Student enterprise hub	Lorna Baird	<a href="mailto:Lorna.Baird@ei.ed.ac.uk">Lorna.Baird@ei.ed.ac.uk</a>
Informatics Facilities	David Hamilton	Facilities@inf.ed.ac.uk
Physics	Neil Wood	Neil.Wood@ed.ac.uk