

Welcome to Walter Bower House



University of
St Andrews

A quick start guide to working at WBH
– the home of Professional Services at
the University of St Andrews

Who was Walter Bower?

Walter Bower was one of the earliest historians of Scotland, a prelate, and a public figure at the heart of power in the early fifteenth century. Bower is a distinguished and significant contributor to our understanding of our past.

Bower was born in the decades preceding the foundation of the University, in East Lothian, which at that time looked to St Andrews as the centre of ecclesiastical power in Scotland. Around the turn of the fifteenth century Bower joined the canons who served St Andrews Cathedral, and he witnessed the founding of the University and the arrival of the papal bulls from Avignon in 1414. One of our first students, Bower studied canon law and later took a degree in theology. By 1417 he had become Abbot of Inchcolm Abbey in the Firth of Forth, where he spent his career. As a leading prelate Bower was heavily involved in Scottish political and religious life, attending parliaments and serving the king's administration. He was a man of formidable skill in public life, but also a man of intellectual depth and considerable talent in letters.

Bower's gift to Scotland came in the form of the *Scotichronicon*, the first developed narrative of the history of Scotland from the Creation until Bower's present day. It is a major work, in 16 books, written in Latin. It took most of the 1440s to compile and ended with Bower's proud exclamation: "Christ! He is not a Scot who is not pleased with this book." Importantly to the University, Bower's *Scotichronicon* is the only eye-witness account of our foundation which has survived. Written at Inchcolm, the *Scotichronicon* drew on Bower's knowledge from his studies of theology and canon law, the earlier chronicles of other Scottish clerics, the earliest personal copies of books circulating amongst the students of the University, and the fantastic array of books in the library at St Andrews Cathedral, some of which have survived and are now in our University Library's Special Collections.

Professor Sally Mapstone FRSE, Principal and Vice-Chancellor of the University of St Andrews, has named this building in his honour, and to celebrate the way in which the University's graduates have transformed our understanding of Scotland and the world for over six centuries.

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Important contacts

WBH Reception

wbhreception@st-andrews.ac.uk

01334 46 4600

Security and Response Team

security@st-andrews.ac.uk

01334 46 8999

IT Service Desk

itservicedesk@st-andrews.ac.uk

01334 46 3333

Find out the latest news and updates at WBH on our website
walterbowerhouse.wp.st-andrews.ac.uk



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Our shared ways of working at WBH

Find out more about our policies, protocols
and shared ways of working at
walterbowerhouse.wp.st-andrews.ac.uk

We are...

I will...

Respectful

- Be considerate to others
- Follow our agreed protocols and etiquette
- Respect our environment

Flexible

- Treat Smart Working as the standard
- Be open to change and new ways of working
- Value teamwork

Collaborative

- Communicate clearly with others
- Be inclusive
- Break down silos and reach out to others

Positive

- Be optimistic and forward-looking
- Look for opportunities in change
- Appreciate our diversity

Professional

- Be mindful of the needs of others
- Understand others' boundaries

Supportive

- Offer support and help to colleagues when needed
- Be approachable and friendly
- Keep a sense of fun

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Opening hours, access and security

Wear your staff card and lanyard when in WBH

Walter Bower House is open from
6:30am-10pm Monday to Friday.

An alarm is set outside of these hours so
please leave the building by 9:45pm at the latest.

You can also use the building at weekends from 9am-5pm if you let the Security and Response Team know you are there. Contact them on 01334 46 8999 or **security@st-andrews.ac.uk**

Similar to other workplaces at the University, Walter Bower House has been risk assessed for the mitigation of Covid-19 in accordance with the University's safe use of buildings guidance.

Enhanced cleaning is in place with regular and frequent cleaning of touch surfaces. In shared spaces or facilities, please wipe down desks, workstations, keyboards and mice before starting work. Supplies of cleaning and hygiene materials are provided.

