



# Start-Up Workspace Information for Users

## Contents

Introduction.....	2
Conditions of use.....	2
Fire alarms and wardens .....	2
First Aid.....	3
Access cards and hours of use.....	3
Equipment and storage .....	4
Office cleaning.....	4
Wifi .....	4
Photography and filming.....	5
Heating and fans.....	5
Post.....	5
Food and Drink .....	6
Security, Parking and Visitors .....	6
Points of contact.....	7
Mary Seacole Start-Up Workspace Key Information.....	9
Salisbury Road Start-Up Workspace Key Information.....	13
Space Park Leicester Start-Up Workspace Key Information .....	19
Career Hub, David Wilson Library Start-Up Workspace Key Information.....	<b>Error! Bookmark not defined.</b>

## Introduction

1. This document is for agreed Users of the Start-Up Workspace at the University of Leicester.
2. The conditions of use aim to create a productive and harmonious environment conducive to a professional co-working environment in line with the University's Dignity and Respect policy: <https://le.ac.uk/about/making-a-difference/edi/dignity-respect>

## Conditions of use

3. Failure to comply with the conditions of use cannot be excused by claiming ignorance. The University staff members are authorised to ensure proper conduct in the start-up workspaces and have the right to terminate the agreement for any User who violates the conditions of use outlined.
4. The User will be required to attend an induction for all start-up workspaces they intend to operate in and complete the mandatory training e-booklet: <https://le.ac.uk/about/mandatory-training>
5. Users are expected to treat fellow start-up workspace users, University staff, and visitors with respect and courtesy, avoid disruptive behaviour that may disturb others in the start-up workspace and maintain a professional and inclusive environment, free from discrimination or harassment.
6. Any violation of university policies or misconduct may result in immediate termination of the agreement and further actions as appropriate.
7. Smoking is not allowed in the start-up workspace in line with our [smoke-free campus campaign](#) which includes the Space Park Leicester site.

## Fire alarms and wardens

8. Weekly fire alarms are tested across the University. Different locations have different set days and times of the alarms and will be listed at each location and in the Key Information document.
9. Should you hear the alarm at any other time please evacuate immediately via the nearest safe exit. Each locations Key Information document has an evacuation plan.
10. University Fire Wardens will be wearing high visibility tabards, in the event of an emergency evacuation. Please cooperate with their instructions.

11. Do not re-enter buildings until you have been advised by fire wardens that it is safe to do so.
12. Please do not exit the building via fire exits unless it is a real emergency. These doors are alarmed and are activated if used, which causes unnecessary disruption and noise for colleagues.

## First Aid

13. In the event of an emergency, the contact details for first aiders and first responders are displayed on kitchen noticeboards.

## Access cards and hours of use

14. The hours of 8.30am and 5.30pm Monday to Friday excluding bank holidays and University closure days (<https://le.ac.uk/about/info/term-semester-dates/closure-days>), any other times must be requested and agreed in advance.

15. Your Access Card acts as your 'key' to the locations agreed for use and has been programmed to unlock your doors and allow you access to all circulation doors. Your Access Card will need to be 'refreshed' when you arrive on campus, at one of the white Salto Access Card reader. These are found at building entrances and corridor entry points. This is essential before your Access Card will work on individual doors.



16. To use a Salto Access Card reader, hold your card against a white reader (right) for up to 30 seconds until it goes green – whilst flashing blue, it is updating your Access Card. If it goes red, please advise contact Estates and Campus Services as there may be an issue with either your access rights or your Access Card.
17. To access a room, hold your Access Card over the door lock until it flashes green. Doors will lock upon exit so please ensure you keep it with you. If you haven't used your card in 30 days your access will cease. Please refresh the card as above.

18. As per [University policy](#), you should ensure that you have your Access Card with you at all times when at the University. If you lock yourself out of the Start-Up Workspace or experience any difficulties with your access card, please contact the Security Team.

