



LSCS Safe Haven User Agreement

TO BE READ BY ALL EXTERNAL VISITORS ACCESSING THE LSCS SAFE HAVEN

Before You Visit the SLS-DSU & Safe Haven - you should:

1. Read this updated user agreement and confirm your consent on your Safe Haven login screen
 2. Read the NRS 'Guidance for contractors' document – emailed to you pre-induction
 3. You should have up to date IG training and have SLS Approved Researcher status
 4. Have signed the SLS Undertaking Form and completed a Census Confidentiality Undertaking Form (if not, please contact Greg.Blackadder@nrscotland.gov.uk)
 5. You should have been made aware of the sanctions you and your project team will incur by non-compliance of this User Agreement (via your Support Officer).
 6. Agree you will only visit the SLS-DSU if you do not have symptoms suggestive of COVID19 within 7 days prior to your booking
 7. You agree that if you have been in contact with someone who has tested positive, you must not come into the Safe Haven for 7 days and following a negative lateral flow test
 8. We suggest that you take a lateral flow test before visiting the Safe Haven
 9. We suggest you undertake a 'Returning to Work' induction or guidance from your own institution
 10. **In case of fire: follow the guidance of the SLS staff to exit the building safely.**
 11. **In case of a health emergency or you begin to feel unwell: inform a member of the SLS Team. Use Ladywell Health Centre in case of an emergency.**
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On Arrival

12. The Safe Haven core hours are 9am-5pm Mon-Fri (dependent on staff cover). Booking is via the LSCS Administrator angela.fallon@ed.ac.uk The safe haven may be available from 8.30am at the discretion of SLS staff on Mon-Wed. You will be given a timeslot when you book the safe haven and must adhere to your times as closely as possible in consideration of NRS systems.
13. Please do not sign yourself in using the folder at reception. The staff on reception will take note of this for you. They may issue a visitor pass which is to be returned at the end of the day.
14. On arrival, let reception know who you are. For a first visit, Reception will contact a member of the team to escort you. On subsequent visits, you will make your own way to the safe haven (1/G/11 & 1/G/12). Please let SLS staff know that you have arrived. You should always maintain social distancing throughout your visit. It is not a requirement to wear a mask in the building. The safe haven windows may be open to allow better air circulation and an air quality monitor will be operating.

SLS-DSU & Safe Haven

15. As you enter the SLS-DSU please be mindful of maintaining social distancing in the vestibule and immediate entrance to both the SLS-DSU and safe haven. Restricted areas are clearly marked and you should not approach staff desks.
16. Please use the hand gel sanitiser as you enter the SLS-DSU even if you have used the hand sanitiser at Reception.
17. Your user id and password will be sent via email for access that week.
18. **You are not permitted to bring anything into the safe haven (apart from your phone – kept in a pocket).**
19. The use of laptops or tablets within the safe haven room is not allowed (a smartwatch is permitted).
20. You may use the lockers for all bags - you should wipe down your locker and key before/after use.
21. You may use the coat stand within the safe haven room.
22. **You must not use your phone or any other devices to take notes, photos or recordings in the safe haven or remove or copy data from the safe haven by any other means.**

23. It is preferable for your notes to be kept digitally within your project space. However, your project notebook will be stored in the safe haven cupboard. You may use your notebook during your visit and return it to the cupboard before you leave. The folders are filed alphabetically by researchers' surname. Please sanitise your hands before accessing the folders. Your folder should not be removed from the safe haven.
24. No personal notepads/paper should be brought into the safe haven.
25. No papers (including articles) are allowed in the safe haven. Digital versions can be emailed to your SO to be saved in your project folder for reference
26. Please use the wipes provided to sanitise your desk, keyboard and mouse on arrival. In addition, if you touch any other surfaces, please use the wipes provided to 'clean as you go.'
27. If you need to ask your SLS SO for help, you should not approach their desk but stay at the entrance to the SLS-DSU and get their attention. There will be a clearly marked area which should not be crossed. If the SO is not in the SLS-DSU that day, please call them on your mobile or email them.
28. You are permitted to move unescorted from the safe haven room to the ground floor toilets and kitchen only, however (if issued) you must wear your NRS visitor badge as well as your University or other approved photo-id at all times and let a member of the SLS team know when you are leaving. You must follow the guidelines for sanitising in the kitchen and label and dispose of all items in the fridge by the end of the day. Please note there may be others using the toilets so maintain social distancing or wait outside until they have exited.
29. You are welcome to use the tea and coffee beside the lockers, but please clean your cup after use.
30. Should you require to print, please discuss with SLS staff as it may be possible in certain cases. The print out will be shredded at the end of your visit as it is considered an intermediate output.
31. The safe haven should be considered a quiet zone. If you would like to use headphones to listen to music you may use an analogue radio, mobile phone or portable cd player but no large devices with access to the internet. If using your mobile phone to listen to music it should be kept in your pocket (not on the desk).
32. To use MLwiN you must already have registered with them via their online registration form, otherwise we cannot provide you with access to this software under the terms of their license agreement.
33. The safe haven operates a booking system and current practice is to book through the LSCS administrator angela.fallon@ed.ac.uk by 10am the Wednesday of the week prior to access.
34. If you leave your workstation unattended (ie. to use the toilets, kitchen to make/receive a call or leave the building) please ensure that you either log out or activate the screen saver. Please alert a member of SLS staff that you are exiting the room and they will close the door if there is no one else in the safe haven. Please wipe down your keyboard, desk and mouse at the end of the day.
35. **Under no circumstances should external devices be connected to SLS equipment.**
36. **Under no circumstances should you remove or transmit any data from the safe haven.** The safe haven workstations have monitoring software installed that will block and log any attempt to access, upload or download software or data via external devices. This log will be monitored throughout your visit.
37. Stage (1) Pre-publication Outputs may be requested in order to produce Stage (2) Publication Outputs. The SLS-DSU no longer offers intermediate outputs (instead the creation of synthetic data is offered to projects). As such, at the end of your visit, you may not take away any uncleared output. If you require Stage (1) Pre-publication Outputs to produce Stage (2) Publication Outputs please apply SLS statistical disclosure control (SDC) rules and clearly describe/label your output e.g. give details of variables you have derived and the samples used. Complete the Pre-publication Outputs form and email your SO to describe what it is. Your SLS SO will apply SDC to clear your outputs as soon as possible thereafter, and will try to clear within 10 working days. However, Stage (1) Pre-publication Outputs that are lengthy and/or not clearly described can take longer. Stage (1) Pre-publication cleared outputs will be encrypted and emailed to you. Your SLS SO cannot clear Stage (2) Publication Outputs. These are cleared by the NRS Data Custodian and you should allow 15 working days.
38. At the end of your visit, leave by the back door opposite reception. Please inform NRS reception that you are leaving.

Current advice to minimise the spread of coronavirus is set out [here](#) by the Scottish Government

PLEASE CONTACT YOUR SUPPORT OFFICER IF YOU HAVE ANY QUESTIONS