3

Access and security for your visitors

Remember to ask visitors to sign in at reception

Government guidelines recommend the minimisation of all non-essential face-to-face meetings. However, if you are expecting essential external visitors please let reception know, ideally 24 hours before arrival. Remember to tell them the name of your visitor(s) and your contact details so they can let you know when they've arrived.

All non-University visitors should sign in at reception and receive a time-limited visitor card and lanyard. Visitors should wear this at all times in WBH and return it when leaving the building.

Visitors must also abide by the University's Covid Code at all times.

If you see anyone that looks lost, please offer some help and refer them to reception if needed.

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Smart Working at WBH – communication

Skype for Business is highly customisable. Answer calls on your laptop, on your mobile or both – it's up to you

Your telephone service is provided by Skype for Business (SfB) and video calling is provided by Microsoft Teams. These services support Smart Working and allow you to make and pick up calls on your laptop or mobile phone, wherever you are – in the office, working at home or travelling for business.

SfB and Teams are available on many different devices. You are provided with a headset as standard but SfB can also forward calls to your mobile. These services conveniently allow you to dial by name rather than number, and is linked to your free/busy/out of office status.

Find out more about using SfB on the website at:
st-andrews.ac.uk/it-support/services/staff-phones

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Smart Working at WBH – communication (continued)

Use tools such as Skype for Business and your calendar to show others where you are

Use your Outlook calendar and Skype for Business status to let people know where you are and to locate others. Consider making your Outlook calendar available to all (marking any confidential appointments private).


Your telephone number is not tied to a place of work but to your laptop or mobile phone. Skype for Business allows your extension number to follow you wherever you are.

Physical storage is limited. Think digital. Avoid printing, copying and accumulating paper when digital filing and sharing will allow you to choose where you work.

Visit st-andrews.ac.uk/hr/smart-working for more details on effective Smart Working.

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Smart Working at WBH – spaces

A dark blue silhouette of a city skyline is positioned at the bottom of the slide. It features various building shapes, including a prominent tall rectangular building on the left and several smaller, more complex structures on the right.

If possible, try not to use an adjustable desk if you don't want to stand. This leaves it free for others who want or need to stand

WBH boasts a wealth of different spaces to suit different types of work – collaboration tables, group pods, quiet rooms, formal meeting rooms and touchdown areas. You'll find these facilities throughout the building, particularly within the first floor central spine and project areas, so you'll never be short of a place for that quick catch up with a colleague.

On top of this, we also have 400 desks in WBH. Twenty percent of the desks are adjustable. Please use them if they are available, they're good for you! Try to avoid sitting at an adjustable workstation if you don't want to use it to stand.

Each desk has two dedicated power sockets and two usb ports for charging devices. Please don't unplug anything from below the desks.

Some colleagues have specific chairs, keyboards and other items for occupational health purposes. These items are clearly labelled so please do not use them.

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Smart Working at WBH – spaces (continued)

WBH is designed for Smart Working so personal lockers are provided for staff and visitors. This locker is for your personal belongings and can be locked with a personal code

Quick guide to setting your locker code:

1. Make sure the digits are set to zero.
2. Press the programming pin (available at reception) or paperclip into the small hole in the knob and rotate the knob until the arrow is aligned with the red triangle on the knob case.
3. Set your personal code and make a note of it.
4. Turn the knob back to the closed position and the code reverts to zero. The code is now scrambled.
5. Your locker is now locked and the personal code is saved.

Use your phone to scan the QR codes and watch the instruction videos. The locks in the video are horizontal rather than vertical but the instructions are the same.

Video – setting
a user code



Video – changing
a user code



Personal storage cases called 'Hotboxes' are also available. These are designed to be stored in your locker and keep your pencils, pens, papers, phone chargers and other personal items. Take your Hotbox with you and you'll be ready to work anywhere.

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Using and booking spaces

Book a meeting room or quiet room at
walterbowerhouse.wp.st-andrews.ac.uk

You can book a meeting space or quiet room at WBH on our website at walterbowerhouse.wp.st-andrews.ac.uk

Walter Bower House offers meeting rooms of various sizes and configurations.