## **Equipment and storage**

19. The User should bring their own laptop/telephone for use in the start-up workspace and the University are not liable for the User's personal equipment. Users must take responsibility for personal belongings and do not leave them unattended.
20. University staff may remove laptops, books and other articles which have been left for more than 30 minutes. The University is not liable for any loss or damage to personal property.
21. The User may be allocated a small, lockable storage space and will be allocated a key for the duration of this Agreement. All items not locked away at the end of each day will be removed.
22. Users must respect designated areas and avoid disturbing others working in different areas.
23. Reserving desks is not allowed as the space is intended for hotdesking and co-working.
24. Use of shared equipment and resources must be responsible and considerate, must not be removed from premises and any malfunctioning equipment or technical issues reported immediately to University staff.

## **Office cleaning**

25. The Campus has a regular rota of cleaners. The Start-Up Workspaces are fully cleaned once a week. All bins in public areas are emptied daily.
26. Personal office bins are not provided, you should instead use the communal bins. Any small bins in rooms are not emptied by the cleaner. It is the responsibility of the room occupier to empty each week into the communal bins.

## **Wifi**

27. The User will be given access to a WIFI connection within the Start-up Workspaces. If a registered students this is through the Eduroam WiFi network. (UoL log in required).
28. Any visitors to the workspace should connect through visitor WIFI.

29. Eduroam WiFi can also be used by visitors to the University if your home institution provides it.
30. When you visit our campus your mobile phone or laptop should connect automatically if you have previously setup Eduroam at your home institution. You may need to enter your username and password provided by your home institution.
31. By connecting to Eduroam WiFi visitors agree to be bound by the [Janet Acceptable Use Policy](#), the [Janet Security Policy](#), the [Eduroam \(UK\) Policy](#), the Eduroam(UK) Data Protection Schedule, the [University information security policies](#) and those of your home institution.
32. If this is not possible, visitors can use visitor WiFi provided by Sky WiFi:
  - a. On the visitors laptop, tablet or phone connect to \_The Cloud network
  - b. A web browser should open to allow you to register or login (if you have already registered with The Cloud). If a web browser does not appear, open your preferred web browser and navigate to any web page. The Cloud landing page should open as above.
  - c. If visitors need help connecting, visit the [Sky WiFi help pages](#) or [contact Sky Wifi](#) directly.

## Photography and filming

33. Photography and filming in the start-up workspace are allowed only where prior written permission and consent has been given by university staff.

## Heating and fans

34. University policy prohibits staff, students and visitors from bringing in portable heating appliances.

## Post

35. The User can use the start-up workspace at the Salisbury Road as a trading address to receive postal mail but must have a separate registered address with Companies House where they receive official and legal documents. Any postal mail will be collected and stored for collection in the Salisbury Road start-up workspace. The Post in tray is located under stairwell of front entrance of number 9.
36. The postal address to use should be:
  - Your/business name
  - The University of Leicester
  - 7-9 Salisbury Road
  - Room 9 (Start-Up Workspace)
  - Leicester, LE1 7QR

## Food and Drink

37. Eating and drinking within the start-up workspace is allowed and kitchen facilities are available to make use of. There is provision of hot drinks and a fridge to have use of daily. No items should be left in the fridge overnight.
38. There are number of break out spaces and kitchens in buildings where the co-working spaces are located. Please keep these areas clean and tidy of rubbish at all times.

## Security, Parking and Visitors

39. The [Security](#) team is responsible for ensuring a safe environment for staff, students and visitors. The main campus Security Lodge is located near entrance 1, just past the entry barriers, and is open 24 hours a day, 365 days a year.
40. SafeZone is a free location-based, smartphone app that operates across all University campuses and facilities and makes it easy to call for help from the Security and Safety Team. It allows you to raise emergency alerts (if you feel threatened or need urgent assistance), first aid medical calls, request non-emergency assistance and check-in when lone working, to share your position with security for your personal safety. Download it at [www.safezoneapp.com](http://www.safezoneapp.com).
41. Guests or visitors should adhere to the conditions of use of the start-up workspaces and must be accompanying by a User at all times who is responsible for their guest or visitor behaviour and adherence to the conditions of use. Any breach of the conditions of use by a guest or visitor will be considered a breach by the User and the Agreement may be terminated.
42. Car parking is available for Users and their guests at [Freemen's Common Multi-Storey Car Park \(MSCP\)](#) throughout the year. Contactless payments can be made upon exit at the barriers or by using the payment machines on the lower ground and ground floors.
43. The University has a large underground bicycle store in the centre of campus for over 300 bikes and there are additional bicycle racks at most of our other locations.
44. Animals other than assistance dogs are not allowed in the start-up workspaces.

