Welcome to the Scottish Centre for Ecology and the Natural Environment, part of the Institute of Biodiversity, Animal Health and Comparative Medicine within the College of Medical Veterinary and Life Sciences of the University of Glasgow. We hope you enjoy working with us. The following information is to help you get the most from your time at SCENE.
SCENE has laboratory, office and experimental facility space as well as residential accommodation for use of visiting researchers. This short guide aims to give you a brief introduction to the main things you need to know about working and possibly living at SCENE.

All facilities are in regular demand so it is sensible to make contact with technical staff or the domestic bursar as early as possible to ensure access to your required facilities.

The principal staff contacts at SCENE are:

- **Director**
  - Prof Colin Adams
  - Ext. 223
  - colin.adams@glasgow.ac.uk

- **Operations Manager**
  - Mr Davy Fettes
  - Ext. 218
  - david.fettes@glasgow.ac.uk

- **Domestic Bursar**
  - Mrs Rona Brennan
  - Ext. 201
  - rona.brennan@glasgow.ac.uk

- **Technician**
  - Mr Stuart Wilson
  - Ext. 229
  - stuart.wilson@glasgow.ac.uk

- **Reception**
  - +44 (0)1360 870 271

- **Bookings email**
  - scene@bio.gla.ac.uk
Information for All SCENE users

Getting started

Arrival at SCENE
On your arrival at SCENE please make yourself known to the senior technician or domestic Bursar. We are in the two offices to the right of the front door. We will arrange your office / laboratory space, accommodation needs and computer access etc. and give you a brief induction to working at SCENE.

Contact details:
For safety reasons we are required to keep details of all SCENE users; please leave your contact details with the Bursar.

Research facilities
We have a number of laboratories and other facilities supporting research. Please make contact with David Fettes to arrange your research facility needs.

Research accommodation
The research bedrooms at SCENE are in high demand and it is essential to book in advance through the Bursar.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>3</td>
</tr>
<tr>
<td>Research Accommodation</td>
<td>6</td>
</tr>
<tr>
<td>Useful facilities in the local community</td>
<td>10</td>
</tr>
</tbody>
</table>
General Information

ANIMALS

No pets are permitted in SCENE offices, laboratories or residential accommodation (except guide dogs).

BIOSECURITY

The potential to introduce parasites, infections and new species from other sites to east Loch Lomond (or vice versa) through research or teaching activity is of considerable concern. We have policies in place to mitigate against the risk of this happening. Please read these and take the necessary precautions.

CAR PARKING

All vehicles parked at SCENE are done so at the owner’s risk. Please do not block the access yards to either building, or the entrance to the car parking area these need to be kept clear for emergency vehicles.

DISABILITY AWARENESS

Please contact the bursar or technical staff to advise if you have any special requirements that may be needed in the event of an emergency. We are required to prepare a Personal Emergency Evacuation Plan (PEEP) for anyone who needs assistance leaving the buildings in an event of an emergency.

ELECTRICAL EQUIPMENT

All electrical items brought into SCENE must comply with PAT testing they should be fitted with a correctly rated fuse, a correctly wired plug and a cable in good order.

All adaptors should be marked with the BS kite mark which is an indication that the adaptor conforms with EU legislation. If you are not sure about the adaptor please contact reception.

FIRST AID

SCENE staff are trained in basic first aid procedures and have access to first aid boxes. If you need assistance seek help from the Bursar or Technical staff.

FIRE PROCEDURE

SCENE has its own fire alarm system. If the fire alarm sounds, the following steps should be taken:

- You must leave the building immediately.
- If it is outwith office hours, someone should contact the assistant Fire Warden.
- Wait outside the building at the Fire Assembly Point until the Fire Service tell you it is safe to go back inside.
- DO NOT touch the fire alarm panel - a member of the Fire Service will deal with it.

Fire drills will be held at least twice during the year. Usually staff and residents will be notified of these drills in advance. The fire alarm system is checked once per week. The alarm will sound for around 10 seconds, there is no need to evacuate the building when this occurs. More details are to be found in the SCENE Fire Management Plan.
FIRE DOORS

Corridor doors are fire doors installed for your safety. These doors must not be propped open at any time. The building is supplied with fire extinguishers and fire blankets. This equipment is provided for the safety of all, please do not tamper with fire prevention equipment.

FIRE DETECTION EQUIPMENT

The laboratories, offices, hallways and all bedrooms are fitted with smoke detectors and kitchens are fitted with heat detectors. Tampering with smoke or heat detectors is dangerous and a very serious infringement of building safety.

INTERNET CONNECTION

There are internet connection points throughout SCENE and Wi-Fi in most places. This is provided through the University of Glasgow and a log of internet sites visited is collected by IT Services. University of Glasgow IT policy applies throughout SCENE including the residential facilities. Because of the relatively slow download speed it is not possible for you to download films of share files and this includes the use of Bit-torrent and other file sharing programs.

