

# SLS SAFE-SETTING PRE-VISIT INSTRUCTIONS

TO BE READ BY ALL VISITORS PRIOR TO ACCESSING  
THE SAFE-SETTING



## BEFORE YOUR VISIT

1. Please read these pre-visit instructions. If anything isn't clear, **please ask**.
2. You **MUST** have:
  - a. Valid ONS Safe Researcher Training (within 3 years of pass date)
  - b. SLS Approved Researcher status
  - c. Signed the SLS Undertaking Form
  - d. Completed a Census Confidentiality Undertaking Form (if not, please contact [Greg.Blackadder@nrscotland.gov.uk](mailto:Greg.Blackadder@nrscotland.gov.uk)).
  - e. If you're a student, a Student Accreditation Form signed by your supervisor
3. You should be aware of the sanctions that you and your project team will incur by non-compliance with Safe-Setting User Agreement, these were in the annex of the Undertaking Form you have signed.
4. Please make your SLS Support Officer (SLS SO) aware if you have accessibility or assistive technology requirements, or have any severe allergies, prior to your visit and we can discuss how this could be supported in the safe-setting.

## BOOKING YOUR VISITS

- The Safe Haven core hours are 9am-4pm Mon-Fri (dependent on staff cover).
- Booking is via the LSCS Administrator: [Sandrine.Flower@ed.ac.uk](mailto:Sandrine.Flower@ed.ac.uk)
- Bookings must be made by 10am the Wednesday of the week before you wish to access the safe-setting so security can be notified in time.
- You will need to provide arrival and departure times for your visit, please adhere to these times.
- If you need to cancel your visit, notify us ASAP as staff may be travelling in for this.
- When you make your first booking to visit the safe-setting, please state that it is your first visit and the LSCS Administrator will book you a short induction with your SLS SO at the start of your first visit.
- If you need to book for yourself and another team member(s) please notify us at the time of booking so other users can be informed of potential distraction or noise.
- You will be sent an Outlook Calendar invite - please accept this to confirm your booking. Note - we do not routinely send out reminders of your booking.



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THE SAFE-SETTING – **CONTINUED**



## ARRIVAL

- National Records of Scotland (NRS) Staff will sign you into and out of the building when you arrive or leave (either at lunch or the end of the day). You may be asked to show ID (your student/staff university ID can be used for this). We provide NRS with a list of researchers booked in for the week so there is no need to sign the visitor folder.
- Once they've signed you in, the NRS staff will either escort you to the SLS office, or ask you to contact a member of SLS staff to come and meet you at reception.
- If you have any issues please contact an SLS staff member (a phone number will have been provided in your welcome email).

## HEALTH & SAFETY INFORMATION

- Please do not attend your safe-setting booking if you are unwell, have cold/flu symptoms or may still be infectious following an illness. Please inform the LSCS Administrator ([Sandrine.Flower@ed.ac.uk](mailto:Sandrine.Flower@ed.ac.uk), cc in [Angela.Fallon@ed.ac.uk](mailto:Angela.Fallon@ed.ac.uk)) who will cancel your booking.
- In case of a health emergency or if you begin to feel unwell during your visit, inform a member of the SLS Team.
- Hand sanitiser and surface wipes are provided for sanitising hands and workstations, please help yourself.
- The SLS office and safe-setting have windows which can be opened and air purifiers, feel free to open windows or ask staff to turn the air purifiers on.
- Please be aware of the fire procedures at New Register House (NRH):
  - In the event of a fire alarm, exit immediately via the nearest fire exit (this will be the way you entered NRH).
  - The fire evacuation meeting point is outside of General Register House by the horse statue (opposite The Balmoral). If unsure, check this with SLS staff.
  - Please note - the fire alarm is tested in NRH every Tuesday at 10am.
- If you have any further concerns/questions about public health measures or health and safety, please ask a member of SLS staff.