## Points of contact

45. If you have any questions at any point, please contact the relevant person. If you are unsure, please contact [careerhelp@leicester.ac.uk](mailto:careerhelp@leicester.ac.uk)

Name	Contact Details
Emergency Services	999
University Security (emergency)	0116 252 2888
Security Lodge	0116 252 2023
Parking	0116 252 2319
Estates and Campus Services	0116 252 2319   <a href="mailto:ecs-service@le.ac.uk">ecs-service@le.ac.uk</a>
Careers and Employability Service	<a href="mailto:careershlp@le.ac.uk">careershlp@le.ac.uk</a>

46. The University welcomes feedback, views and opinions from the User. All suggestions for feedback and improvement should be sent to [careerhelp@leicester.ac.uk](mailto:careerhelp@leicester.ac.uk)

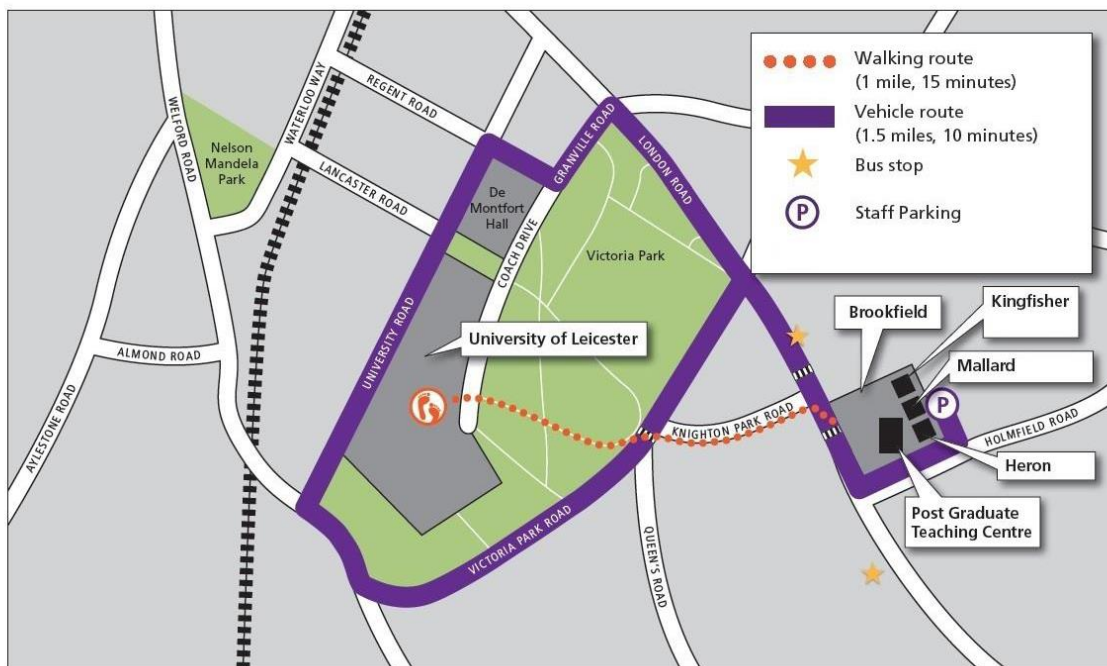




# Mary Seacole Start-Up Workspace Key Information

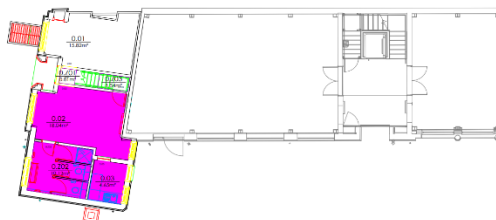
## Location

- The Mary Seacole Start-Up Workspace can be found at [Brookfield](#)
- Full address: 266 London Road, Leicester, LE2 1RQ.



