



Welcome Booklet

A Guide to Working at the Connect2 hubs

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Welcome

Welcome to Connect2. This booklet has been prepared as an introductory guide for users of the Connect2 hubs.

It provides details of the range of facilities available to you and we would ask you to take some time to familiarise yourself with this information, and we hope you have enjoyable and productive visits.

Health & Safety

To ensure we operate in a safe working environment we must all adhere to the NICS Health and Safety Policy.

Smoking

In line with NICS Policy, all Connect2s are 'No Smoking' buildings. You should not smoke or vape anywhere inside the building or outside the building's front or side entrances.

Smoking bins are located around the perimeter of the building.

Opening Hours

The buildings are open as follows, Monday to Friday, excluding public and bank holidays.

CONNECT2	OPENING	CLOSING
Ballykelly	7.30	18.00
Ballymena	8.00	18.00
Bangor	7.30	18.00
Derry	7.30	18.00
Downpatrick	8.00	18.00
Omagh	8.00	18.00
Portadown	7.30	18.00

Evacuation Procedures

Fire escape routes are sign-posted throughout the building.

Fire and emergency evacuation procedures are displayed throughout the Connect2 area and must be observed.

In the event of an emergency, please evacuate through the nearest exit and go to the assembly point location.

Instructions from designated Fire Wardens and their deputies should be obeyed in the event of a fire drill or fire event occurring during your visit.

Contact

The Connect2 team can be contacted via email: Connect2@finance-ni.gov.uk

The Premises Teams can be contacted at the following numbers:

CONNECT2	PHONE
Ballykelly	028 7744 2005
Ballymena	028 2566 2020
Bangor	028 9125 9657
Derry	028 7131 9809
Downpatrick	028 4461 8001
Omagh	028 8225 4701
Portadown	028 3832 0222

Car Parking

There is free car parking at most of the hubs.

Accessible parking is available for those who hold an appropriate Blue Badge.

Admission to the Connect2

On arrival at the building, you must report to the reception desk and present your security pass for inspection, and fill in an attendance sheet.

Please note you must show your photographic pass to access the Connect2. Staff without a work issued photographic pass must show alternative photographic identification eg driving licence.

In some of the hubs security staff will issue you with a Visitor Pass that will allow you to access to the Connect2. You should have the visitor pass and your work issued pass with you at all times and return it when signing out.

Please sign in and out of the Connect2 even if you work in the building.

Booking Arrangements

The Connect2 workstations are available to book by using the online booking system. You can book a workstation, pod or meeting rooms, where available, for either a half or full day.

If you have not pre-booked a workstation, pod or meeting room, you must make a booking upon entering the Connect2 area.

You must use the workstation that you have booked.

The Connect2 hubs provide the opportunity for staff to work flexibly, however they will not be an alternative to the permanent place of work.

All bookings should be considerate of the needs of other staff accessing the facilities.

Bookings must be cancelled if no longer required.

If a workstation is not available, users can still use the other areas of Connect2 that are not bookable.

Monitoring of booking data will be undertaken to ensure appropriate use of Connect2 hubs. Booking is also important as usage is monitored and will inform the future viability of Connect2 hubs.

Workstations

Both static and height adjustable workstations are provided.

Workstations have either a 34" curved monitor or one or two 24" screens.

Workstation chairs have orthopaedic qualities, and come with a number of settings that should be adjusted as required.

Toilets

Toilets are available at all Connect2 hubs.

Storage

Storage is not provided for Connect2 users.

Printing

A Multi-Function Device (MFD) is available within the Connect2 area for your printing and scanning use.

We would ask you to keep colour copies or prints to a minimum to reduce cost.

Please note that the MFD is not accessible to non-ITAssist users.

Telephones

Desktop telephones are not provided in the Connect2 hubs. You should use the soft phone function provided on your laptop.

Tea-point

A tea-point is available for your use. The tea-point is equipped with a water boiler as well as a fridge. In some hubs microwaves are also available.

Eating and drinking is acceptable at your workstation but please be considerate of colleagues. We encourage you to take food to the designated eating area.

Please note that the tea-point does not contain any supplies for you to make tea or coffee.

You should bring any crockery or cutlery you may need for making drinks, snacks or meals as none are provided for Connect2 users.

You should take any unused items of food or drink with you when you leave. These items should not be left in the tea-point or the Connect2 area at the end of your visit.

Cleaning

The Connect2 area will be cleaned once per day as per the standard NICS contract.

You should clean your workstation before and after use with the cleaning equipment provided.

