



SPACE PROCEDURE - REQUEST FOR SPACE CHANGES PROCESS

1. REQUESTS OVERVIEW

Should Schools or Directorates require changes to their space to accommodate staffing fluctuations (leavers/starters) or for their academic delivery, etc., sufficient time must be considered to allow Estates & Development to respond, plan and deliver any changes.

NB: Only when the proposal has been agreed by the Capital & Space Group, Estates will then require a planning period of two months minimum, prior to implementation (see point 1.3).

1.1 REQUEST INITIATION PROCESS

All requests for change must be made via the Estates Helpdesk. For further information see <https://www.keele.ac.uk/estateshelpdesk/> and see Appendix A - 'Request for Changes Process' for the following:

1. **Any minor work requests** that don't alter existing space allocations or impact on space sizes will follow the Operations & Maintenance Quote Request form route. For example lighting, heating and carpet replacement requests
2. **Any works that impact on space size or allocation** will follow the Space Planning Project Initiation Document (PID) route. The Capital & Space Group will then evaluate each request and ensure its alignment with the University and Estates Strategy

1.2 CONSULTATION CONSIDERATIONS

Each request will be considered and understood in light of the School's/Directorate's operational specifications plus staff health and wellbeing. These will be discussed during the liaison process and a risk register conducted where required (see point 3 for further information). An equality analysis will be conducted for each space request.

1.3 CAPITAL & SPACE GROUP

The Capital & Space Group is a sub-group of the University Executive Committee (UEC) and is responsible for ensuring the effective and efficient use of space allocation, making recommendations to Budget Scrutiny Group and UEC.

The Capital & Space Group will then review the proposals that involve changes or developments of space through a formal process. Each project must have a UEC sponsor, and be signed off as part of the PID/Project Approval process.

2. HSE GUIDANCE

The Workplace (Health, Safety and Welfare) Regulations 1992 outline a wide range of health, safety and welfare issues which apply to most workplaces. The Health and Safety Executive issue guidance for establishing good practice regarding the Workplace Regulations. The following is an excerpt from that guide;

“Workrooms should have enough free space to allow people to move about with ease. The volume of the room when empty, divided by the number of people normally working in it, should be at least 11 cubic metres. All or part of a room over 3.0 m high should be counted as 3.0 m high. 11 cubic metres per person is a minimum and may be insufficient depending on the layout, contents and the nature of the work.”

All staff and students have a responsibility for looking after their own Health & Safety and that of others who might be affected by their acts or omissions. Any Health and Safety issues must be reported to Estates Helpdesk. See link for further information: <https://www.keele.ac.uk/dohs/>

3. EQUALITY, DIVERSITY & INCLUSION (EDI)

Keele University values the rights, responsibilities and dignity of individuals through our commitment to equality, diversity, inclusion and place our Keele community at the heart of everything that we do.

EDI has been taken into account during the development of this policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.

For further information, please see <https://www.keele.ac.uk/equalitydiversity/>

4. ENVIRONMENTAL AND ENERGY CONSIDERATIONS

As proud advocates of environmental sustainability, Keele University request that staff:

- When moving out of an office, be responsible for removal/clearance of all their waste prior to their move

The correct method for disposal can be found via the following link:

<https://www.keele.ac.uk/estates/energyenvironment/wasteandrecycling/>

- When exiting an office or teaching space, switch off the lights and any AV equipment
- Report heating, lighting and any other issues, via Estates Helpdesk on 01782 733134 or email estates@keele.ac.uk

5. SPACE SURVEYS

To better understand how the University's spaces are being used, the long-term aim of the University will be to survey each teaching space on a regular basis in order to gather the best 'actual' room usage. A short-term solution will be to introduce a combination of audited/surveyed data in conjunction with timetabled 'planned' data.

These statistics are reported annually to the Higher Education Statistics Agency (HESA) so that best practice and benchmarking exercises can be undertaken against peer Universities.