## Start-Up Workspace

- The Start-up Workspace is access through Entrance 1 and is located in room 0.02. The space includes:
  - 3 co-working desks with IT equipment.
- The Start-Up Workspace is open from 8.30am-5.30pm Monday to Friday for the User with card access.



## Fire alarms and wardens

- Fire alarms are tested across the Brookfield campus at approximately 8:30am on Fridays. Should you hear the alarm at any other time please evacuate immediately via the nearest safe exit.
- At Brookfield, Fire Wardens will be wearing high visibility tabards, in the event of an emergency evacuation. Please cooperate with their instructions.
- Do not re-enter buildings until you have been advised by fire wardens that it is safe to do so. Please do not exit the building via fire exits unless it is a real emergency. These doors are alarmed and are activated if used, which causes unnecessary disruption and noise for colleagues.

## Fire assembly points and exits

- The emergency evacuation point is the grassed area to the rear of Brookfield House, adjacent to the pond. Upon hearing the fire alarm, ALL personnel must leave their building and go to the evacuation point.



## First Aid

- In the event of an emergency, please contact Brookfield reception or the nearest first aider. Contact details for first aiders and first responders are displayed on kitchen noticeboards.

## Booking and using meeting rooms, teaching rooms and social spaces

- Meeting rooms, teaching rooms and social spaces are available to be booked at Brookfield by contacting: [ulsb.business@le.ac.uk](mailto:ulsb.business@le.ac.uk)
- Room descriptions and capacities are found at: <https://uniofleicester.sharepoint.com/sites/rooms-directory> (UoL log in required).

## Parking and cycling

- Car parking is available for staff only. If you are displaying a blue disabled badge you can park in the marked disabled bays closest to Mallard and Kingfisher buildings.
- A large cycle shed has been constructed behind Kingfisher House for use. Accessed via the Holmfield Road entrance, it has a capacity of 192 spaces and can be accessed with your University ID card.

## Points of contact

Name	Contact Details
ULSB Reception	0116 252 5108   0116 252 3959 <a href="mailto:ulsb.reception@le.ac.uk">ulsb.reception@le.ac.uk</a>

## Start-up Workspace layout

Please keep the Start-Up Workspace configure to the layout captured in the pictures below. If furniture is moved, please ensure it is returned to its original places afterwards.