When using the tea-point you should keep it clean and leave it in a condition that you would wish to find it.

Work calls and meetings

You are encouraged to use a headset to minimise noise and disruption for other users.

Radios

Radios must not be used in the Connect2 hubs.

Mobile Phones

Mobile Phones must be kept on silent mode.

Clear Desk Policy

At the end of your session, you must remove all papers and belongings from workstations and other areas.

Interacting with colleagues

When interacting with colleagues at desks, you should assume all information on paper or on screens is confidential unless invited to view it.

Responsibility rests with the person holding the information to protect confidential or sensitive material.

Responsibility of belongings

You are responsible for the security of your personal belongings and equipment provided by your department.

Disposal of paper

Recycling stations are provided in the Connect2 area.

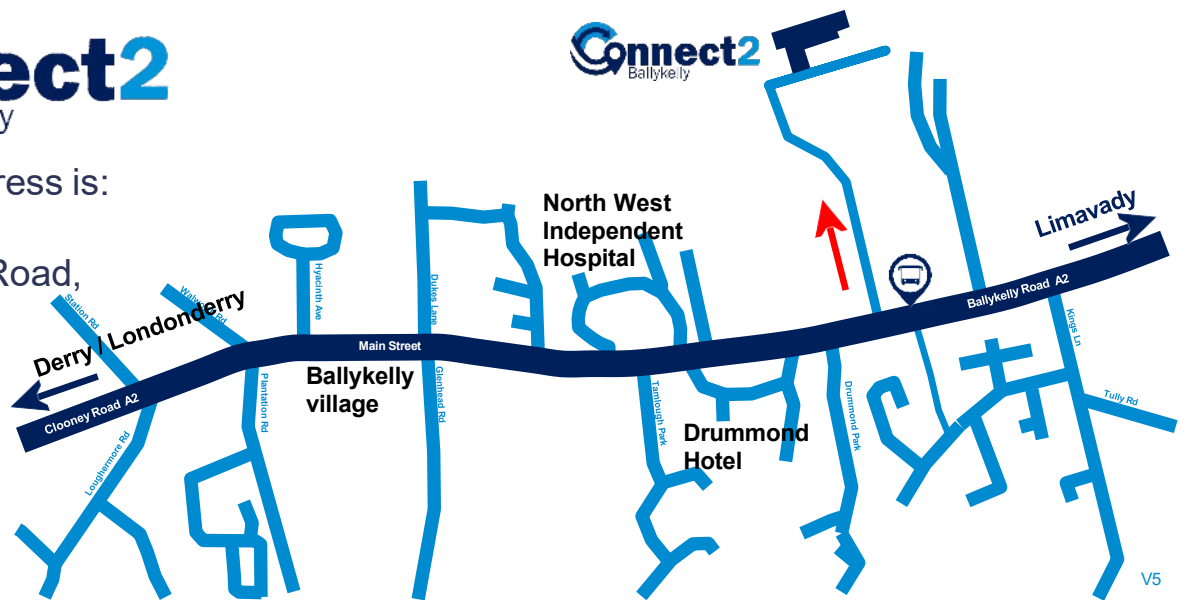
Under workstation bins are not provided as users are encouraged to use the recycling facilities.

Secure bins are available for confidential documents.



Connect2 Layouts

The postal address is:
Jubilee House,
111 Ballykelly Road,
Ballykelly,
Limavady,
BT49 9HP



There is free car parking within the grounds of Jubilee House.

Cycle parking is located to the left side of the building.

The closest bus-stop is on the Ballykelly Road.

