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 your work 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:

<table>
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<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Prof Colin Adams</td>
<td>223</td>
<td><a href="mailto:colin.adams@glasgow.ac.uk">colin.adams@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Mr Davy Fettes</td>
<td>218</td>
<td><a href="mailto:david.fettes@glasgow.ac.uk">david.fettes@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Domestic Bursar</td>
<td>Mrs Rona Brennan</td>
<td>201</td>
<td><a href="mailto:rona.brennan@glasgow.ac.uk">rona.brennan@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Technician</td>
<td>Mr Stuart Wilson</td>
<td>229</td>
<td><a href="mailto:stuart.wilson@glasgow.ac.uk">stuart.wilson@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Reception</td>
<td></td>
<td></td>
<td>+44 (0)1360 870 271</td>
</tr>
<tr>
<td>Bookings email</td>
<td></td>
<td></td>
<td><a href="mailto:scene@bio.gla.ac.uk">scene@bio.gla.ac.uk</a></td>
</tr>
</tbody>
</table>

**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 and laboratory space, accommodation needs, computer access etc. and give you a brief induction (see below) 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. We have a system to book access to these facilities. Please see a simple application form that helps us manage possible conflicting needs. You can find this form and more details here: https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/contact/bookingenquiries/research/

To discuss your immediate needs please make contact with David Fettes.

**Research accommodation**

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

ANIMALS
Pets are not normally permitted in SCENE offices, laboratories or residential accommodation (except guide dogs). In exceptional circumstances, however permission may be given to bring dogs in to the building. Please consult with the Bursar.

AQUARIUM
SCENE has an aquarium facility for housing fish and freshwater invertebrates for research and training. This facility uses untreated water brought from Loch Lomond by pump. The safety of the animal which depend upon this water is protected by having an alarm that detects if the water supply stops. You should familiarise yourself with the alarm and if it sounds then you should alert the technical staff, the Bursar or the Director of SCENE.

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. You can find out about this policy here: https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/staffinfo/

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.

DIVERSITY AND TOLERANCE
The University of Glasgow has well defined policies on diversity, racial, gender and sexual orientation tolerance and policies on bullying and harassment in the workplace. People working and living at SCENE must conform in full with these policies. The full policy documents can be found at: https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/

If you feel that you have been the victim of any of tolerance or harassment issues than you should speak to either your immediate supervisor, the Director of SCENE or the Director of Institute.

ELECTRICAL EQUIPMENT
All electrical items used at 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. The only exception to this is personal equipment of low power rating.
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.

EXPENSES

You may incur some expenses related to your research work or from living at SCENE. If you do, then you need to reclaim them through the appropriate University of Glasgow processes. What is and is not a legitimate expense claim and how to claim expenses is described clearly in the following websites:
https://www.gla.ac.uk/myglasgow/finance/payandpensions/expensesprocedures/

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 report this to the Fire Warden, or in his/her absence, the Fire Officer or the Director of SCENE.
- 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 & Rescue 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.
https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/staffinfo/

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.

INDUCTION

On your first arrival at SCENE you will be given a brief induction to how SCENE operates. This document forms part of this induction. In the first instance you should report to the Domestic Bursar who will arrange induction.
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.

POWER SUPPLY

The power supply at SCENE in common with the rest of the UK is 240V 50 Hz A.C. The cabled power supply is however prone to interruption particularly during storms. Thus SCENE has a generator backup supply. This however does not cover all electrical functions at SCENE. Thus when power is interrupted the generator may not supply your office or bedroom.

PURCHASING GOODS AND SERVICES

Purchasing of goods and services at SCENE strictly follows the purchasing practice of the wider University of Glasgow.

A link to general University of Glasgow purchasing policy is provided here:
https://www.gla.ac.uk/myglasgow/procurementoffice/

Purchasing in the Institute of Biodiversity Animal Health and Comparative Medicine is effected through the finance office of the College of Medical Veterinary and Life Sciences. More information on how purchasing is conducted is provided here:
https://www.gla.ac.uk/colleges/mvls/informationforstaff/finance/mvlsfinancehub/

If you are a resident at SCENE, then you may recommend the purchase of items to make your stay more comfortable. In the first instance consult with the Domestic Bursar.