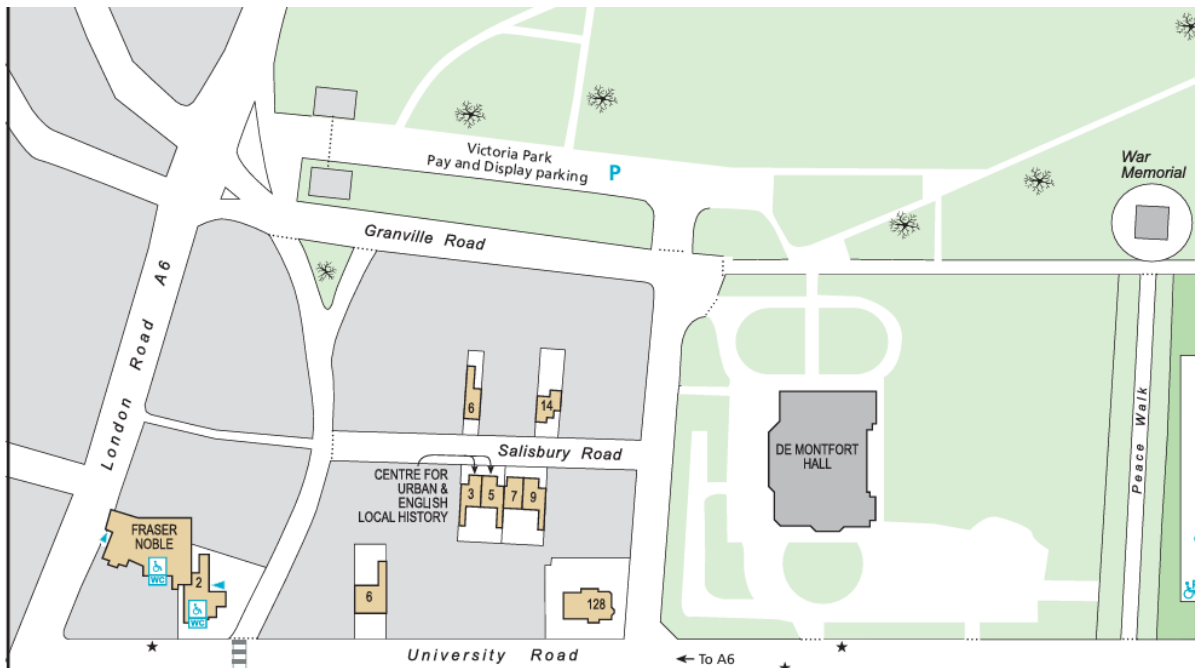
Please ensure you wash up your used crockery/cutlery after use and return to shelf location in cupboard.



# Salisbury Road Start-Up Workspace Key Information

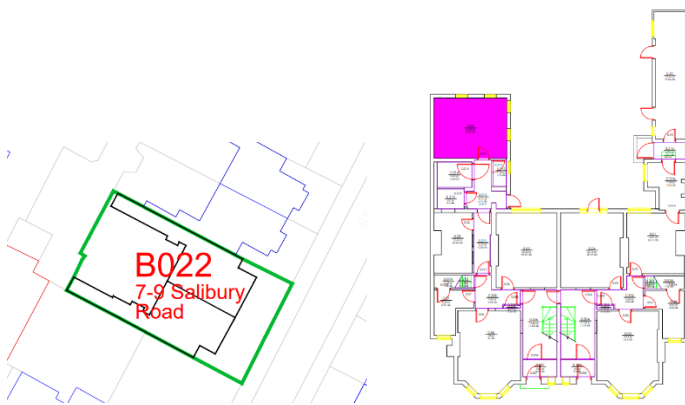
## Location:

- The Salisbury Road Start-Up Workspace can be found at the [Innovation Hub](#)
- Full address: 7-9 Salisbury Road, Leicester, LE1 7QR.



## Start-Up Workspace

- The Start-up Workspace is access through Front or Back Entrances and is located in Room 9 on the ground floor. The space includes:
  - 3 co-working desks with IT equipment.
- The Start-Up Workspace is open from 8.30am-5.30pm Monday to Friday for the User with card access.



## Fire alarms and wardens

- Fire alarms are tested across the University campus and on Tuesdays at approximately 8:30am in Salisbury Road. If the alarm sounds for longer than 30 seconds at any other time person/s are to safely vacate the building as quickly as possible. Should you hear the alarm at any other time please evacuate immediately via the nearest safe exit.
- At Salisbury Road, Fire Wardens will be wearing high visibility tabards, in the event of an emergency evacuation. Please cooperate with their instructions.
- Do not re-enter buildings until you have been advised by fire wardens that it is safe to do so. Please do not exit the building via fire exits unless it is a real emergency. These doors are alarmed and are activated if used, which causes unnecessary disruption and noise for colleagues.

## Fire assembly points and exits

- Fire Assembly points are:
  - If you vacate via the front of 7-9 Salisbury Road, then on the public path way (safe distance away from building).
  - If person/s vacate via the back of building which is likely for those in room 0.09, then in the car park at the rear (safe distance away from the building).
- Upon hearing the fire alarm, **ALL** personnel must leave their building and go to the evacuation point.