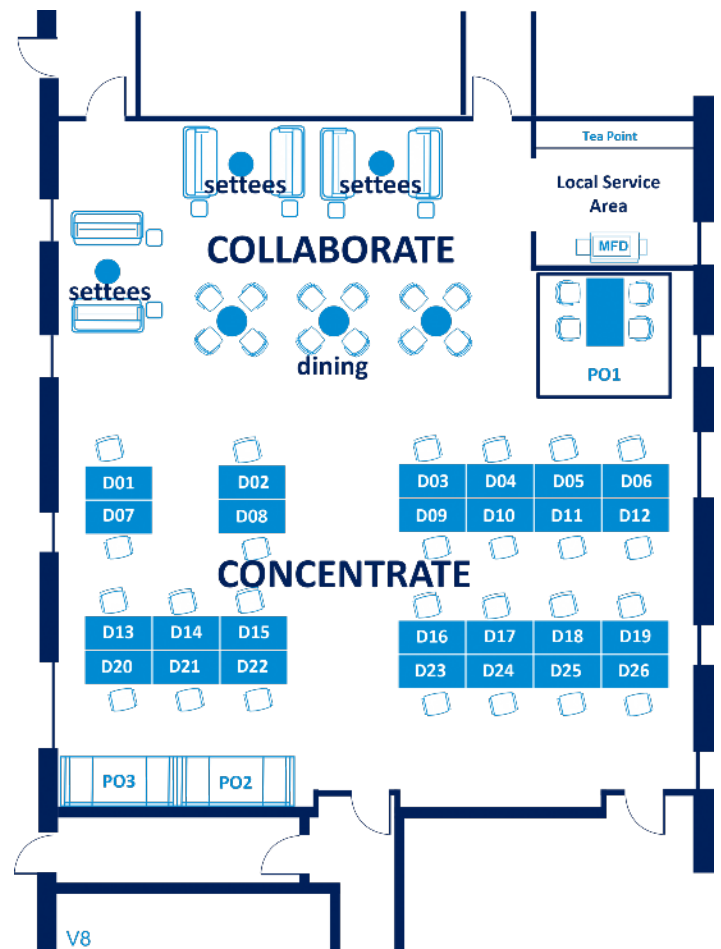
The Connect2 at Jubilee House is located on the ground floor in the front wing of the building. The access route to the Connect2 is shown opposite.

V0

BOOKABLE

Booked via NICS online booking system

- | | |
|-------------------------------|--|
| D01 & D07 | Height adjustable workstation with two standard monitor |
| D02 & D08 | Height adjustable workstation with single curved monitor |
| D03, D09, D15, D16, D22 & D23 | Static with single curved monitor |
| All other workstations | Static workstation with two standard monitors |
| P01 | Four-person pod with monitor and smart screen. |



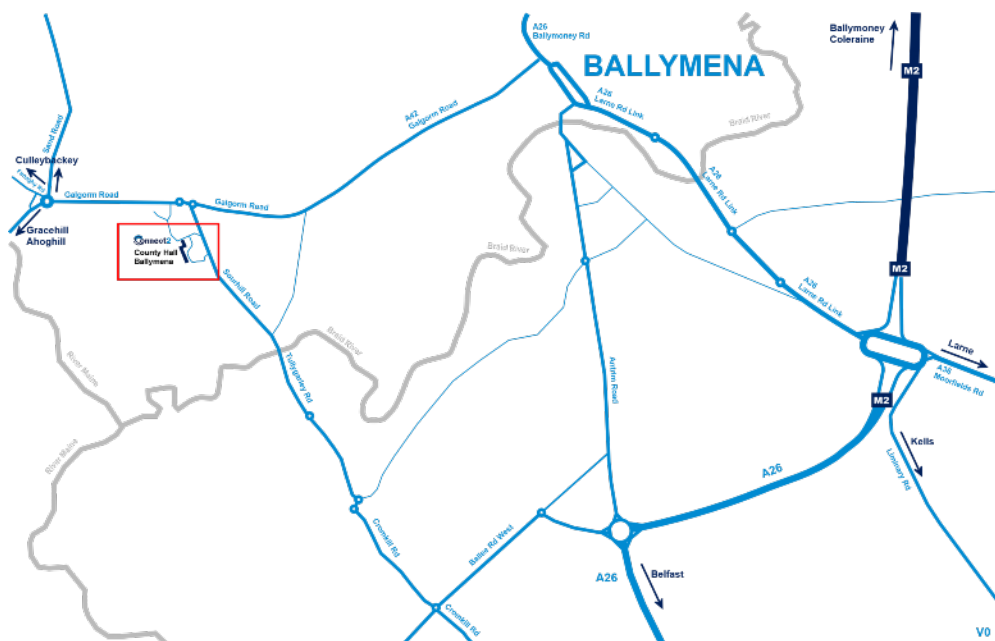
V8

NON-BOOKABLE

First come basis

- | | |
|-----------|---|
| Settees | Settees with power and laptop tables |
| Dining | Dining tables and chairs |
| P02 & P03 | Two person pods with power and data and conference screen |

The postal address is:
County Hall
182 Galgorm Road
Ballymena
BT42 1QG



There is free car parking within the grounds of County Hall.
The bus-stop is on Galgorm Road.
Cycle parking is located at the front of the building.

