PGR Hub Guidance Document

Expectations for use of the space

AV equipment:
- The Training Space is equipped with an Audio-Visual Kiosk with a networked PC linked to a data projector and screen. This has the capability to connect external computers via HDMI and/or VGA. It also has an audio capability to installed loudspeakers. This equipment may be used by any event participants. Log on using Single Sign On credentials. Please ensure you log off when you have finished.

Cleanliness:
- The space is to be left clean and tidy. All tables need to be wiped and all rubbish cleared away.
- You may move the furniture into any configuration required, but please ensure the room is returned to its original configuration.

Refreshments policy:
- Alcohol is permitted within the booked space, providing that it is catered or brought in by the event organiser. Event participants are not permitted to bring their own alcohol in.
- The event organiser is responsible for ensuring that only a reasonable amount of alcohol is consumed.
- All rubbish must be cleared and put in the appropriate bins
- Please consider those who may not imbibe in alcohol, or who do not wish to attend functions at which alcohol may be present when making refreshments provision.
- Please ensure that any foods with allergens are appropriately identified.

Health and safety
- Senate House is open from 8 am to 10 pm, Monday to Friday. The PGR Hub office is staffed from 9 am to 5 pm, Monday to Friday. Estates Assistants are present in the building from 8 am to 10 pm. The building is cleared at 10 pm every day. As such, events must end by 9.30 pm, to ensure adequate time for clean-up.
- Security Services operates a 24/7/365 operation.
  - In the event of **EMERGENCY ONLY** ring 0117 3311223 (internal 112233). If you require an ambulance ring 999 first and then inform Security Services. All calls to this number will be recorded for security purposes.
  - For Non-Emergency security issues please call 0117 928 7848 (internal 87848). All calls to this number will be recorded for security purposes.
- All PGRs and all UoB staff should have UCard access to the PGR Hub. If you have difficulties accessing the Hub outside standard office hours, please call Card Services at 01173311190 (internal 11190).
- In the event of fire, please evacuate from the nearest available exit. (The main entrance or the fire exit in 2.22). Fire marshals will be present during standard office hours to direct you to the nearest exit. Outside office hours estates assistants will ensure the building is clear.
However, please ensure that you exit the Hub immediately upon the sound of alarm, in an orderly fashion. The assembly point is across Tyndall Ave., in Royal fort gardens.

- Staff in the PGR Hub will have details of the nearest first aider. Estates Assistants on the fourth floor are trained first aiders, and will have access to a first aid kit, if necessary. In the event of an emergency please ring 999.