

Building User Guide

Jo Cox – More in Common Centre



Building User Guide Updates and Reviews

This user guide should be reviewed annually and updated when changes to structure, layout, fabric or services of the building have been made. Any changes to the document including removal or adding of pages should be recorded.

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1. Introduction

Welcome to the new **Jo Cox More in Common Centre**. This Building User Guide provides staff, students and visitors with information and guidance about the building.

It covers everyday functions and features of the building and highlights the facilities available within the building and nearby.



The Jo Cox More in Common Centre was officially opened on Friday 31 March 2023. This new building in the heart of our Queensgate campus will provide a space for reflection for staff and students from all faiths and backgrounds. The 900m² two-storey centre includes a community space, a congregational hall, separate male and female Muslim prayer rooms, ablution facilities, Christian and multi-faith rooms, and a Chaplain's office. Some of the University's counselling and learning support services are also located in this contemporary and restful space. Built to the WELL standard it incorporates natural materials and reflects aspects of spirituality, worship, and mindfulness.

Inspired by the Jo Cox Foundation and the More in Common philosophy, this new building provides space for students and staff to facilitate and participate in significant conversations, education and programmes that celebrate Jo's famous words

"We are far more united and have far more in common than that which divides us."



The Jo Cox More in Common Centre is a WELL building. It has been designed, built, and assessed in line with the WELL building standard. The building has already been awarded WELL Precertification, the first stage of the assessment, by the International WELL Building Institute. Once the full accreditation is confirmed the University will continue to monitor compliance with the standard throughout the lifetime of the building.

WELL is the premier building standard to focus on enhancing people’s health and wellness through the buildings where we live, work, and socialise. More information about the WELL standard, the environmental and social aspects it covers, and how it has been delivered in this building can be found in the separate WELL Feature Guide for the Jo Cox More in Common Centre.



2. General building information

Key facilities and opening hours

The More in Common Centre contains prayer and community rooms, for the use of staff and students across the university, of all faiths and none. The centre is usually open from 7am-10pm on weekdays and 8am-9pm at the weekends.

The centre includes:

- Muslim prayer rooms and specialised wudu washing facilities available throughout opening hours.
- A 200-capacity congregation hall, bookable for a variety of events and purposes
- A social space and shared kitchen area, with free hot drinks, microwave facilities and space to relax, meet friends, or get some work done.
- Smaller, bookable rooms for a wide range of purposes and events that promote and enhance our 'More in Common' philosophy.
- Outside space to enjoy the fresh air.

Booking spaces

Specific staff members across the University have been given access to book rooms directly, e.g., University Events Manager and Students' Union Society Co-ordinator. Other staff and students can request room bookings by emailing moreincommon@hud.ac.uk. Room bookings are managed via the central timetabling system, Resource Booker.

Smoke-free policy

Smoking and the use of e-cigarettes are prohibited within the Jo Cox More in Common Centre, in line with the no-smoking policy for all buildings and enclosed spaces on the University campus.

In addition, smoking and the use of e-cigarettes are not allowed outside the building within 7.5m of all entrances, windows and building air intakes, or on decks, patios, rooftops, or other outdoor areas of the building. The University has made the ban clear through permanently mounted signage in these areas.

Building users are required to follow this policy to maintain air quality in and around the building to protect occupant's health. [\[A02.1; A02.2\]](#)



3. Building utilities, operation of equipment, and user comfort

This section provides practical information about the building's systems and how they work. It explains how you should operate them or who to contact if you need further help.

Building management system

The building services within the Jo Cox More in Common Centre are managed by a Building Management System (BeMS). This maintains a comfortable environment by monitoring live data from sensors throughout the building and making continual adjustments to heating, cooling, and ventilation.

- The BeMS continuously enables, monitors, controls, and logs most of the installed plant and equipment to achieve efficient energy usage while maintaining an optimum comfortable environment.
- The system treats each separate space as an individual control zone. Each zone operates independently and has its own sensors and parameters. Sensors and monitoring include the simultaneous monitoring of the indoor/outdoor temperature and CO₂ level.
- The BeMS is managed by the Mechanical Engineering Team in Estates & Facilities. Requests for adjustments to any aspect of the system should be made by contacting the [Estates Helpdesk](#)

Heating

- Heat for the building is generated using Air Source Heat Pumps to avoid the direct use of fossil fuels in operating the building
- Heating is provided to the building via a combination of the air handling units, heat recovery units, air conditioning systems, and the low temperature hot water (LTHW) boiler plant.
- Where there are Thermostatic Radiator Valves (TRV) or wall-mounted temperature controls, minor adjustments can be made in the rooms for comfort.
- If you need heating during out of regular operating hours, please notify the [Estates Helpdesk](#) in advance, with ideally with at least 48 hours' notice.
- Avoid over-heating spaces as this waste's energy and the resulting CO₂ emissions contribute to global warming.
- Report any problems with heating to the [Estates Helpdesk](#) as soon as possible.

