

University of St Andrews - School of Medicine Handbook
VISITORS AND CONFERENCE GUESTS BRIEFING

This brief aims to familiarise all new users with the key features of the building. This document points to relevant documents or webpages and is designed to be used online.

1. **Location and overview.** The building is at the east end of the [North Haugh](#). Images of the building and facilities are on the [school website](#).
2. **Access and Security.** This building is home to delicate research equipment and a mortuary, hence security is important. There is a detailed building security policy however the main doors are open from 9am until 5pm on weekdays or at additional hours by prior agreement. All users should note the CCTV is present in the building. The janitor is contactable for all security and access questions on ext. 1853.
3. **Safety.** There is a handbook page which links to all the [safety policies](#). There are trained first aiders in the building and a first aid room available. No one should go to the first aid room alone; this is not monitored in any way. There are safety notice boards round the building with general, fire and first aid notices posted. Individuals dealing with sharps, clinical waste or the specialist lab facilities must seek specific advice.
4. **Fire safety summary.** The fire safety posters posted round the building inform users that the muster point is outside the Gateway Building. Escape routes are signed. The alarm is tested at 1pm on Wednesdays.
5. **Emergency.** An [emergency notice](#) is displayed round the building.
6. **Smoking.** In keeping with the ethos of a School of Medicine there is to be no smoking within 10m of the building or in the courtyards.
7. **Layout.** The [floor plans](#) show the location of rooms, lifts, toilets and rest areas.
8. **University Liability.** The University has liability insurance covering all users of the building. This is conditional on the individuals taking time and care to understand the safety and security implications and conforming to the advice contained.
9. **Transport:**
 - a. There is parking available within the Gateway car park for staff and students. Three disabled spaces and two electric car charging points are available, signage is provided to highlight these. A drop off area is provided at the main entrance of the building.
 - b. 30 cycle spaces are provided within the courtyard area at the rear of the building; shower and locker facilities are also provided within the building.
 - c. Please see attached web link to the transport section of the University of St Andrews website. <https://www.st-andrews.ac.uk/visiting/travel/>
10. **Material and waste policy.** Recycling bays are located on all floors of the building, information explaining the correct use of these and a plan showing the location of these is to be provided. A bulk recycling store is located to the South East of the building at the entrance to the courtyard. This contains bins for various glass, cardboard, paper and waste electrical equipment. A wide variety of recycle bins is provided at the reception end of the café area.