## First Aid

- In the event of an emergency, please contact Security or the nearest first aider.
- Contact details for first aiders and first responders are displayed on kitchen noticeboards.

## Booking and using meeting rooms, teaching rooms and social spaces

- Users have access to the Common Room and Kitchen facilities.
- Meeting rooms, teaching rooms and social spaces are available to be booked at Innovation Hub contacting: [careershelp@leicester.ac.uk](mailto:careershelp@leicester.ac.uk)
- Room descriptions and capacities are found at: <https://uniofleicester.sharepoint.com/sites/rooms-directory> (UoL log in required).

## Post

- Any postal mail will be collected and stored for collection in the Salisbury Road start-up workspace. The Post in tray is located under stairwell of front entrance of number 9.

## Parking and cycling

- Car parking is available for staff only. If you are displaying a blue disabled badge you can park in the marked disabled bays closest to Innovation Hub Building.
- Bicycle racks are located at the front and back of 7-9 Salisbury Road.

## Points of contact

Name	Contact Details
Research and Enterprise Division (RED) Operations	<a href="mailto:redoperations@le.ac.uk">redoperations@le.ac.uk</a>
Rebecca Cash (DSO Officer for RED) <ul style="list-style-type: none"><li>• Any faults with the room</li></ul>	<a href="mailto:rac60@leicester.ac.uk">rac60@leicester.ac.uk</a>

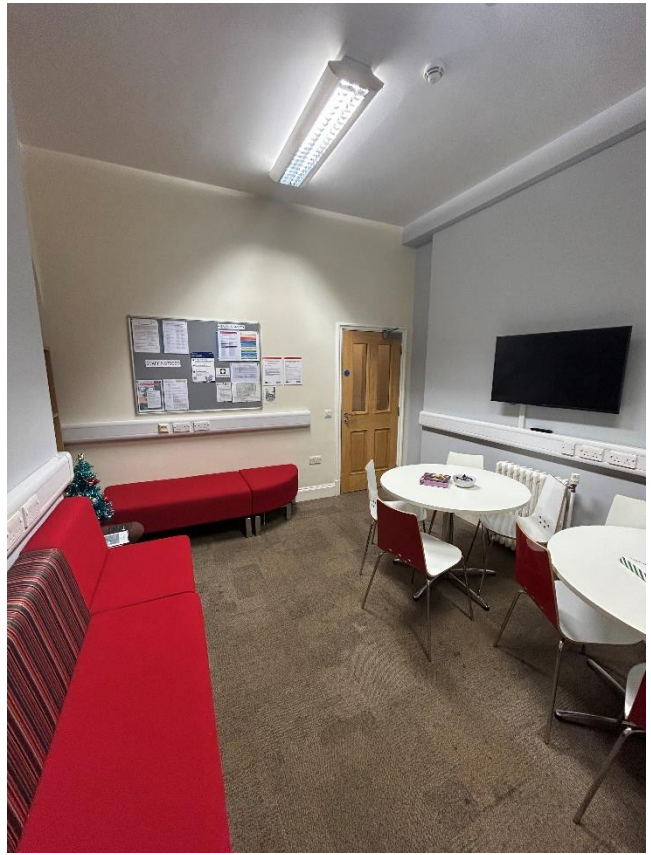
## Start-up Workspace layout

Please keep the Start-Up Workspace configure to the layout captured in the pictures below. If furniture is moved, please ensure it is returned to its original places afterwards.





Please ensure you keep the Common Room and Kitchen areas tidy when you have used them. Please wash up your used crockery/cutlery after use.





# Space Park Leicester Start-Up Workspace Key Information

## Location:

- The Start-Up Workspace can be found at the [Space Park Leicester](#)
- Full address: Space Park Leicester, Space City, Room 1.01 92 Corporation Road, Leicester, LE4 5SP.

## The Copernicus Lounge facilities include:

- Shared workspace with seating for 53 occupants. To note that reserved space for a maximum of 5 occupants' usage at any one time.
- Open from 8.00am-5.00pm Monday to Friday for Users with card access. To note that Space Park Leicester reception closes at 3pm on Friday.
- All users are required to complete a SPL induction.