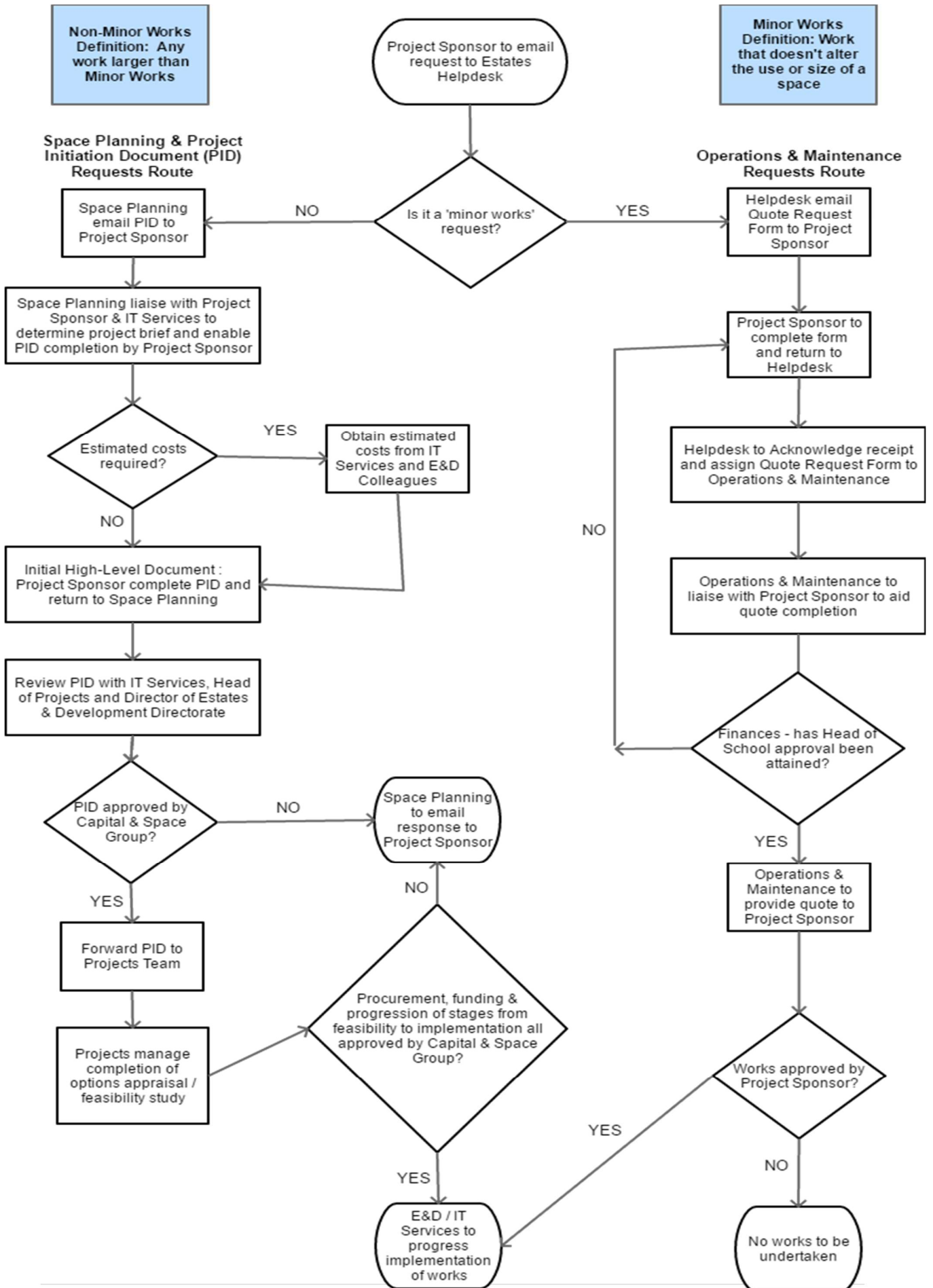
6. WEB LINKS/CONTACTS

When considering any changes, the following links may be useful to help inform these:

- Timetabling:
<https://www.keele.ac.uk/timetabling/studentsinformation/howtobookaroom/>
- IT Helpdesk 01782 733838 or email: it.service@keele.ac.uk
- Estates and Development Helpdesk 01782 733134 or email:
estates@keele.ac.uk
- Quote Request Form: <https://www.keele.ac.uk/estateshelpdesk/quoterequest/>
- Health and Safety information:
<https://www.keele.ac.uk/dohs/>
- EDI:
<https://www.keele.ac.uk/equalitydiversity/>
- IT Services:
<https://www.keele.ac.uk/it/>
- Space Planning email:
space.planning@keele.ac.uk

Also see Space Policy

7.0 APPENDIX A – REQUEST FOR CHANGES PROCESS



8. REVIEW, APPROVAL & PUBLICATION

This Policy has been reviewed and approved by the Capital & Space Group, the Professional Services Group and at University Executive Committee (UEC).

This Policy will be reviewed annually, but will be revised as soon as changes have been identified. Any amendments will be reviewed and approved by the Estates & development Senior Leadership Team (SLT) and by the Capital & Space Group.

<https://www.keele.ac.uk/policyzone/>

9. DOCUMENT CONTROL INFORMATION

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