Cooling and ventilation

- The air handling units are both operated and controlled via the BeMS controls, so no user intervention is required.
- The heat recovery units, extract fans and air conditioning systems are all operated and controlled via local controllers installed within each space served.

- Ventilation is from two sources; Firstly, windows that can be open and closed manually, and secondly through vents that are automatically controlled by the Building Energy Management Systems (BeMS).
- Please make sure that you close all windows when the building is unoccupied



- Do not allow vents, controls, or sensors to be obstructed or blocked, as this may affect the effectiveness of the ventilation.
- Do not over-cool spaces as this uses extra power supplies. Over cooling means setting temperatures to operate lower than the normal conditions (21-23°C during hot weather).
- Report any problems to the [Estates Helpdesk](#) as soon as possible.

Thermal comfort [T02.1]

The University's Space Temperature Policy covers what staff and students can expect in terms of the heating and cooling of spaces on campus.

Thermal comfort surveys will be conducted periodically to get seasonal feedback from regular building occupants and identify issues with heating, cooling, and ventilation. All regular occupants will be invited to participate in the survey and can do so anonymously if they desire.

A copy of the online survey questions is at the link below
 Thermal survey - https://hud.eu.qualtrics.com/jfe/form/SV_b13537oNCRjAFcG

The user has the option to complete the survey anonymously. The logic built into the survey will adapt the questions shown based upon the response to questions.

Personal heating and cooling devices [[T04.1](#); [T04.2](#)]

Desk fans may be issued for use by [Student Services](#) for personal cooling in the building. Use of fans should be undertaken with consideration of other users and should be switched off when not in use.

Building users experiencing problems with heating, cooling, and thermal comfort must avoid using stand-alone equipment such as portable heaters and air-conditioning devices, unless these have been supplied by Estates & Facilities.

This is because these devices can be extremely inefficient, potentially unsafe, and running them can unbalance the main building energy management system causing unexpected heating or cooling in other parts of the building affecting fellow building users.

Please first contact the [Estates Helpdesk](#) about all heating and cooling issues, who will arrange further investigation and supply suitable devices after assessment to ensure user comfort.

Flexible dress code [[T04.3](#)]

The University has a flexible dress code that allows building users to dress to their personal thermal comfort level throughout the year while working in the Jo Cox More in Common Centre. Estates & Facilities operatives who wear an issued uniform will be provided with layering options to accommodate seasonal temperature variations.

Body temperature regulation

Staff and students experiencing minor thermal comfort issues are provided with advice on small changes to personal routine that could help improve their thermal comfort levels on the Estates & Facilities Energy web pages. During extreme weather events, such as heatwaves and cold spells, building users might find they are too hot or cold despite building management systems working optimally. The guidance promotes, for example, moving around more often to increase body temperature which can quickly help people feel more comfortable during cold weather. However, if thermal comfort issues persist, please do not hesitate to report the problem to the [Estates Helpdesk](#).

Lighting

There are various types of lights installed in the building and this is how they work:

- Corridors - operate on half lighting level during operational hours and are only fully activated while a wall switch or presence detector is activated local to the control group on that floor. Only after a movement sensor has not detected any movement for more than 20 minutes should the corridor lighting group return to half lighting level.
- The congregation hall has a lighting system with 5 pre-programmed 'scenes' (1-5 on the keypad) and 6 is the off function. This system is split across the room with a control pad by each door
- Offices and interview rooms – generally lighting is manually activated and automatically switched off via absence detection after no movement is detected for more than 20 minutes. Whilst on, the system automatically dims the luminaires in groups when sufficient daylight is available.
- Stores and small ancillary rooms - lighting is manually activated and automatically switched off via absence detection after no movement is detected after 20 minutes.
- Toilet facilities - controlled using presence detection only, switching on as movement is detected and switching off after no movement is detected for more than 20 minutes.
- Emergency lighting system – this is installed throughout the building consisting of self-contained, non-maintained luminaires each with a 3-hour battery.
- External lighting - operates on an override time switch with photoelectric control. All external lighting (except for safety and security lighting) are time controlled to provide the facility with lighting.

Energy saving

You can help conserve energy by using the lighting correctly, especially in areas with manual control:

- When you enter a room under manual control:
 - Press the lighting switch; this enables all the lighting in the room.
 - Press the light switch when finished in the room – this turns all the lights off.
 - Turn off lights when not required.
- When you enter a room under automatic control (presence detectors):
 - The motion sensors will detect presence and automatically switch on the lights
 - If no further motion is detected for 20 minutes the lights will automatically switch off.
- Do not obstruct natural light sources.
- Report any problems with lighting to the [Estates Helpdesk](#).

