

The Alan Turing Institute

Turing Fellows

Working at the Turing offices
guidelines

Contents

1. Introduction	3
2. Guiding principles	4
3. Our values	5
4. Floorplans and zoning	6
5. Emergency procedures	7
6. Accessibility and inclusive spaces	8
7. Key information about the office space	10
8. Office tech and room booking	11
9. Hybrid working etiquette and tips	12
10. Local amenities	13
11. Frequently asked questions	14

1. Introduction

In October 2021, the Turing office refurbishment was completed. To maximise the benefits of our new office space and ensure it works for everyone, we have created a set of principles, rules and guidance.

We encourage everyone in the community to thoroughly read this document. Even if you have worked at the Turing for many years, some rules and guidance have been changed to recognise the ongoing impact of the COVID-19 pandemic.

It can be difficult to predict the course of the pandemic and its impact on the workplace. Therefore, this guide is subject to regular review – when an update is made, we will notify you.

After you have reviewed the guidance, if you still have outstanding questions, please contact facilities@turing.ac.uk.



2. Guiding principles

Defined identity for each floor

First floor: This is the collaboration hub of the Turing, and is intended for project/team working, training and workshops, group meetings, presentations and visitor hosting. Conversation and background noise should be expected within the open spaces.

Equal access to desks

To be guaranteed a workspace, you should book it in advance, although this is not mandatory. Regardless of whether you have booked a desk or not, you cannot reserve a specific desk in advance, e.g. one near colleagues. Once you arrive at the office, please sit at any unoccupied workspace.

Clear desk policy

To support fair access to all, please remove all personal belongings from your chosen working area at the end of each day. Any personal items remaining will be removed on a daily basis, without exception.

Regular review of our ways of working

The guidelines for our ways of working are expected to flex over time as the needs of our community change. Therefore, this document will be reviewed, updated and communicated regularly. You can input into these reviews with feedback and suggestions by emailing facilities@turing.ac.uk.

3. Our values



Trust

We create an environment where we have trust and can be trusted



Inclusivity

We expect our Turing community to contribute to a culture that is inclusive and free of barriers



Respect

We all have different roles, priorities and challenges but our shared purpose is the same



Leadership

Leadership is everyone's business; Turing leaders set the right tone and lead by example



Transparency

Everyone should understand the how and the why of our decisions and actions



Integrity

We are all ambassadors for the Turing's mission of changing the world for the better



