

Rules & Procedures

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General

Sheffield Hallam University's Responsibility

Sheffield Hallam University will not be responsible for any loss or damage to personal belongings or equipment. All items left in The Hatchery are done so at the owners' risk. Do not leave valuables unattended at any time.

It is the individual's responsibility to ensure that, if required, personal belongings or equipment are insured.

Housekeeping

Occupiers must ensure their working area is left in a clean and tidy condition at the end of their working day and all equipment/resources used must be returned to their original location.

Visitors

On arrival all visitors must report to Workstation reception and sign in. You will be contacted immediately of their arrival and will be required to collect your visitors and take them to your location. You must keep your visitors with you at all times and take responsibility for their actions. Please ensure that you escort your visitors to the exit at the end of their visit.

Visitors are requested to sign in on arrival and out on departure at reception.

Car Parking

Car parking is not available on the premises, occupiers are requested to make their own arrangements should parking be required.

Smoking Policy

Workstation has a 'No Smoking' policy within the building. You are requested to also refrain from smoking outside the main entrance.

Cigarette bins are situated outside 24 hour access door for your convenience, next to the Showroom.

Dishonesty & Borrowing

Anyone found stealing or unlawfully using the property of others will automatically have their contract terminated. If necessary the Police will be informed. Should you need to borrow an item from another desk then please make sure you put it back after use. All businesses using The Hatchery are advised to ID mark valuable equipment they may bring into the unit to prove ownership should this be required.

Problems With Equipment/Facilities

If you have any problems with the equipment/facilities provided in The Hatchery please contact the Enterprise Centre either by phone (0114 225-5000) or email (thehatchery@shu.ac.uk).

Lost & Found Items

Should any equipment go missing or if you find an item that doesn't belong to you please contact the Enterprise Centre either by phone (0114 225-5000) or email (thehatchery@shu.ac.uk).

Using The Hatchery

Allocating Workspace

Occupiers may use one desk at any one time and are reminded the facility is to be used for business purposes only. The Hatchery is a hot-desking facility, occupiers may be requested to book a desk through the Enterprise Centre (0114 225-5000) at least 24 hours beforehand at times of high use.

Access to The Hatchery

Access into Hatchery can be made via staff at the Enterprise Centre or through the reception at Workstation.

The Hatchery is open 24 hours 7 days a week. Please note that outside office hours (8:45am - 5:30pm) you will require your security card to access The Hatchery. You should not let anyone in behind you when entering the building and keep your card with you at **all times**.

Please be careful not to lock yourself in The Hatchery at anytime, and ensure all windows are closed before leaving The Hatchery.

For safety and security reasons we ask that you sign in and out whenever using the room.

Using Equipment/Facilities

The equipment/facilities in The Hatchery are for business use only, anyone found using the equipment/facilities for any other purpose or conducting their business in an unprofessional manner are at risk from having their contract terminated. Please therefore conduct your business and behave in a manner that The Hatchery/Sheffield Hallam University consider appropriate.

Should any of the equipment/facilities get broken or damaged due to misuse, or go missing the cost of the item will be invoiced to the person(s) responsible. If there is no person liable then the cost of this will be split between all members.

Use of Telephones

There is one telephone installed, allowing local and national calls to be made. These phones are to be used for outgoing business calls only, and must be directly connected to your business. If you are found making personal calls, we will recharge the cost of the calls to you and, depending on the circumstances, reserve the right to terminate your contract. Please note that premium and international calls cannot be made from these phones.

There is a phone available that can be booked for marketing purposes 24 hours in advance through the Enterprise Centre on 0114 225 5000.

Software Security

You are advised to make a daily back-up of all your work and take it home with you, a DVD writer is available for you for this purpose. For your own security, do not save any files to the computer drives as others may have access to them.

Security

Security Cards

The swipe cards are the property of the Workstation and you **must not** exchange or transfer cards at any time. The card has to be returned to Enterprise Centre at the end of your agreement date. Your deposit will be refunded to you once the card has been returned in the same condition given to you. A cost from your deposit will be deducted if the card is damaged or lost.

Entry Doors

The main entrance door to the Workstation is on Paternoster Row and should be used during normal office hours. The 24 hour access door should be used outside normal office hours and is situated next to The Showroom Cinema on Paternoster Row.

Fire Doors and Windows

All fire doors are alarmed 24 hours a day and are to be used in case of an emergency.

All windows in communal areas are checked for closure each evening, after that it is the responsibility of all occupiers to ensure that The Hatchery windows are closed when they leave.

Security Patrol

There are guards who patrol the building outside office hours. They are the first call for most alarm activations.

Please note, there is Police response to alarm activation, Security Guards will inform the police if a crime has occurred upon investigation.

Additional costs incurred through negligence or unauthorised entry will be charged to the person(s) responsible.

Closed Circuit Television

The building's entrances and other areas are monitored by security cameras, which are video-recorded 24 hours a day.

Safety

Fire Assembly Point

This is situated across the road to the left of the Students Union Hubs, next to the stone balls.

Fire Officers

There are no appointed fire officers to The Hatchery. In the event of a fire, you are requested to evacuate the premises immediately by using the nearest fire exit and report to the fire assembly point. This is to the left of Student Union Hubs.

Fire Alarm

If the fire alarm sounds (other than for a pre-informed test) you should exit using the most natural route - if this route is blocked for any reason one of the alternative exits should be used.

On Discovering a Fire

Should you discover a fire, you must:

- Sound the alarm by operating the nearest call point;
- Call reception so that the fire service can be summoned;
- Leave the building by the nearest exit and close all doors behind you;
- Report to the assembly point.

Please Note:

You have to observe all SHU regulations and codes whilst on the premises of Workstation. You can find SHU regulations and codes on the [student intranet](#).