Lighting quality

A healthy lighting environment is maintained through:

Solar shading [L05.2]

The building has been designed to integrate daylight into the indoor environment, so that daylight may be used for visual tasks along with electric lighting. Where possible, spaces have been designed to provide individuals with a connection to outdoor spaces through windows. Indoor daylight planning has been coupled with glare control strategies; blinds have been installed to all windows. Blinds will be opened each morning by Estates & Facilities Cleaning Services each morning that the building is occupied/cleaned.

Supplemental lighting [L09.2]

Regular users of the building may request supplemental task lighting, such as high efficiency LED desk lamps, to complete their work. Please contact [Student Services](#) to arrange.

Where the fixed interior lighting is deemed to be too bright or too dark, please contact the [Estates Helpdesk](#) and a survey with adjustment will be undertaken.

The equipment selected will increase light level on the task surface to at least twice the recommended light levels based on the building lighting design. The lighting equipment is installed to the manufacturer's instructions and will be provided at no cost. There is available equipment for occupants to trial.

Windows and blinds

Blinds form an important part of the natural lighting scheme.

- Please do:
 - Where fitted, use blinds to reduce solar gain.
 - Angle the blinds to suit the sun's position whilst still allowing some natural light into the area.
 - Allow the maximum amount of natural light into the area as required by the user.
- Do not:
 - Block windows or cover window ledges with items – books, papers, aids etc
 - Have blinds fully closed if natural light is available and lights are on.
 - Have blinds down if the area lighting is on unless activity conditions dictate otherwise.

Window Blind operation

Side winder chain operation

To raise and lower the blind use the operating chain. By pulling on the rear chain the blind will roll down. Please be careful when pulling chain that it is in a vertical, slow, steady motion and the chain is not pulled at an angle. Pulling the operating chain at an angle will cause the mechanism to jam and will ultimately render the blind in-operable. By pulling on the front chain the blind will raise up. Again, please ensure the chain is pulled vertically and not at an angle. The bead-stop is to be used only as a locator and not as a physical stop. Do not pull both chains together as this could damage the blind. There is no ratchet or spring so the blind will hold in whatever position it is left in. Do not leave the blind in a lowered position at an opened window as this could damage the blind.

Crank operation

The blinds in the congregation hall have a crank operated system for opening and closing the blinds. Please use carefully to avoid damaging the mechanism

To raise and lower the blind use the crank. The crank handle is a folding component which unfolds to enable the crank to be rotated. Turning the crank in one direction will lower the blind, reversing the direction will raise the blind. Please ensure that the crank is located securely to the control mechanism if the crank is detachable. If the crank is fixed this will not matter. There is no ratchet or spring so the blind will hold in whatever position it is left in. Do not leave the blind in a lowered position at an opened window as this could damage the blind.

Maintenance

Please report any blinds that require maintenance or cleaning to the [Estates Helpdesk](#) providing the room number and location.

Windows and vents

Window operation

To operate an open-out/in window, unlock with key and depress button. Turn the handle through 90° to disengage the locking mechanism and open the window by pushing outwards.

Trickle Vents

Open and close using the finger pull sliding left or right respectively.

Doors

Emergency exits - panic hardware operation

To open a door with panic hardware, the user needs to push the rod, bar, or other activator to open. It is important to realise the internal handles are designed to be pushed in an emergency to release the door and although the handles are used to pull the door closed to reset the hardware, they are not intended to be used in high traffic areas where the handles are used to pull the door closed on regular intervals.

Auto doors

Activate automatically during regular hours of operation. Outside regular hours, entry via swipe card, exit via swipe over sensor to the left side of the doors.

<p><i>In the event of a fire alarm activation the automatic doors and access control barriers will automatically open.</i></p>
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Internal doors

General access and corridors have regular pull handles and closers.

Lever handles are fitted to office rooms.

Lockable doors to office/meeting room type rooms, have a general cylinder and thumb turn.

Lift

The lift in this building is designed to only be used for people with mobility issues. It is not to be used for the movement of goods, furniture, or equipment.

To operate. Press the button to call the lift. The door will not open until the lift stops at the floor level. Pull the door open, enter the lift and allow door to close. Press button and hold for the desired floor. Keep away from edges of the lift car and do not lean on the control panel - there are safety sensors here that will stop the lift from running when activated.

When the lift reaches the required floor and stops moving, push the door to open and exit the lift.

Congregation Hall



Dividing Wall

The Community Hall features a moveable wall, which can be used to divide the space into two independent rooms. Panels are on a sliding mechanism, stored in two recesses at either side of the hall. Panels click together, on a tongue and groove system, then need to be locked into place using a crank (stored in the centre safe). The first panel to lock into place is the one nearest to the window, and then subsequent panels need to be locked into place one-by-one. The final panel to lock into place must be the one nearest to the doors.