SAFETY

If you have an accident at SCENE you should report it to technicians or the domestic bursar as soon as possible. You will be required to complete an accident report form. If you become aware of any hazards or unsafe conditions at SCENE which may result in an accident please report this immediately. You will be required to complete COSHH and Field and Laboratory Safety statements for your work at SCENE. Please consult your immediate supervisor, academic sponsor or technical staff for help with this.

SECURITY

Keys should be kept secure at all times. You should lock your office or room when it is not in use. All external doors must be secured after 5 pm and throughout the weekends. Please return your room keys if you are leaving SCENE.

SMOKING

SCENE operates a strict No Smoking policy within all areas within the buildings. For the comfort of all please do not smoke by the door to the building and please dispose of cigarette ends responsibly.

TRANSPORT

SCENE cannot be reached by public transport. There is a bus service to Balmaha from Balloch, see timetable:  
http://www.mcgillsbuses.co.uk/mcgills-bus-timetables/309-alexandria-to-balmaha.aspx
and a very regular train service from Glasgow to Balloch see timetable:  
http://www.scotrail.co.uk/content/timetables-connections
Research Accommodation

RESEARCH ACCOMMODATION BOOKING

The research bedrooms at SCENE are in high demand and it is essential to book in advance through the Bursar.

RESEARCH ACCOMMODATION FACILITIES

Most bedrooms are en suite and are provided with a bed, desk, chairs, wardrobe, curtains, desk lamp, pillows, duvet, bed linen, bookshelves, telephone, waste bin, and Wi-Fi internet. There are shared cooking and laundry facilities. YOU will need to provide towels, soap, toilet roll and bathroom and shower cleaner.

FIRE PROCEDURE

SCENE has its own fire alarm system. If the fire alarm sounds, the following steps should be taken:

You must leave the building immediately

- If it is outwith office hours, someone should contact the Assistant Fire Officer or a Fire Warden.

You should comply with the instructions given by the Fire Officer or Fire Wardens - this is for your own safety

- Wait outside the building at the Fire Assembly Point until the Fire Service tell you it is safe to go back inside.

- DO NOT touch the fire alarm panel - the Assistant Fire Officer will deal with it on the advice of attending Fire Service personnel.

Please familiarise yourself with the fire evacuation route from your accommodation and with the Fire Management Plan document (see Appendix A).

Fire drills will be held at least twice during the year. Usually staff and residents will be notified of these drills in advance. The fire alarm system is checked once per week. The alarm will sound for around 10 seconds, there is no need to evacuate the building when this occurs.

FIRE DOORS

Corridor doors are fire doors installed for your safety. These doors must not be propped open at any time. The accommodation facilities are supplied with fire extinguishers and fire blankets. This equipment is provided for the safety of all, please do not tamper with fire prevention equipment.

FIRE DETECTION EQUIPMENT

The bedrooms are fitted with smoke detectors and kitchens are fitted with heat detectors. Tampering with smoke or heat detectors is dangerous and a very serious infringement of building safety.

HEALTH AND SAFETY

Please report any issues that may impact on health or safety immediately to the Bursar.
Cleaning

All residents are responsible for the cleanliness of their bedrooms, shower and toilet to a reasonable standard. We provide vacuums for this purpose. There are some tips on what is expected:

**Grill Pans** - Pose a serious fire risk if not cleaned so they must be kept clean at all times as they. You should line your grill pan with tin foil and replace the foil regularly.

**Cooker Hob** - Clean after each use and thoroughly clean each week. Use a cleaner designed for hob/ovens.

**Kitchen Wall tiles**— Clean with some soapy water and a cloth, then wipe down. This helps to remove a build-up of grease and dried in foods.

**Microwave**— Clean outside and inside regularly, including the plate which can be removed and washed separately. Cover all food being cooked and do not put metal such as tinfoil in it.

**Oven**— Cook food using a tray/oven proof dish and use aluminium foil to capture oils and grease. Regularly clean bottom of oven and grill pan to avoid built up of grease/food items.

**Fridge/ Freezer**— Throw out foods that have expired to avoid smell. Clean shelves and doors with a damp cloth. Avoid ice building up in the freezer as excessive ice can break the fridge. If you are to be away for a period of time, empty any food that will be out of date soon before you leave.

**Worktop**— Clean after use and thoroughly clean each week to prevent a build-up of grime.

**Bin**— Empty regularly and use a re-fuse sack inside the bin. Don’t leave rubbish around it attracts mice and insects.

**Floor**— The floor should be cleaned at least once a week to avoid a build-up of dirt. Use the Vacuum to clean the carpet. If you spill anything, clean it up immediately to avoid stains.