The larger meeting rooms have full AV equipment for audio and conference calling. The second-floor conference room is perfect for larger meetings. Finally, the PC classroom on the first floor can cater for formal training needs.

The conference room and meeting room 2 have dedicated areas for catering lay down.

Eight of our bookable rooms are dedicated quiet rooms. These have space for one person for periods of focused work. You can book a quiet room for up to two hours.

There are also many informal areas available for impromptu meetings. This includes seating around the tea prep areas, project spaces and the cafe.

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Stationery and storage

Don't store unnecessary paper, think before you print!

You can find general stationery at the print hubs. The reception team will keep these areas topped up with most types of generic stationery. Please let reception know if any areas are running low.

Your unit has designated storage areas for files and other work items. Please use these storage areas to store working files and other shared supplies you need for day-to-day work. Some storage units are lockable. Please lock away any confidential or sensitive information.

Like other Smart Working offices, WBH operates a clean desk policy. It is particularly important during the Covid-19 pandemic to keep your desk clean and free of clutter. Place all personal items in your personal locker at the end of the day.

Think digital, and think low carbon. Avoid printing, copying and accumulating paper when digital filing and sharing is better for collaboration with your colleagues.

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Heating , lighting and environment

Any issues with heating or lighting?
Get in touch with reception

The building system automatically controls heat, light, air and other features. Because of this, the windows don't open within WBH. However, manually operated roller window blinds are fitted to most windows to prevent glare.

If you have any problems with comfort, or want to report a fault, please contact reception.

There are six cloakrooms available for you to hang up coats and jackets. There is also a drying room on the ground floor to store and dry particularly wet clothes.

Like other Smart Working offices, WBH operates a clean desk policy. It is particularly important during the Covid-19 pandemic to keep your desk clean and free of clutter. Keep your personal items in your locker and Hotbox.

Please do not stick items on walls without permission from the Facilities Coordinator. This keeps our office décor professional and appropriate. If you would like to publicise an event, there are pinboards in the staff room and at the printer stations.

If you need to collaborate on a project, we also have mobile whiteboards available for writing up ideas. Please remember to clean them after use so that other colleagues can make use of them.

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Mail and deliveries

Our address is:

**University of St Andrews, Walter Bower House,
Main Street, Guardbridge, St Andrews, KY16 0US**

The central mailroom delivers to the WBH mailroom every weekday.

The WBH mailroom has lockers designated for each unit. Within these lockers you will find a mail bag (or bags) used to drop off the unit's incoming mail each day. These bags are also used for outgoing mail, both internal and external.

Individual units can decide how to use the WBH mailroom to suit their own operational needs. For example, when to drop off and pick up mail each day and which staff members are responsible for this task.

Larger deliveries can be signed for by reception and will be placed in the mail room for you to pick up with the rest of your mail.

We also have a shredder available in the mailroom.

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Rubbish, recycling and confidential waste

Before you bin it, check if it can be recycled

Don't forget to recycle! We have three recycling bins at each tea prep area:

- Dry mixed recycling (for newspapers, magazines, cardboard, cartons, plastic bottles, cans, tins)
- Food waste
- General non-recyclable waste (this is the one that goes to landfill so think before you bin)

We also have general office paper recycling and confidential paper collection available at the print hubs.

Recycle glass at the main Guardbridge recycling point, just across the road from Walter Bower House.

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Printing



Lots and lots of printing to do? Consider sending the job to Print & Design instead. Details are on the website at st-andrews.ac.uk/printanddesign/printing

We have print stations in various areas around the building. These devices are not just for printing; they are multi-purpose and can print, copy and scan. Some devices can also staple. Please check the sticker on each device to check what the printer can do.

The printers are based on a 'pull' print service, meaning you print and then collect your print job at a time and location suitable to you, logging in with a tap of your staff card.

Paper and stationery supplies are found at the print hubs and are managed by the WBH Reception Team.