Ceremonial Table

There is a feature table in the Hall, which is used for services or events. Due to the weight of the table, this is on castors, and must be moved on its wheels, not by lifting or dragging. The castors are located behind panels, on all four corners of the table.

Audio and Video Equipment

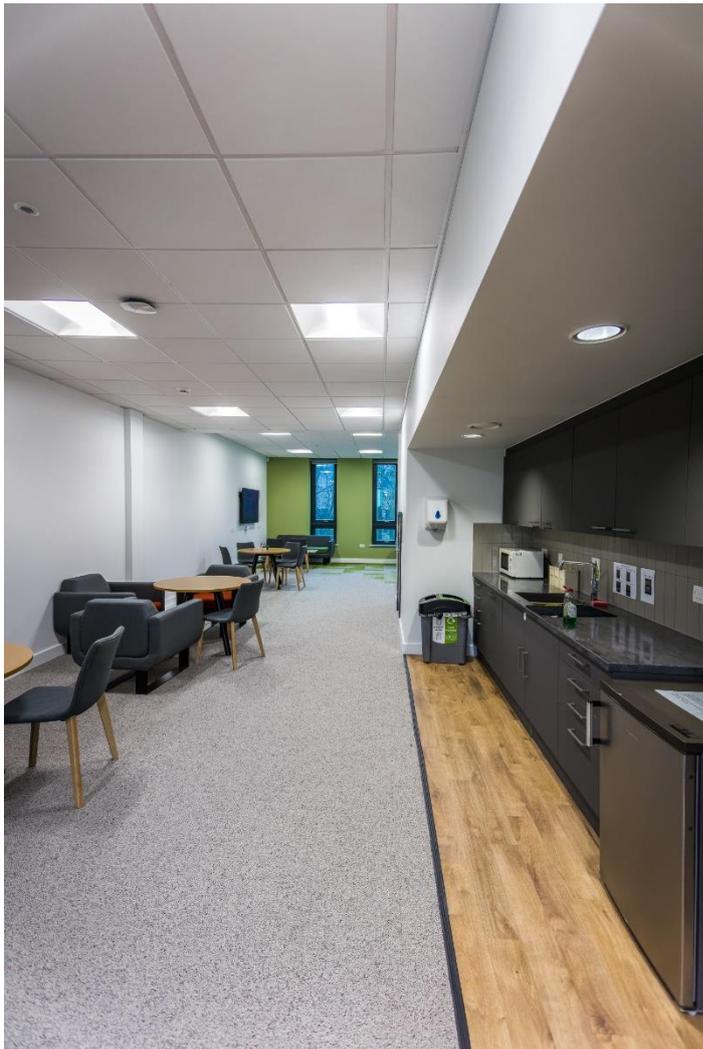
The Community Hall has two large TV screens, which can be used independently, or can be linked together.

Both a handheld microphone and lapel microphone are available for use and can be provided to centre users. These are kept in the centre safe.

There is a facility available to link the audio from the Community Hall to the Muslim male and female prayer rooms. This is of particular use to ensure that female prayer users can hear the prayers being led by the Imam in the Community Hall.

Full instructions on how to operate the Plasma Screens and Audio bridge to the prayer rooms are located below the screens, in a wall-mounted holder.

Kitchen facilities



Worktop

The kitchen is fitted with a Corian solid surface worktop. For everyday cleaning, use the provided surface cleaner with a soft cloth.

Equipment

Refrigerator and microwave appliances are available for use

Kitchen units are available to store general items.

Reusable glassware and crockery are provided. The plates provided in the cupboards are microwavable.

Tap

Hot and cold water is available via the Quooker tap.

This is used via the small lever for regular hot and cold water.

If boiling and chilled water is required, then the button on top is pressed to get to the desired temperature.

Press down twice and turn for boiling water, turn back to stop the flow.

Press down once and turn for chilled water. Turn back to stop the flow.

Instructions for use are also displayed at the kitchen sink.



Caution should be taken at this time to avoid placing any body parts or items that may causing splashing underneath the tap when using boiling water

Drinking water [W05.2]

The Jo Cox More in Common Centre has a drinking water dispenser installed in the social space and shared kitchen area which is accessible to all users.

To manage the quality of drinking water in the building the University ensures that all water drinking outlets are continuously tested in line with the WELL certification, our on-going maintenance requirements, and to prevent legionella.

The water quality is tested annually, and the results may be found in the [Water Quality Report](#).

To provide building users with clear information regarding the testing results for each drinking outlet the following information will be prominently displayed by each unit:

Water quality results from the most recent sampling, including date of testing and compliance with WELL thresholds.

Water Conservation

The Jo Cox More in Common Centre has been designed to minimise its impact on the water cycle by minimising its use of potable water.