BOOKABLE

Booked via online booking system

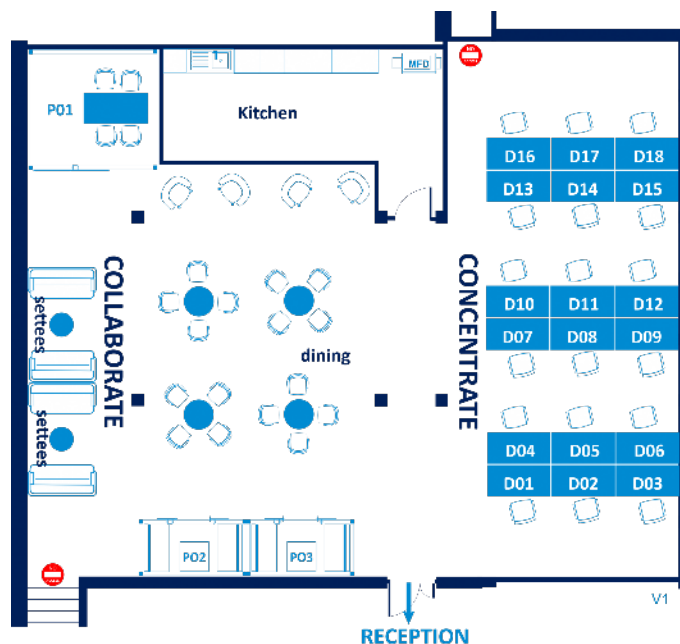
D16	Height adjustable workstation with single curved monitor
D17, D18	Height adjustable workstation with two standard monitors
D01, D04, D07, D10, D13	Static workstation with single curved monitor
All other workstations	Static workstation with two standard monitors
P01	Four-person pod with monitor and smart screen.

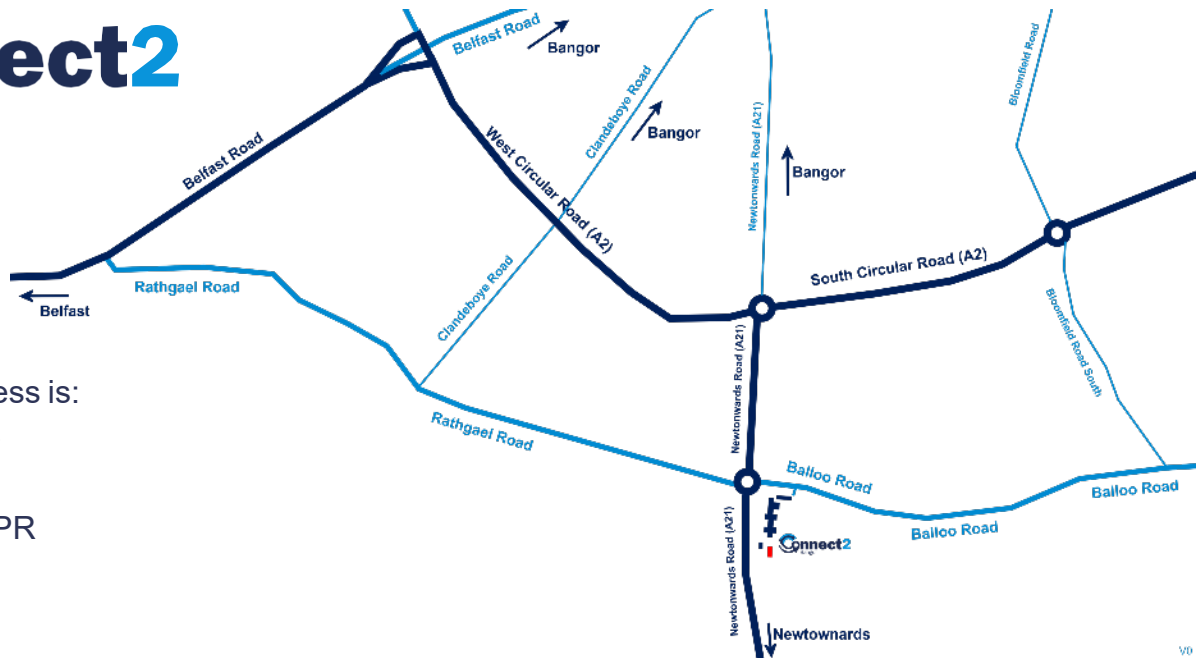


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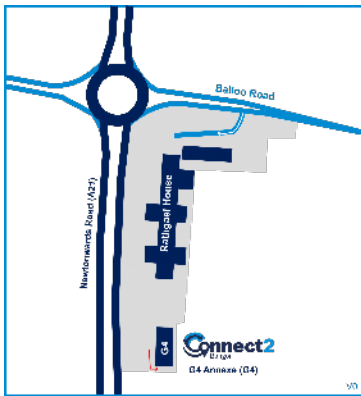
First come basis