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Contemplation room

This room is a quiet space for contemplation.
No phone calls, food or laptops please

There is a room on the ground floor available for activities that need a bit of quiet time away from work. This could include prayer, meditation, breastfeeding, expressing, emotional time-outs or just general quiet contemplation. You can also use the room for first aid or recovery.

The room is bookable on a first-come, first-served basis. You can also drop in without booking if it is free.

Treat the space and others who need it with respect. It is not for work activities, phone calls or food.

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Café and eating areas

Keep food and drink prep areas clean and tidy, clean up any spills and don't leave dirty cups in the sink

Tindal's café offers barista coffee and a range of hot and cold food. It also has a free Brita Vivreau chilled still and sparkling water dispenser. Tindal's café accepts card payments only.

The six tea prep areas and staff room have Zip HydroTaps, providing boiling and chilled water at a push of a button (the water is very hot – please be careful!). Free milk, tea and coffee supplies are also available in the staff room and tea prep areas.

The staff room is the place to prepare and eat your own home-prepared food. This room has microwaves, fridges, a dishwasher and plenty of space to eat and take a break from your work. For the benefit of your colleagues, please don't eat food in the working areas.

The fridges are available for day use but are not designed for long-term food storage. They will be regularly emptied to keep them clean and efficient.

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The library at WBH

A dark blue silhouette of a building with a chimney, set against a lighter blue background. The building has a complex roofline with several peaks and valleys. A single, tall chimney is visible on the right side of the building.

Questions? Contact Library@st-andrews.ac.uk
or use our online chat service

The Library is based on the ground floor and holds print and audio-visual materials mainly from our research collections; our teaching collections remain largely located in libraries in town.

You are welcome to browse and borrow the collections and use the small reading room within the Library which has self-issue and printing facilities. In the reading room there will be regular displays covering areas we hope will interest staff based at Walter Bower House and would welcome your suggestions for this (please email library@st-andrews.ac.uk). We are planning to make displays of fiction around different themes available for you to borrow from, too.

Search the library to discover our diverse and broad collection, including areas such as Human Resources, Business, Management and Finance, and you can also access our scanning service, which allows you to request an extract of material to be scanned (within copyright limitations) and emailed directly to you.

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First aid, health and safety

You can listen to a recording of the WBH fire alarm at
walterbowerhouse.wp.st-andrews.ac.uk

There are first aid boxes found throughout the office areas, in the contemplation room, at reception and at the gym. If you have a first aid issue or feel unwell, you can use the contemplation room to lie down.

The fire alarm is tested on Tuesday mornings at 10am. There are two fire assembly points for WBH and you can see where these are on the campus map in section 20. It is important to familiarise yourself with the fire drill procedures by taking part in WBH's online induction training.

Please don't bring untested and potentially dangerous electrical items to WBH (toasters, heaters, hairdryers etc.) These items could pose a fire risk and may interfere with the building systems.

The nearest defibrillator is located just outside WBH reception on the north wall of the café.

WBH is a smoke free building. The temporary smoking area is currently found at the south entrance.

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First aid, health
and safety
(continued)



Working safely with display screen equipment – some top tips:

1. Carry out the online DSE training at st-andrews.ac.uk/ehss/training
2. Make adjustments before you start to work. Pay particular attention to the position and angle of your monitor, mouse and keyboard, and the height and position of your chair and feet.
3. Try to swap between screen-based and non-screen based tasks throughout the day.
4. Walk around and move away from your desk when you can and take regular exercise during the day. Take the stairs rather than the lift, for example.
5. Protect yourself when using portable devices such as smartphones and tablets. Avoid prolonged use, position your tablet at eye level and use a stylus and shortcuts to prevent nerve damage in your fingers.
6. Have regular eye tests and adjust the brightness/contrast settings on your screen to prevent eye strain.

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Toilets, changing rooms and shower facilities

Gym lockers are for temporary use while exercising or changing. Remember to empty them once you're finished

There are 34 single cubicle WCs found throughout the building. All toilets are gender neutral with integrated sink and hand dryer.