In general, water distribution is managed without any manual involvement. The various outlets and appliances are designed for efficient, controlled use:

- Toilet bowls are fitted with full and half flush mechanisms; this allows you to reduce the amount of water being flushed, as appropriate.
- Hand wash basins are fitted with flow regulators.
- Disabled toilets are fitted with lever action taps for ease of use.
- Hot water outlets serving washing/ hand washing facilities are fitted with thermostatic mixing valves (TMV) to reduce the water temperature and prevent scalding.
- In the wudu facilities, a solenoid valve fitted to the flexible shower head water supply, if left on, the water will shut off when the lights automatically turn off. Please help to reduce water use by:
 - Reporting any leaks, damage, or problems with sanitaryware and water outlets to the [Estates Helpdesk](#) as soon as possible.
 - Encourage a controlled usage of water - do not run taps for too long.
 - Ensure systems are used correctly and items such as wipes, hand towels and sanitary products are not flushed down toilets to avoid blockages.

Energy Saving Strategy

Electricity is the only energy source used in the building and is metered and monitored by a data logger. The building utilises air-source heat pumps for heating and does not have gas boilers to avoid the direct use of fossil fuels in operation, to reduce the carbon footprint and to avoid the air quality emissions associated with combustion. In addition, the building has a Solar Photovoltaic (PV) array on the roof to generate some of the energy demand in the building. This array does not however generate all the energy needed for the building, therefore energy efficiency in operation is required.

You can help minimise the amount of electricity used by:

- Turning off all electrical equipment when it is not in use – PCs, office equipment, AV equipment etc.
- Use power-save facilities– please refer to the manufacturers data for the equipment you use for details of its power-save functions.
- Not opening windows in rooms when air conditioning cooling units are on.
- Operate equipment correctly.
- Report any problems to the [Estates Helpdesk](#)

Air quality

The building is monitored in four key locations to measure the air quality using Airthings™ devices. These devices monitor CO₂, Volatile Organic Compounds (VOC's), particulate matter, humidity, temperature, and air pressure.

These sensors are in the Congregation Hall, the Female Prayer Room, the Male Prayer Room, and the main reception.



4. Wellbeing

Maintaining healthy working hours [M06.1]

The University has a range of policies and procedures in place to support healthy working hours and work-life balance for all its employees. These ensure that staff working patterns do not negatively impact their physical or mental health. Full guidance is available to employees in their Contract of Employment and in the [Staff Handbook](#) available on the [Human Resources webpages](#). Key policies that support healthy working hours are summarised below.

Standard working hours

For staff in professional support roles, which applies to all staff working in the Jo Cox More in Common Centre, the standard working week is 37 hours (7.4 hours a day) Monday to Friday (pro-rated accordingly for part-time staff).

The Flexitime – Support Staff scheme enables members of staff to vary their working pattern within certain parameters in agreement with their line manager. The flexi-scheme is intended to allow employees to work pre-arranged times that suit their individual circumstances whilst ensuring service standards are maintained. Standard working hours may be agreed which include working different hours on each day of the week subject to certain limits including an earliest commencement time of 8.00am and latest finish time of 6.00pm. Staff are required to record all hours worked on a timesheet.

As a result of these working-hour policies, staff maintain a healthy amount of time off from work including:

- A minimum of 14 consecutive hours off from work per 24-hour period
- A minimum of 62 consecutive hours off from work per 7-day period

Work and communications are expected only during the employee's hours of work.

Paid time off

For all eligible employees who work in the Jo Cox More in Common Centre, paid time off is available as described in their Contract of Employment and in the [Staff Handbook](#) including:

- Paid annual leave entitlement of 30 days for all Support Staff (pro-rated for part-time staff), in addition to paid bank holidays, paid University closure days, and any time taken in accordance with the University's Management of Sickness Absence Procedure.
- Work and communications are not required and are discouraged during paid time off.
- Clear policies and guidance are available to staff through their Contract of Employment and in the [Staff Handbook](#) covering the types of leave available (e.g., annual leave, bereavement leave, dependants leave, parental leave, and sickness leave), how holiday entitlement accrues and the carry forward of annual leave, including the cap on rollover days allowed and date by when rollover days must be used.

Sickness leave [C06.3]

The University has policies and procedures in place to support all its employees through periods of sickness and to support the development of a healthy workforce and ensure that factors relating to the workplace and work process itself do not have an impact on sickness levels.

Full guidance on sick leave and pay is available to employees in their Contract of Employment and in the [Staff Handbook](#) available on the [Human Resources webpages](#).

Employees are actively discouraged from coming into work when they feel sick, and from doing work while on sickness leave.

Restorative spaces [M07.1]

Within the building there are multiple spaces available for quiet contemplation and relaxation, for both regular occupants and wider users of the centre, regardless of staff and students' religious denomination.