Settees	Settees with power and laptop tables
Sholes	Multi-purpose chairs
Dining	Dining tables and chairs
P02 - P03	Two-person pods with power and data and conference screen





The postal address is:
Rathgael House
43 Balloo Road
Bangor, BT19 7PR



The Connect2 at Rathgael House is located in G4 Annexe, which is positioned to the rear of Rathgael House in a standalone prefabricated building. There is free car parking at the front of G4 Annexe.

The closest bus-stop is on the Newtownards Road carriageway.

Cycle parking is located at the main building.

BOOKABLE

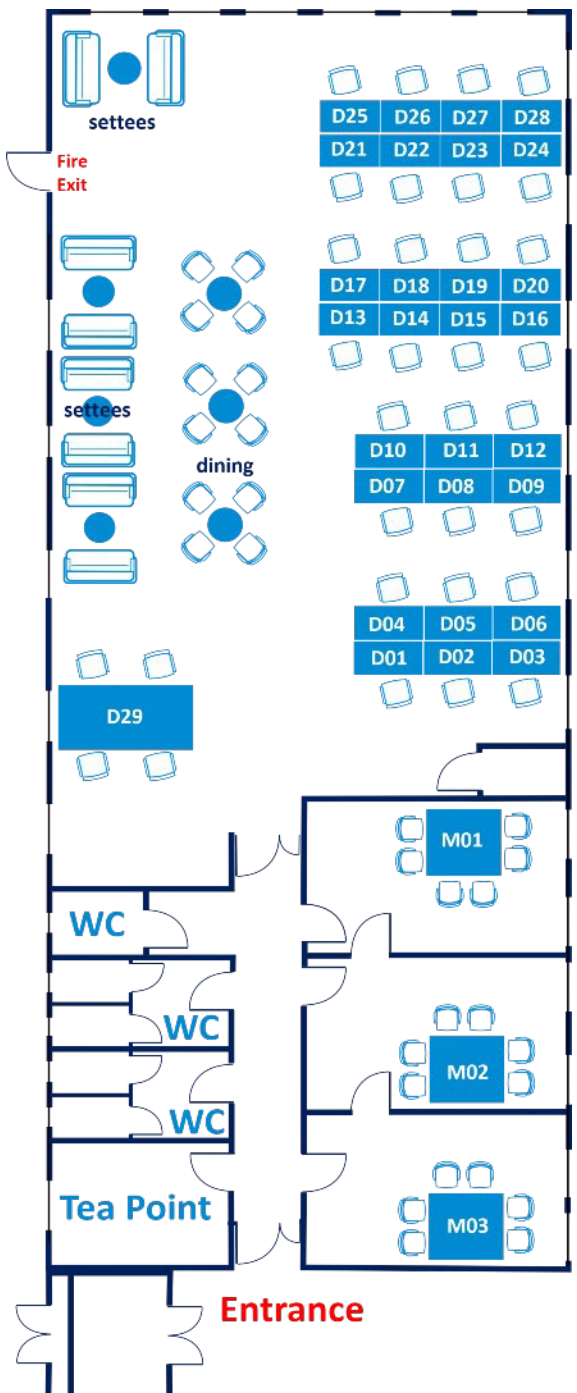
Booked via online booking system

D01 - D03	1600mm Height adjustable workstation with two standard monitors
D04 - D12	1600mm Static workstation with two standard monitors
D13 - D28	1400mm Static workstation with two standard monitors
D29	Four person project table
M01	Six-person meeting room with 55" screen and smart screen.
M02 & M03	Six-person meeting room with 55" screen