There are five showers in total: two in the male changing area, two in the female changing area and one gender neutral/accessible shower.

Lockers are available for you to use during the day or while working out. The lockers are designed for temporary day use only and will be emptied at the end of each day with items kept at reception.

Please report any issues with cleanliness or other problems to reception.

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Active lives and fitness

**Be a considerate gym user and clean the equipment
after use with the wipes provided**


The WBH gym is open from 6:30am-9:45pm Monday to Friday.

The gym has a selection of both cardiovascular and strength equipment including: treadmills, an elliptical cross trainer, a running machine, a rowing machine, indoor cycling bikes, a multigym training station, a Smith machine, workout benches and a selection of dumbbells and stretch mats.

For more detailed information about how to use the WBH gym safely and effectively, please check the terms and conditions you signed up to when becoming a member of Saints Sport. You can choose between full Saints Sport membership and WBH-only membership. Find out more about membership options on the Saints Sport website. Please also adhere to Covid safety protocols when using the gym and take note of the maximum capacity of the room.

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Cycling and public transport



Remember, you have Teams.
Do you need to travel to meet?

A cycle hub is available on campus which offers a secure and dry area to store bicycles, plus cycle maintenance tools such as pumps.

There are two bus stop areas near to the Eden Campus. Buses stop at both the north entrance of the Campus and at the south entrance of the Campus. The Stagecoach 99 bus service passes Eden Campus every 7.5 minutes.

WBH reception holds a number of pre-paid passes for Stagecoach buses for use by staff travelling between campuses. Please return these passes to reception after use.

The Campus is also connected to Leuchars Rail Station by bus.

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Parking on campus



We have around 300 car parking spaces available at WBH. Within this amount, we have:

- 31 spaces for registered lift share user parking (two or more people sharing a vehicle)
- 28 spaces for later starters (for those arriving after 9:15am hours Monday to Friday)
- 20 spaces for disabled drivers
- 14 spaces for visitors
- 13 spaces for fleet and pool vehicles
- 7 spaces for short term visitors or deliveries (30 minutes maximum)
- 8 electric vehicle charging points, which can accommodate 16 vehicles in total (4 hours max usage)

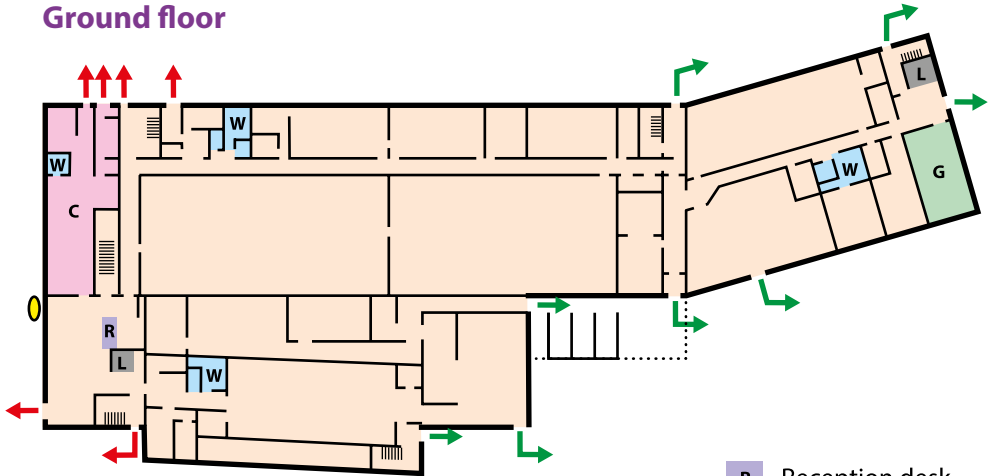
Some of the spaces are next to the building and some are just over the A919 road. Please take care when crossing the road and use the toucan crossing. You must display a valid University of St Andrews parking permit when parking at WBH.