These spaces are as follows:

- Social Space (Ground Floor)
- Male Muslim Prayer (Ground Floor)
- Multi-Faith Room (First Floor)
- Female Muslim Prayer (First Floor)
- Christian and Multi-Faith Room (First Floor)
- Outside seating areas and the nearby woodland walk (External)

All employees are encouraged to take regular breaks away from their workstations during the working day and make use of these spaces. The spaces are designed to promote a restorative environment and encourage relief from mental fatigue and stress that can be associated with the office environment. They allow individuals to step away from their workstations to recharge and refocus, at intermittent periods throughout the day.



*Social Space
(Ground Floor),
with flexible
seating and large
areas of glazing
with views
towards nature*

Initiatives to support wellness and nutrition

To support healthy and sustainable eating patterns, Jo Cox More in Common Centre users are reminded of the following university-wide initiatives:

Meal breaks [N08.1]

The University supports a daily meal break for at least 30 minutes during the working day, for all employees who work more than 6 hours a day. Staff are encouraged to take this break away from their desk at the seating areas provided within the Jo Cox More in Common Centre, or at any of the indoor or outdoor seating and social spaces across the wider campus.

Nutritional education [N07.1]

Staff and students can learn more about nutrition and food growing by joining sessions on the university campus including chef-led cooking demonstrations and gardening and planting workshops. Sessions take place on a quarterly basis and dates are advertised on the University website under the [Gardening Spaces on campus](#) section.



Indoor planting and biophilia

Biophilic design has been central to the plan of the building. The large picture windows allowing views of the external landscaping and the canal bank and trees, help bring the outside world in. This combined with the provision of large, living plants and the preserved moss wall in the building entrance provide a visual connection with nature. All of the plants are cared for by Estates & Facilities staff to ensure they are maintained at optimum levels.

Gardening space [N12.1]

The University makes gardening space available on campus for all staff and students to grow and harvest their own fruit and vegetables. Gardening spaces are all within a 400m (0.25 mile) walk of the Jo Cox More in Common Centre and currently include:

- Staff and Student allotments – there are 11 raised planters available for food growing on the outdoor terrace of level 4 of the Schwann Building, which is open access during regular building hours and fully wheelchair accessible. There are also 12 raised planters based by the canal at the Woodland Walk, and 4 in the garden space behind the Joseph Priestley Building. All the allotment spaces include planting supplies, a watering system, plants and seeds, gardening tools and picnic tables. Staff and students can join the internal [Campus Allotment Group](#) on MS Teams, which allows group members to communicate and form groups to self-manage the planters.
- Kitchen Herb Garden – staff and students can pick herbs from the open access herb garden next to the Sir John Ramsden Court building. It is also possible to take part in tending the herb garden through organised sessions advertised on the [University website](#)
- Edible fruit bushes - staff and students are welcome to pick fruits from our edible fruit bush planters in the open access area next to the Edith Key building. These are fully wheelchair accessible.
- The Orchard – staff and students are welcome to pick fruits from the fruit trees growing in the open access area next to the Edith Key building.

All gardening spaces and edible landscaping are overseen by the in-house Grounds Maintenance team. All gardening spaces are open to regular occupants during regular university and building operating hours and during term time. More information about locations and access arrangements is on the [University website](#). To get involved or to be added to the Campus Allotment Group on Teams staff and students should contact the [Sustainability Team](#)

Available food growing space

Location	Food growing area
Staff allotment planters	16.5m ²
Kitchen herb garden planters	7 m ²
Edible fruit bushes planters	4 m ²
The Orchard	67m ²
Total space	94.5 m ²

In total there are 94.5 square metres of food production space within 400m of the Jo Cox – More in Common Centre, accessible to all regular building occupants. This includes 27.5m² of food growing space in planters, together with an orchard of fruit trees spanning across 67m².

The space in planters alone (excluding the orchard) equates to 0.11 m² per student for each of the 250 students regularly occupying the building, exceeding the 0.05 m² per student required under the WELL standard. With the orchard included, students will each have access to 0.37m² of gardening space and edible landscape.



Allotment planters



Edible fruit bushes

Initiatives to support movement and good posture

Workstation orientation [V02.5]

All eligible employees receive an orientation to workstations available to them in the space including training and education covering, at minimum, the following:

1. Ergonomic and adjustability features of a given workstation and their benefits.
2. Demonstration on how to adjust equipment and furniture based on individual needs.
3. Available resources that can be used for future reference and where to access them.

The orientation comprises the following resources:

Display Screen Equipment DSE Awareness Training

All users of DSE are required to complete an online training session and self-assessment through the University's Brightspace website. As an employer it is our responsibility to protect workers from the health risks of working with display screen equipment such as PC's, laptops etc. Brightspace can be accessed at [Homepage - University of Huddersfield](#)

Occupational Health resources – a range of specific guides and tools are available to all employees on the Occupational Health staffhub web pages including but not limited to helpful tips on posture, active working and workstation exercises [Display Screen Equipment \(DSE\) - University of Huddersfield](#)

Hygiene and dignity

Sharps boxes [\[W08.1d\]](#).