## Fire alarms and wardens

- Fire alarm test at Space Park Leicester is on Wednesdays at 10am, no action is to be taken during the test.
- Should you hear the alarm at any other time please evacuate immediately via the nearest safe exit. Please do not exit the building via fire exits unless it is a real emergency, these doors are alarmed and are activated if used, which causes unnecessary disruption and noise for colleagues.
- At Space Park Leicester, Fire Wardens will be wearing high visibility tabards, in the event of an emergency evacuation please cooperate with their instructions.
- Do not re-enter the building until you have been advised by fire wardens that it is safe to do so.

## Fire assembly points and exits

- The emergency evacuation point is the car park area. Upon hearing the fire alarm, **ALL** personnel must leave their building and go to the evacuation point.

## First Aid

- In the event of an emergency, please contact Security on reception or the nearest first aider.
- Contact details for first aiders and first responders are displayed on each floor (corridors).



## Booking and using meeting rooms, teaching rooms and social spaces

- Meeting rooms, teaching rooms and social spaces are available to be booked at Space Park Leicester rooms can be booked via [Reception@space-park.co.uk](mailto:Reception@space-park.co.uk)
- Meeting Rooms 4 and 5, located in the Copernicus Lounge are free access and do not require booking, however, users are requested to limit their use to a maximum of 2 hours per day. These meeting rooms are not intended as alternative work spaces.

## Parking and cycling

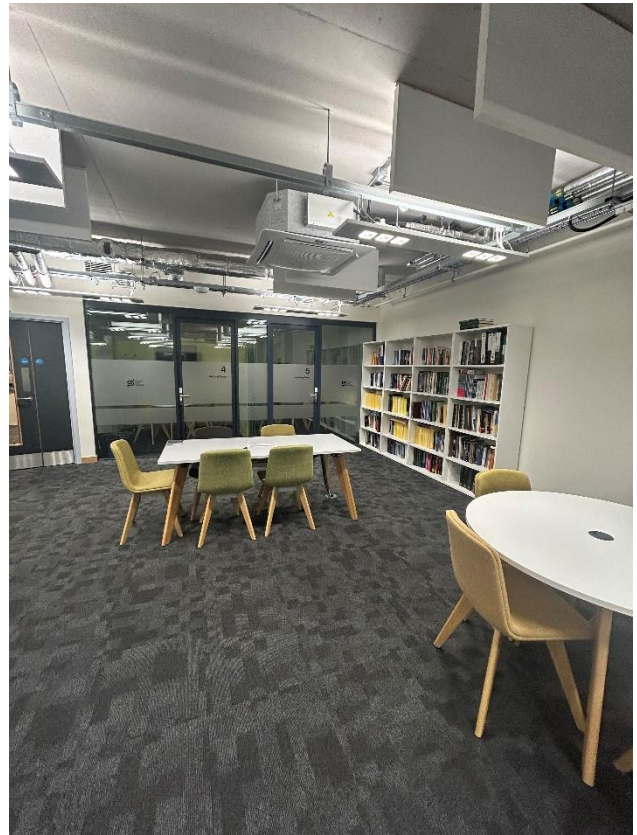
- Car parking is available for staff and approved visitors only. Users of the Start-Up Workspaces should use the National Space Centre Pay and Display Car Park.
- A small cycle shed has been constructed behind outside the Front Entrance of Space Park Leicester, please contact reception for access.

## Points of contact

Name	Contact Details
SPL Reception	0116 373 6060 <a href="mailto:Reception@space-park.co.uk">Reception@space-park.co.uk</a>

## Start-up Workspace layout

Please keep the Start-Up Workspace configure to the layout captured in the pictures below. If furniture is moved, please ensure it is returned to its original places afterwards.



Please ensure you keep the Common Room and Kitchen areas tidy when you have used them. Please wash up your used crockery/cutlery after use.