How to do it

Be open to feedback

Communicate openly

Treat everyone with respect, regardless of level

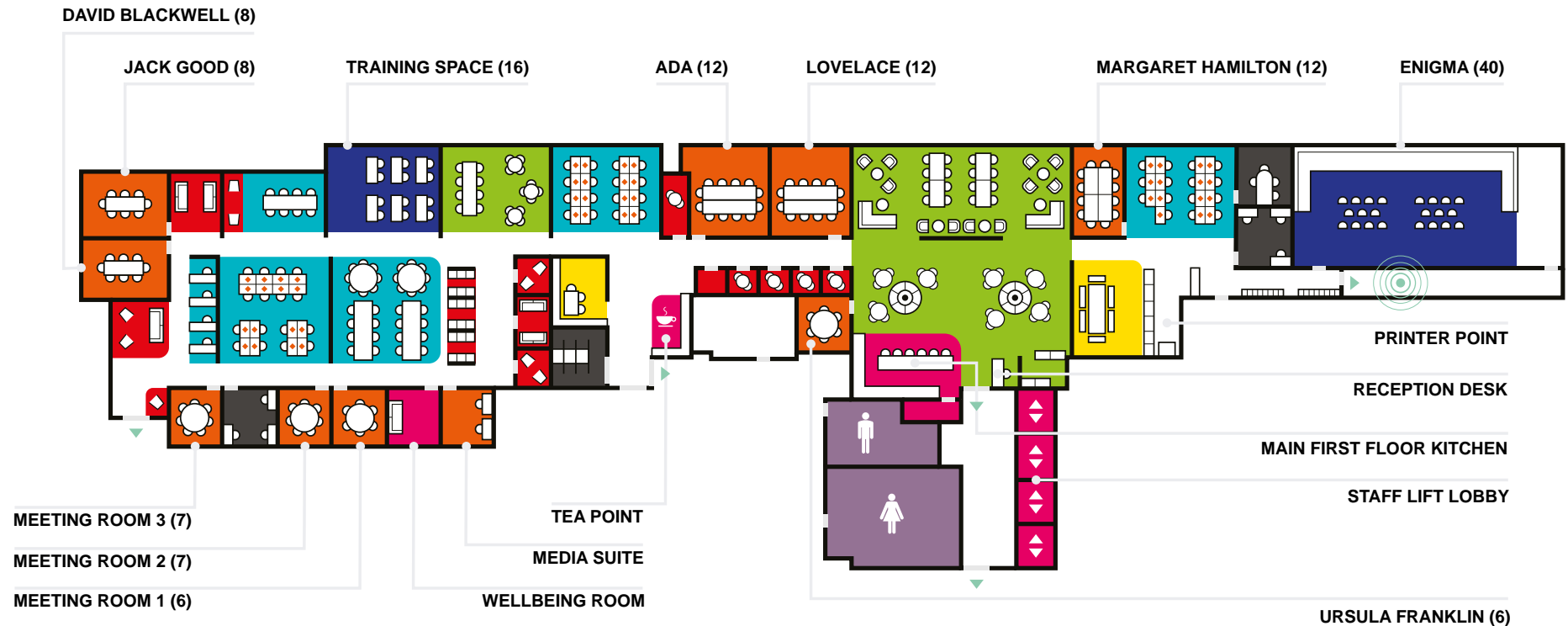
Embrace the opportunity to learn

Help educate our community

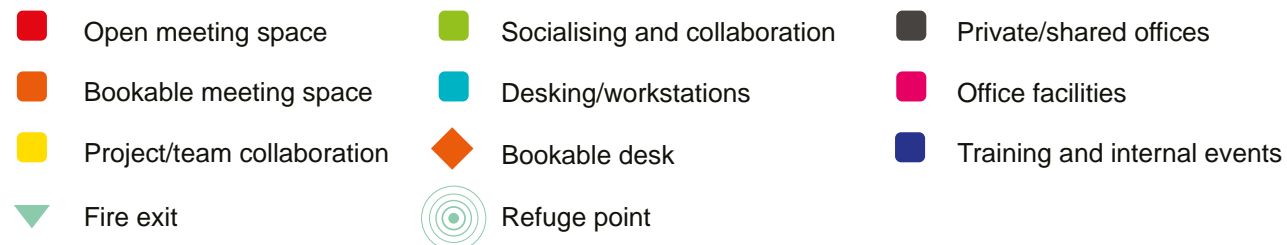
Take time to reflect to do it better next time

4. Floorplans and zoning

First floor zoning and capacity plan



Key



The
Alan Turing
Institute

5. Emergency procedures

Incident reporting

In the case of an emergency/security incident in the Turing offices, the British Library Control Room can be contacted using the landline telephone number (9) 020 7421 7007.

There are also phones located in each office space which can be used to contact the Control Room directly on 7007. The phones' locations are:

First floor: Reception.

- If you require a Personal Emergency Evacuation Plan (PEEP), please contact facilities@turing.ac.uk. The Facilities Team will make you aware of the nearest refuge points from where you will receive assistance with evacuating the building.

First aid

A first aid box is located near the reception desk.

Fire evacuation

The Turing works with the British Library to ensure the health and safety of those working at the Turing offices. Weekly fire alarm tests take place at 09:00 every Monday. In the event of a fire onsite:

- Anyone working in the Turing offices should use their nearest fire exit and make their way to our fire assembly point: Gate 10, Midland Road (near the bike racks).

Late working

When normal working hours resume, later working is permitted past 17:00 until 20:00. In the event of an emergency, you must contact the British Library Control Room by calling telephone number (9) 020 7421 7007 or emailing security-STP-ControlRoomSTM@bl.uk.

Visitors are not permitted onsite after 17:00.

6. Accessibility and inclusive spaces

As part of the refurbishment project, the Facilities Team commissioned an accessibility audit via Business Disability Forum, with support from the EDI Team and members of the Turing community.

We hope the office space is accessible to everyone but anticipate there will still be individual needs we haven't been able to account for. Please let us know if there is anything we can do to make the space more accessible for you.

Office access

Ramp access is available via both Gate 8 (staff gate) and the British Library main entrance.

There is lift access from the Gate 8 lobby directly to the first floor. There is an automatic door to the main entrance of the first floor office.

You may also find the [British Library's accessibility information](#) useful.

If you have previously had or think you need a Personal Emergency Evacuation Plan (PEEP) please indicate this via the Cezanne Health Form or contact Facilities via facilities@turing.ac.uk.

Induction loop

Portable induction loop systems are available to use and can be picked up from the Turing reception on the first floor.

Toilets

Toilets are signposted within the Turing's office space on the first floor. Unfortunately, we do not at present have

an accessible toilet within the Turing. Separate unisex accessible toilets are available within the British Library on all floors.

The Turing believes community members should feel able to use the toilet that is right for them. There are signs in our toilets stating this.