Regular users of the building may confidentially request a syringe drop box at no cost, which will be placed in a bathroom or other suitable location in agreement with the individual. Please contact [Student Services](#) to arrange confidentially.

WELL Building Tours [103.1]

We offer the opportunity to take a tour of the Jo Cox More in Common Centre to learn about how we have implemented the WELL Building Standard.

University Staff may book onto a Campus Awareness Tour arranged by the [People and Organisational Development team](#) [available on the Staff Hub under Human Resources] which will include a tour of the Jo Cox More in Common Centre and the wider campus.

Students and external visitors to the University may contact the Sustainability Team in Estates & Facilities by [emailing using this link](#) to be added to the waiting list for future tours.

Estates & Facilities and the Sustainability Team will aim to offer at least six tours a year across all interested audiences.



5. Security

Security Services team

The security of the Jo Cox More in Common Centre is monitored by the campus [Security Services team](#).

We have a safe campus but it's important that staff and students feel safe and secure all the times. To ensure our campus remains a safe place to study, work and socialise we have a dedicated security team, who work out of the Security Hub in the Harold Wilson Building, University Main Entrance.

The Security Hub is **open and staffed 24 hours a day, 365 days a year**, monitoring CCTV and to provide security advice and assistance. If any individual feels unsafe in any way, they should contact the Security team or go to the Security Hub where the staff will help, advise, and provide a Safe Space.

The Security Hub telephone number: **01484 472220** (internal university phones **extension 2220**). The emergency number **01484 472222** is also available on the back of every student and staff identification card.

The campus is also patrolled by Campus Support staff and Security Guards out of hours, who proactively work to provide a safe and secure environment for all students and staff and who will respond to all security incidents or concerns.

Building access control

Access to the Jo Cox More in Common Centre is restricted via the Access Control System.

- During business hours all staff and students can access the building through the security gates by swiping their ID cards on the card reader.
- Out of hours, access-controlled doors are controlled using a proximity card reader mounted external to the door, being controlled by swipe sensor to exit. Doors are secured using electronic controls within the auto door system.

To arrange special access outside of normal working hours please contact [Student Services](#) in the first instance, who will need to approve the access request.

Staying safe and secure

You can help keep the Jo Cox More in Common Centre safe and secure for all building users by:

- Correctly using the access control systems on the door and speed gates to swipe into and out of the building
- Not allowing others access to the building via tailgating
- Not using fire exits for general access and egress or leaving fire doors open
- Reporting any safety or security concerns you have – Security will take appropriate action and will ensure concerns are reported to the appropriate managers within the University.

- Reporting specific security incidents you have witnessed using the Incident Report Form
- Reporting lost Student or Staff ID cards – Security will immediately cancel access on the card, replacements will have to be authorised by your School and are issued at Library Reception.
- Reporting lights out on or around the building – Security will let the campus maintenance team know.
- Reporting anything else unusual that you notice no matter how small – as regular building users you will know best when something feels wrong

6. Emergency plans, information, and contacts

Calling for assistance or in an emergency

To report an emergency security matter or concern, call the University Control Hub on 01484 472222 or extension 2222.

In the event of an **immediate emergency**, such as **imminent threat to life** please call **999**. After a call to the emergency services it is suggested to immediately call the University Control Hub on 01484 472222 to inform the Security Team of the event so that they may provide assistance and implement University response procedures.

Control Hub staff are available 24 hours a day, every day of the year. They will coordinate the emergency response including (as appropriate):

- Guide an ambulance or fire engine to the building in the quickest way.
- Radio for on-the-ground staff and first aiders to assist (during business hours)
- Escalate to the building manager, senior staff, and other on-call staff as appropriate.

In an emergency call 2222 from any internal phone

Emergency contacts

University Security 24/7 (non-emergency)	01484 472220 or extension 2220 / 2221
University Security24/7 (emergency)	01484 472222 or extension 2222
Emergency services (police / fire / ambulance)	999
Police (non-emergency)	101
NHS (non-emergency)	111

Staying prepared for emergencies

- Report any problems you notice with any emergency equipment or systems to the Building Manager in [Student Services](#) in the first instance
- Ensure fire exits are always kept open and clear
- Ensure access for emergency services is always kept clear

Emergency and fire evacuation procedure and Staff responsibilities

The following procedure applies to the Jo Cox More in Common Centre, in line with procedure across the rest of the university campus:

- Each floor of the Centre is separated into designated search zones to be checked in the event of an evacuation.
- Within each zone a card indicating the area it covers and a fluorescent yellow evacuation marshal's identification vest are held within a wall-mounted holder.
- On fire alarm activation, the first member of staff to get to the wall-mounted holder for the zone they are in undertakes the role of an evacuation marshal by:
 - Collecting the card
 - Wearing the fluorescent yellow identification vest; and
 - Checking that zone for evacuation **if it is safe to do so**.
- In the event of the card having already been collected, other members of staff can check for the presence of the card for the **immediately adjacent zone only**.
- If the card for the immediately adjacent zone is still in place, this can be checked for evacuation **if it is safe to do so**. If the card has already been collected the other members of staff should evacuate the building.
- Once a zone has been checked for evacuation, the member of staff must report its status to the evacuation warden, positioned at the building's main entrance and wearing a fluorescent orange identification vest.
- The evacuation warden collates the reports from each zone to relay the necessary information to personnel responding, e.g., the fire service. The warden will also assign secondary duties once individual zone cards have been handed over.

Emergency equipment in the building

- The building is equipped with an automatic fire detection and alarm system. Should the fire alarm sound you should calmly make your way to the nearest exit, following the emergency exit signage, and head for the external muster point. **DO NOT STOP FOR BELONGINGS.**
- If you detect a fire, manual break glass call points are provided at all entrances / exits of the building. These break glass units should be manually activated to raise the alarm.
- In the event of a fire, the lift will be driven to their home floors as indicated on the cause-and-effect schedule, where it will stop and be immobilised so that it cannot be used. The doors will automatically unlock and stay open until the lift, or the fire alarm system is reset.
- Security alarms are only set out of hours and if they are activated, will automatically dial out for a response. The security alarm system incorporates 'Double Knock' features to limit malicious calls
- Disabled alarm facilities

Fire Evacuation Simulations / Tests

Fire evacuation practices will take place twice-yearly – firstly during the autumn term, then secondly during the spring term. This increases the opportunity for students, especially new students in the autumn term, being involved.

The practice evacuations are carried out when the building is most likely to have greater occupancy levels and is coordinated by the University Office for Health and Safety, in conjunction with the Building Manager. An evacuation report is provided by the Office for Health and Safety that will include actions or improvements required.

Building users will not be informed in advance of the tests

Fire Alarm Testing

The fire alarm system is tested on a weekly basis in accordance with British Standard BS5839-6:2019. The fire alarm test is carried out by a competent engineer as per the below procedure:

- Read manufacturer's instructions.
- Carry out the test at the same time every week.
- Make security aware of the test so the system can be put in test mode.
- Activate manual call point.
- Alarm will sound.
- Reset manual call point.
- Return to fire alarm control panel and confirm that the activated call point and the addresses are correct.
- If ok – silence the alarm and reset the fire alarm control panel.
- Rotate the tested call points on a weekly basis.
- Record details of test as per:
 - Date & time of alarm
 - Dates, times and types of faults and action taken
 - Points tested
 - Test activated at reception/security
 - Named and signed by engineer
 - Named and signed by supervisor
 - Submitted to estates Health & Safety to be saved to fire logbook

Fire alarm testing is carried out early morning before the building is occupied and should not normally impact building users.

7. Health Promotion Leader

University Health Promotion Leader [C07.2]

Siobhan Moss, Director of Human Resources

Siobhan Moss is the University's Director of Human Resources, as a member of the Vice Chancellor's Executive Group she has primary responsibility for the University's People First Strategy. Together with her Staff Wellbeing and Occupational Health Teams, she has responsibility for leading and overseeing the promotion of the physical, mental, and emotional health and well-being of all University colleagues.

Through ensuring appropriate health and wellbeing initiatives and support is in place and measuring effectiveness using staff wellbeing surveys and staff engagement surveys it is possible to report directly on the University's People First KPI relating to staff engagement and satisfaction. Staff engagement and satisfaction has a direct link to a member of staff's health and wellbeing. Progress against the KPI's is reported annually to the University's Council, Senior Leadership Team, and all colleagues.

8. Useful contacts

Estates Helpdesk

To report issues or get advice about building related matters, the Helpdesk operates Monday to Thursday 08.00 to 17:00, and Friday 08:00 to 16:00.

Email: estates@hud.ac.uk

Phone: 01484 472250

Estates online: <https://estatesonline.hud.ac.uk/>

Estates online is a self-service system that allows you to quickly report jobs yourself. For help registering to use the system for the first time and getting started see [Estates online-getting started](#)

Student Services

Designated Building Manager is Lee Felvus, Business Support Manager, contactable at:

Email: l.m.felvus2@hud.ac.uk

Phone: 01484 256421

Booking spaces in the Jo Cox Centre

For any enquiries, including booking requests.

Email: moreincommon@hud.ac.uk

Web: [Faith - University of Huddersfield](#)

Sustainability team

For more information about sustainability at the university

Visit the sustainability web pages: www.hud.ac.uk/sustainability

Email: sustainability@hud.ac.uk