



Departmental Space Management Guidelines

Intent

To provide a framework to support a dynamic work environment for staff and students that best supports their wellbeing and to manage shared and agile working spaces available across the department in a fair and equitable way.

Scope

This guidance applies to all staff and students in the Department: academic, research, teaching, professional, student and support roles. It applies to both part time and full-time staff, students and casual staff at manager's discretion.

Meetings

The RPC library is not suitable for meetings. This space should be reserved for quiet working and users should note that there is considerable sound travel from the atrium to the library space and that conversations held in the library can be clearly heard in the administration office above.

a. Desk/online meetings

There are smaller spaces available for online/Teams meetings across the department, as listed below.

RPC:

- 554.30.03 RPC first floor Staircase meeting POD (1 person capacity)
- 554.30.21 RPC first floor Window meeting POD (1 person capacity)

Gibson:

- 598.10.13 Gibson ground floor meeting room POD (4 people capacity)
- 598.10.13 Gibson ground floor meeting room POD (1 person capacity)
- 598.10.08 Gibson ground floor meeting room POD (1 person capacity)

These spaces are all available to book via Planon.

If you are working in a shared office space and are due to play an active part in a meeting as a meeting chair or major contributor or if your meeting is confidential, you should make use of one of the small meeting rooms or POD spaces so as not to disturb your colleagues and to retain confidentiality.

These spaces should be kept clean and tidy, ensure cups and plates and other meeting equipment is cleared away after your meeting for the next users.

If you are due to play a less active role as a minor contributor or listener of a meeting and are working in a shared office space, you should use the headphones provided to you by IT so as not to disturb your colleagues.

b. Use of social spaces for non-confidential meetings

There are non-confidential spaces available for meetings across the department, as listed below.

RPC:

- Ground floor entrance hall X2 open sided PODs (4 people capacity)
- Ground floor entrance hall X2 high backed sofas (6 people capacity)
- Ground floor common room

Gibson:

- First floor common room

These spaces are non-bookable.

These spaces are ideal for non-confidential meetings or team social meetings and coffee breaks. These spaces should be kept clean and tidy, ensure cups and plates and other meeting equipment is cleared away after your meeting for the next users.

c. Meeting rooms

There are larger and confidential spaces available for meetings across the department, as listed below.

RPC:

- Ground floor meeting room 1 (14 people capacity)
- Ground floor meeting room 2 (14 people capacity)
- Ground floor panelled room (6 people capacity)

Gibson:

- Ground floor meeting room (6 people capacity)
- First floor meeting room 1 (8 people capacity)
- First floor meeting room 2 (15 people capacity)

Eagle House:

- 685.10.12 (12 people capacity)
- 685.10.13 (12 people capacity)

Meeting rooms must be booked via Planon.

If you have booked a room and no longer require it, make sure you cancel your booking to allow others to book it.

If you need to setup audio visual equipment for the meeting, you are advised to extend your room booking time to allow time to setup and logout of these facilities at either end of the meeting.

When using the meetings room, ensure dirty cups, plates and any other equipment for the meeting has been cleared ready for the next users.

Noise etiquette in shared spaces

To create a positive and comfortable working environment for everyone, please be mindful of others working around you. This is particularly important for neurodiverse colleagues and those with particular work requirements.

This may include, but not limited to, being mindful of the following:

- Hold online/Teams meetings in a smaller/individual meeting space;
- Use headphones when listening to music or watching training videos, conference talks,

- presentations, etc.;
- Use social spaces for informal conversations with colleagues;
 - Manage your working space appropriately, not to leave rubbish or dirty dishes on or around the desk you are using;
 - Respect others ways of working, that might include others using noise cancelling headphones, listening to music/white noise, specific lighting, seating and desk adjustments to support personal requirements.

Equipment

If you require headphones, please submit a request ticket to IT via your line manager.

If you believe you require any additional equipment to perform your role, such as a height adjustable desk, ergonomic chair, mouse or keyboard or noise cancelling headphones, you should complete a Display Screen Equipment (DSE) self-assessment.

This can be done online here: <https://safety.admin.ox.ac.uk/display-screen-equipment-0>

Assessment results are automatically received by the Department Health and Safety Officer, Jessy Morton.

There is a range of approved standard equipment, Jessy Morton will be able to discuss these with you following the results of a DSE self-assessment.

Guidelines prepared with the Space Management Working Group 23 NOVEMBER 2023.

Next review by 2024.