Sanitary products are available in the women's toilet.

Space for prayer, meditation and reflection

Our Wellbeing room is an inclusive prayer space available for prayer, meditation and reflection. Please note, this is a shared space and may not always be available. If it is occupied, you can access the British Library's Prayer Space located by Gate 8.

Breast/chestfeeding and lactation/pumping room

You are welcome to feed your baby anywhere within the Turing. If you would like a private space, our Wellbeing room is available for parents. Please note, this is a shared space and may not always be available. There is a sign on the door for people to indicate whether the room is in use or not. If the space is not available, please speak to our Facilities Team for assistance.

You are able to store milk in the fridge in the kitchen area closest to the Wellbeing room.

Workplace adjustments

The office spaces have been designed to be accessible for all. However, in cases where an individual's needs are not met, we will endeavour to put workplace adjustments in place.

If you would benefit from a reasonable adjustment, please put in a request.

- If you are a member of staff please do so through the Health Form on Cezanne or discuss with your line manager.
- If you are a student or Turing Research Fellow please do so through the **Health Form on Cezanne** or discuss with the **Academic Services Team**.

- If you are a Turing Fellow please email the **Academic Engagement Team**.
- If you are a collaborator or researcher who does not fall into one of the categories above please email **hr@turing.ac.uk**.

For further information, please refer to the **reasonable adjustments policy**.

Some examples of reasonable adjustments in the office space are below but we will assess all cases on an individual basis:

- A designated or reservable desk
- Adaptive or specialist equipment

If you have any suggestions, please email **edi@turing.ac.uk**.

7. Key information about the office space

Office location

The Turing office spaces are located within the British Library at 96 Euston Road, London, NW1 2DB, on the first, second and fourth floors. The Turing community has access to these three working spaces, British Library public areas and the British Library staff lounge.

The British Library sits within the **Knowledge Quarter**, which is a cluster of academic, cultural, research, scientific and media organisations within a one-mile radius of Kings Cross. The member organisations aim to disseminate knowledge and encourage idea sharing and collaboration.

A map of the office location as well as details on how to travel to the Turing can be found [on the Turing website](#).

Hosting visitors

If you are expecting a visitor, you must register them with the British Library security team at least 24 hours prior to their arrival. To do this, email reception@turing.ac.uk with the following details:

- Name of visitor(s) and their affiliation.
- Date and time of arrival.
- Name of host.
- Contact number for host.

Visitors should be directed to the Staff Entrance (Gate 8, Midland Road, NW1 2DB). On arrival at the Turing reception, visitors will be provided with a guest lanyard to wear while onsite.

Hosts must not leave their visitors unaccompanied within the Turing offices and must escort them back out of the Turing when they leave. Visitors are not permitted onsite beyond 17:00. Fellows are allowed up to five visitors at a time.

Wellbeing room

A multi-use Wellbeing room is located on the first floor (please see plan for exact location). The space is intended for uses such as prayer, breastfeeding and wellness amongst others. The room is not bookable to ensure that those onsite have fair access. There is a blind and a lock for privacy, and a sliding sign on the door to indicate when the room is in use.

Breakout areas

There are two breakout areas on the first floor and one on the second floor. These spaces can be used for eating, drinking, informal meetings and as alternative working spaces. These areas are the collaborative heart of the Turing.

Open meeting spaces

There are several open meeting spaces available to use without booking. These are intended to be used for short periods: please do not use these spaces for more than one hour at a time.

8. Office tech and room booking

Zoom

The Turing typically uses Zoom for video conferencing, online meetings and mobile collaboration, though some staff also use Microsoft Teams. Many of the meeting rooms have been set up as 'Zoom rooms' with iPads installed to enable quick and simple Zoom meetings.

Digital whiteboarding

Two of the TVs on the first floor are interactive and setup to enable digital whiteboarding onsite and collaboration with remote team members. These are located in the Ursula Franklin meeting room and within the informal breakout area. Details on how to use the digital whiteboards can be found within these areas.

AV wall

As part of the office refurbishment, we have a large AV wall near the entrance of the first floor office space. The content in here is kept up-to-date and managed by the [Communications Team](#).