SCENE Staff ACCESS TO ROOMS

During your stay, access is usually required to your bedroom by various members of university staff. As part of our HMO (Houses of Multiple Occupancy) Licence, we have to carry out regular servicing of facilities throughout the year. To carry out these services contractors will need access to your bedroom. You will be notified at least 24hrs beforehand via e-mail and/or min person.

ABSENCE FROM THE RESIDENCES

Please inform your fellow residents if you intend to be away from your residence for longer than one night. If longer than 3 nights please inform the Bursar.

GUESTS

Guests may stay in your room for a maximum of three nights. In order to comply with fire safety regulations they must be registered with the Bursar.
NOISE

Please show consideration for other residents at all times. At all times, keep televisions, radios, stereos, etc. at a low volume and shut doors quietly. Please keep noise levels to a minimum after 9.00pm and endeavour to have silence after 11.00pm.

Banned Items

The following items are not allowed in your bedroom for safety reasons

<table>
<thead>
<tr>
<th>Item</th>
<th>Banned from Bedroom/Residential Areas</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal heaters, including electric blankets.</td>
<td>Residence</td>
<td>Fire Risk</td>
</tr>
<tr>
<td>Candles, incense burners</td>
<td>Residence</td>
<td>Fire Risk</td>
</tr>
<tr>
<td>Deep fat fryers</td>
<td>Residence</td>
<td>Fire Risk</td>
</tr>
<tr>
<td>Plug in Air Fresheners</td>
<td>Residence</td>
<td>Fire Risk</td>
</tr>
<tr>
<td>Electrical cooking items, kettles, toasters, rice cookers.</td>
<td>Room</td>
<td>Fire Risk</td>
</tr>
</tbody>
</table>

DISPOSAL OF REFUSE AND PERSONAL ITEMS

Although we encourage recycling at SCENE we do not have recycling facilities in place. Thus you must dispose of recycled materials regularly to avoid build-up of refuse.

Balmaha is the nearest re-cycling facility.

All household waste should be disposed of in the bin areas provided. At no time should black bags be obstructing corridors or exits.

**Broken glass** should be disposed of carefully in bins provided in every kitchen.

**Condoms** should be wrapped in several sheets of tissue paper and placed in the bin. Please do not flush condoms down the toilet, as they can cause problems with the septic tank.

**Needles and syringes** (e.g. for the treatment of diabetes) should be placed in safety disposal bins – please ask the Bursar.

**Razor blades** should be returned to safety packaging wherever possible before being placed in the bin. If this cannot be done, please wrap them in several layers of tissue or other paper.

**Sanitary towels** should be disposed of in the designated units provided in the toilets. These units are emptied regularly. Tampons should be disposed of in the same way. Please do not flush these items down the toilet, as they can cause problems with the plumbing and the septic tank.
Scalpel blades used for graphic design or craft work should either be placed in an empty can (e.g. drinks can) and placed in the bin, or placed in the sharps box located in the research laboratory.

Solvents, acids and toxic chemicals SCENE has a septic tank system for waste water treatment so please do not put any material down the sink which might interfere with effective septic tank operation. Please speak with technical staff for guidance on chemical disposal.

Food should not be put down sinks, please ensure you use the bins provided

LIGHT BULBS

Light bulbs are replaced by the university maintenance staff please contact the bursar.

DAMAGE RECHARGE POLICY

SCENE will seek reimbursement, from the occupier, for any loss, damage or vandalism to the property, fixtures, fittings, furniture and equipment caused by the occupier or their visitors.

Important things to note:

Please do not hang posters on the room walls without consulting the Bursar in advance.

Do not leave your window open when you are not on site. Rainwater can cause considerable damage to furnishings and personal belongings.
Useful facilities in the local community

**BANK**
The nearest bank is the Royal Bank of Scotland in Drymen. This has an external ATM machine providing cash.
Tel: 01360 660260

**DENTISTS**
9-11 Main Square
Main Street
Drymen
G63 0BJ

Tel: 01360 661097
http://www.drymendentalpractice.co.uk/index.php

**DOCTOR**
2 Old Gartmore Road
Drymen
G63 0DP
01360 660203
http://www.drymenhealthcentre.co.uk/index.aspx

**POLICE STATION**
Buchanan St
Balfron
Glasgow
G63 0TW

In an emergency call 999 or to contact this particular police station call 101

**HOSPITAL**
The nearest hospital for emergencies is the Forth Valley Royal Hospital
Stirling Road
Larbert
FK5 4WR

Tel: 01324 566 000
http://www.nhsforthvalley.com/forthvalleyroyal/home

**SUPERMARKETS**
The nearest full supermarket is the “Co-Op” in Balloch about 30 minutes drive by car. There is a smaller village store in Balmaha (10 minutes drive) and a slightly larger one in Drymen (15 minutes drive).