RESEARCH FACILITIES

Access to research facilities both within the buildings and in the woodland around SCENE is managed to avoid conflict between multiple users. To get access to facilities you need to make a short and simple application. This allows us to consider the implications for other users’ research programmes. A link to the form needed and where to send it is here:
https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/staffinfo/

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 academic supervisor – it is her/his responsibility to ensure that this is completed.

A full copy of Safety Policy for the University of Glasgow College of Medical Veterinary and Life Sciences can be found here:
https://www.gla.ac.uk/colleges/mvls/informationforstaff/healthsafety/

A copy of institute policy can be found here:
https://www.gla.ac.uk/researchinstitutes/bahcm/studentstaff/admin/healthsafety/specifcsafety
SCENE fieldwork risk assessment forms can be found here:
https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/staffinfo/

COSHH assessment forms can be found here:
https://www.gla.ac.uk/myglasgow/seps/forms/

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.

TELEVISION
SCENE purchases a television licence on behalf of the residents living here and televisions are provided in some of the living room areas.

TOOLS
SCENE has specific policies on the safe use of hand tools and powered tools, please follow these. SCENE policy can be found here:
https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/staffinfo/
If in any doubt discuss with your supervisor or SCENE technical staff.

TRANSPORT
SCENE cannot be reached by public transport. There is a bus service Route 309 to Balmaha from Balloch this is run by the bus company “SPT”, see timetable:
and a very regular train service from Glasgow Queen’s Street station to Balloch Central station see timetable:
https://www.scotrail.co.uk/plan-your-journey/timetables-and-routes

VEHICLES
There are a number of vehicles at SCENE for work use. However, there are restrictions on their use. All drivers need to be registered with Transport Services before using any vehicle. To do this they will need to hold a UK licence, be over 21, have held a full licence for 2 years and will need to sit a short driving competency test. The technical staff can arrange this for you. Driving test request forms can be found here:
https://www.gla.ac.uk/media/media_169344_en.pdf

There are some specific restrictions on some driving related activities.
In summary these are:

- You must fill in a vehicle log for every journey or for any section of a journey where the driver changes (for example when sharing driving duties).
- You may NOT drive off-road without specific off-road training (this includes any unpaved road surface including farm and forestry tracks)
- You cannot tow any trailer with a university vehicle unless you have both categories B+E on your driving licence and then only with express permission of Transport Services.
- You may only use UoG vehicles for work purposes – if you are in any doubt consult technical staff.
- You must obey the speed limits for any road you drive on. All vehicles have trackers and these will record vehicle speed. Any infringements of speed limits are likely to result in your being prevented from driving in future.

Some details are provided by Transport Services here:
https://www.gla.ac.uk/myglasgow/transportservices/drivingassessment/

If booking a SCENE vehicle, you must:

- Enter leaving and return times and destination in the diary in the SCENE foyer.
- You cannot book a vehicle for more than 3 days – if you need longer then speak with the technical staff.
- Ensure that you return the vehicle in good time for the next booking – remember that the next booking may have been made at short notice whilst you were away.
- Return the vehicle clean and tidy.
- Check oil, tyres and coolant levels before you leave.
**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. This can be found here:  

[https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/staffinfo/](https://www.gla.ac.uk/researchinstitutes/bahcm/researchfacilities/scene/staffinfo/)

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

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<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>Personal electrical cooking items, kettles, toasters, rice cooksers.</td>
<td>Residence</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 branch is the Bank of Scotland 133 Main Street Alexandria G83 0NX. This has an external ATM machine providing cash. Tel: 01389 822919
| **DENTIST** | 9-11 Main Square Main Street Drymen G63 0BJ Tel: 01360 661097 [http://www.drymendentalpractice.co.uk/index.php](http://www.drymendentalpractice.co.uk/index.php)
| **DOCTOR** | 2 Old Gartmore Road Drymen G63 0DP 01360 660203 [http://www.drymenhealthcentre.co.uk/index.aspx](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 [http://www.scotland.police.uk/police-stations/forth-valley/balfron-police-office/](http://www.scotland.police.uk/police-stations/forth-valley/balfron-police-office/)
| **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](http://www.nhsforthvalley.com/forthvalleyroyal/home)
| **PETROL STATION** | The nearest filling station is in Alexandria, 200 Main St Jameston, Alexandria G83 8PW |
| SUPERMARKET | 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). |