Meeting rooms

Please email reception@turing.ac.uk to book a meeting room. Rooms available are:

Ada meeting room: 12 pax

Lovelace meeting room: 12 pax

Ada-Lovelace suite: 20 pax

Ursula Franklin meeting room: 6 pax

Jack Good meeting room: 8 pax

David Blackwell meeting room: 8 pax

Margaret Hamilton meeting room:
12 pax

Meeting room 1: 6 pax

Meeting room 2: 7 pax

Meeting room 3: 7 pax

9. Hybrid working etiquette and tips

- Include remote attendees in the pre-meeting small talk prior to commencing agenda (likewise for post-meeting conversations).
- Ask all onsite attendees to log in to the video conferencing meeting link so that everyone has easy sight of who is present (all onsite attendees should ensure they have muted themselves on their personal devices).
- If your camera is on for a meeting, make sure you can be seen by remote participants. This is particularly important when in a meeting room where cameras are not motion censored, so it is clear who is in attendance at the meeting.
- Be aware of any non-native speakers on the call who might rely on lip reading or body language signals to fully understand what is being said. You may need to slow down speaking to include them.
- Avoid referring to paper documents or plans. All documentation should be shared by the video conferencing tool and referred to on-screen.
- Take time to check for meeting chat or digitally 'raised hands' so that all attendees have a fair chance to contribute. People working in-person should contribute in the same way as those joining remotely – i.e. by raising their hand or similar.

10. Local amenities

Restaurants and bars

View a selection of some of the best places to eat in the local area – **[Restaurants & bars \(kingscross.co.uk\)](#)**.

Shops

Peruse the weekend markets or visit Coal Drops Yard for more than 50 shops, bars and restaurants in a beautiful heritage setting – **[Shopping \(kingscross.co.uk\)](#)**.

See and do

There are lots of attractions in the area, including the Granary Square fountains, canalside shopping, art in the open, weekend markets and more – **[Things to see & do \(kingscross.co.uk\)](#)**.

11. Frequently asked questions

Where can I sit?

You can sit at any collaborative working space. These cannot be booked.

Can I sit in the same place every day?

If the desk is free, then you can sit there that day, but we would encourage you to move around the office so that you meet colleagues you don't routinely work with. We will be operating a 'clear desk' policy so items cannot be left on the desks overnight.

Can I eat at my desk?

You are welcome to eat at your desk. However, please be mindful of others around you and wipe down the surface as you leave.

What should be left on my desk?

The office works on a 'clear desk' policy, in which no personal items or work papers should be left at the end of the day. Any items left will be collected and stored in lost property. Please ensure you have removed all personal items and stored them in your locker at the end of each day.

I have a special chair/monitor/cushion. What happens then?

The Facilities Team will store all special equipment, which you can request from them upon arrival. Please ensure you return this at the end of each working day.

Will the new office space comply with occupational health and safety requirements?

Yes, there are standing desks available on each floor which can be booked.

Will there be spaces for confidential work and conversations?

Yes, there is a range of bookable and non-bookable meeting rooms and booths that you can use for confidential conversations and work. Please ensure you only use them for the time you need.

How will the space/meeting room booking system work?

You will be able to book meeting rooms in advance by emailing reception@turing.ac.uk. Informal breakout meeting spaces are available for you to use when they are free. They do not need to be booked.

How easy is it to connect my laptop if I need to change desk?

All desks are equipped with cables to connect your work device to.

Who is in charge of cleaning meeting rooms after use?

After you have used a meeting room, please ensure you have wiped down the surfaces with the wipes provided.

Who welcomes visitors / what is the process?

Please register your visitor by emailing reception@turing.ac.uk. You can greet your visitor(s) in the welcome area by reception, where they will need to pick up a visitor lanyard. All visitors must be accompanied whilst in the office spaces and must leave the Turing offices by 17:00.

Please email reception if your visitor requires access before 09:30.

Where can I leave my luggage?

Please speak with the receptionist or Facilities Team who will advise where to find the storage area.

Where can I find stationery?

There is a communal stationery point situated by the printer area.

Who is in charge of the post/mail?

Please speak with reception or a member of the Facilities Team.

What time is the office open?

The office is currently open Monday - Thursday, 08:00 - 20:00. This is subject to regular review in line with government guidelines and the prevalence of COVID-19.

There will be no receptionists/Facilities Team members onsite after 17:00. In the case of an emergency/security incident, you can contact the British Library Control Room using the landline telephone number (9) 020 7421 7007.

What time is the British Library open?

You can access the public space in the British Library during these hours:

Monday	09:30 – 20:00
Tuesday	09:30 – 20:00
Wednesday	09:30 – 20:00
Thursday	09:30 – 20:00
Friday	09:30 – 18:00
Saturday	09:30 – 17:00
Sunday	11:00 – 17:00

Is there an area for bike storage?

Yes, you're able to use the bike racks in the British Library car park, located at Gate 10 on Midland Road.

Who do I contact if I have a question regarding the office or the building?

Please contact facilities@turing.ac.uk if you have any queries.

The background consists of a solid pink upper section and a white lower section, separated by a diagonal line that slopes upwards from left to right.

turing.ac.uk
@turinginst