

# SPACE DERBYSHIRE

## TOUCH DOWN CENTRE

[www.derbyshire.gov.uk/spacederbyshire](http://www.derbyshire.gov.uk/spacederbyshire)

# User Guide

Manual, Signing In Log and  
Comments Sheet



 **DERBYSHIRE**  
County Council  
Improving life for local people

# Work Station Equipment

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- A desk;
- A chair;
- Access to and use of a telephone;
- Adequate space, heating and lighting;
- Access to a desktop computer or the facility to use your laptop computer;

# Booking arrangements

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- Booking will be via the main reception within the centre or on a drop in arrangement which will be on a first come first served basis. Arrangements for booking should be confirmed via the Touch Down Centre location mapping system on d net;
- Once you are in the building you must make yourself known to reception, sign the visitors book and inform them that you will be using the Touch Down facilities;
- At the Touch Down Centres a register will be available and users must sign in and out on each visit. Signing the log will be a declaration that you have read the contents of this document and comply with the Authority's working practices policy and the rules and regulations of the site.

# Code of Conduct

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- Work in a professional manner and use the facility for normal office use;
- Adhere to the rules and regulations of the building;
- Comply with the Authority's Health and Safety, Data Protection, computer and other associated workplace policies;
- Show consideration for other users by ensuring that the work station is left clean and tidy;
- Do not leave any personal belongings at the work station even if you are re-visiting the centre later or the next day;
- Ensure that all records are secure and that data is safe and confidentiality is maintained at all times, some work areas are public open spaces;
- Wear your identification badge at all times.

# Health & Safety

## Fire Evacuation

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- It will be the responsibility of the users to adjust the set up of the station to meet their individual H & S requirements,
- It is the user's responsibility to ensure that they are fully aware of the evacuation procedure the location of the fire exits and protocols within the building on arrival,
- In the event of a fire you should make your way to the assembly point and report to the appointed person.

# I.C.T

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- Each desk has a desk top computer or the facility to use your laptop with either cable or wireless connection. You should log in using your normal login name and password;
- In some circumstances you may only be able to access Outlook/Web Mail, unless you are using your own computer with a VPN connection. There will be no access to your personal files unless you have made prior arrangements via I.T to obtain remote access;
- Connecting and using a local printer; You should make enquiries of the administration within the building in respect of the availability to print, in some locations this may not be available;
- Should you require use or access to a fax machine or photocopier please make contact with the administration office on site. Any photocopying should be kept to a minimum unless you have provided paper from your own departmental stationary or made prior arrangement with the centre administration team. Please consider demand for use especially in a busy office environment.

# Facilities

## Refreshments, Kitchen and W.C

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- Tea and Coffee are not provided at the Touch Down Centres, however, there maybe a facility within the establishment which can be used by arrangement at your own cost;
- Should you require use of the communal kitchen facilities within the building please consider other users;
- There will be the use of the staff toilets within the building;
- There will be no storage for business or personal items within the dedicated areas and all belongings must be kept and taken away with you at all times, please be aware that some bases are situated within buildings which are used by the general public.

# Other Requirements

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- This policy should be used in conjunction with the following policies;
- Health and Safety;
- Computer;
- Home working / L.I.W;
- Records Management .