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Plans of the building and campus

You can also find a map of bookable meeting rooms on our website at walterbowerhouse.wp.st-andrews.ac.uk

Ground floor



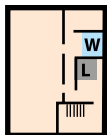
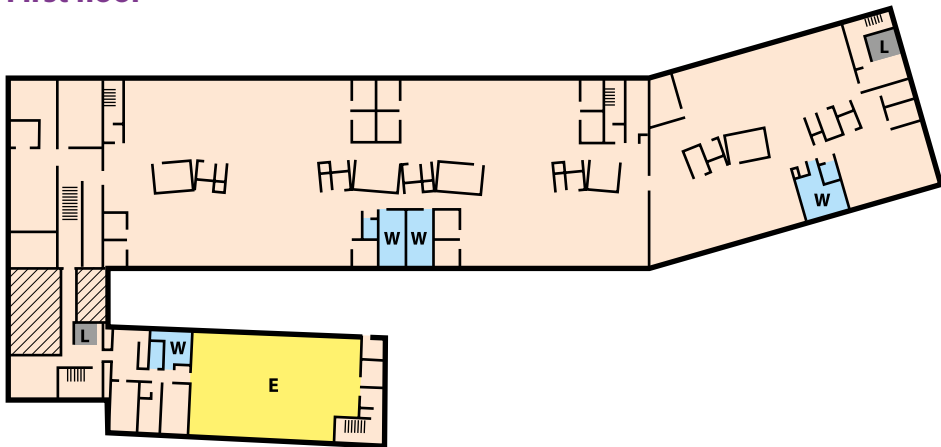
← Fire escapes marked with red arrows – use assembly point A

← Fire escapes marked with green arrows – use assembly point B

- C Café
- G Gym
- L Lifts

- R Reception desk
- Stairs
- W WCs
- Defibrillator

First floor



Second floor



Void



Lifts



Stairs

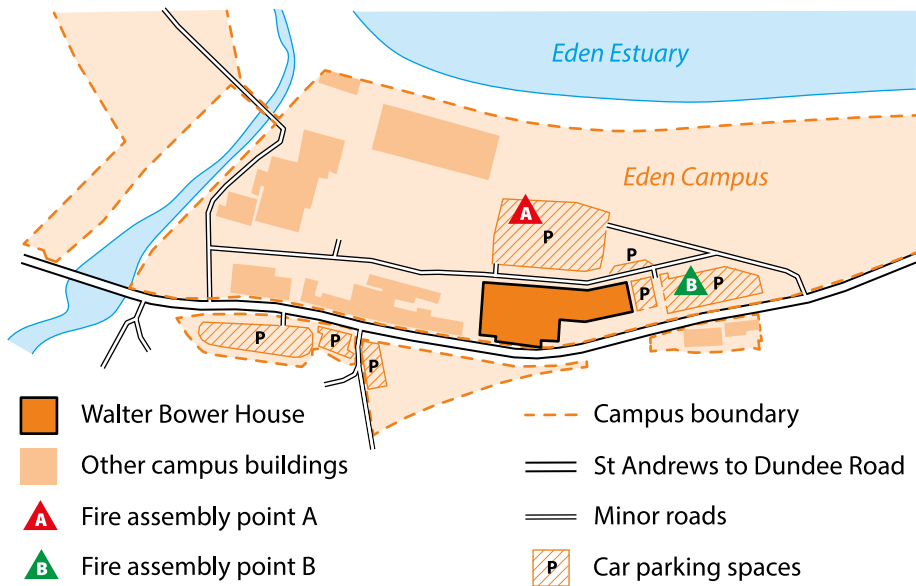


WCs



Enterprise Centre

Eden Campus



WBH Reception

01334 46 4600 (open 8:30am-5:30pm, Monday to Friday)

Security and Response Team

01334 46 8999 (open 24/7)

IT Service Desk

01334 46 3333 (open 8:30am-5pm, Monday to Friday)

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