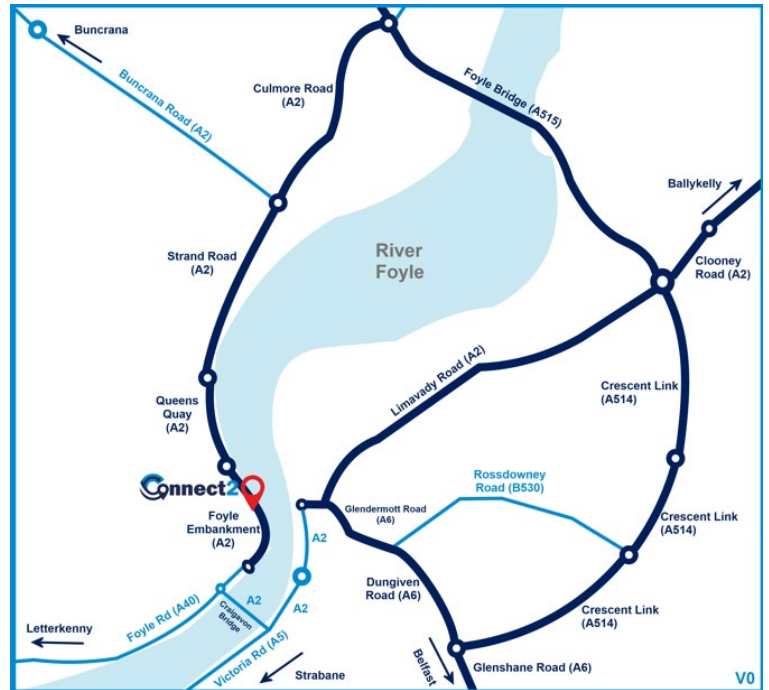
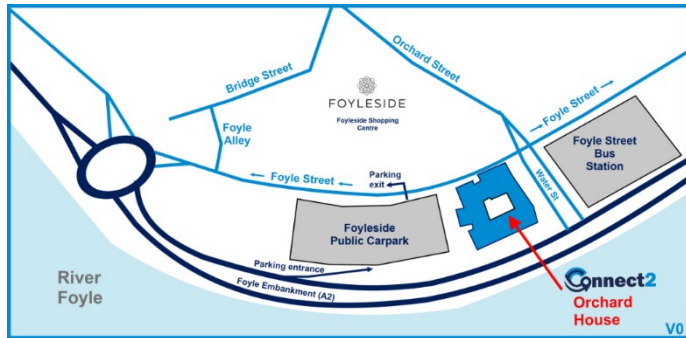
NON-BOOKABLE

First come basis

Settees	Settees with power
Dining	Dining tables and chairs



The postal address is:
Orchard House
40 Foyle Street
BT48 6AT



There is no car parking at Orchard House. The nearest car park is Foyleside shopping centre. Access is via Foyle Embankment.

The Ulsterbus station is a short walk away and the nearest local bus stop is on Foyle Street.

Orchard House is a 15-20 min walk from the train station.

Cycle parking is located in the car park at the side of the building. Showers are available on the ground floor.

BOOKABLE

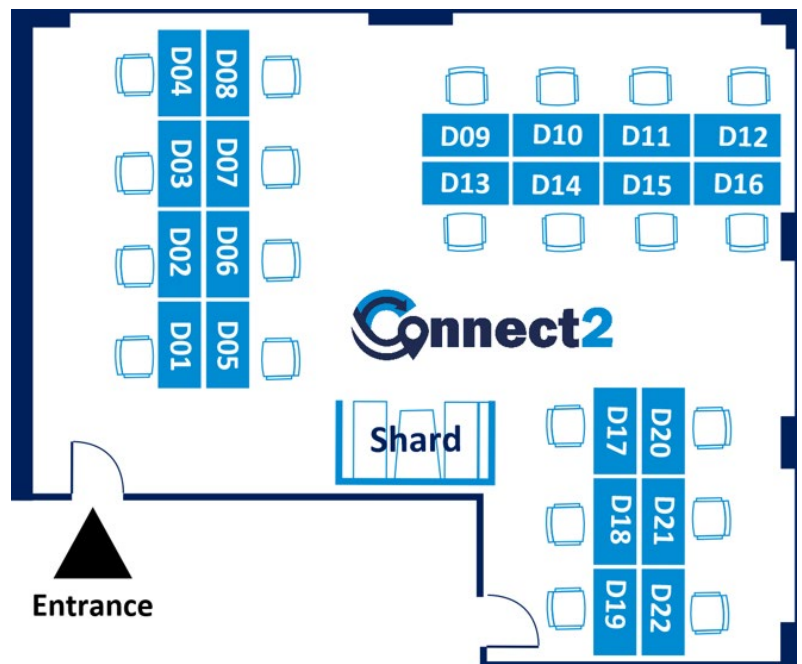
Booked via online booking system

D20	1600mm Height adjustable workstation with standard monitor
D17	1600mm Static Workstation with single standard monitor
D02, D04, D05 D07, D19, D21	1600mm Static Workstation with 2 standard monitors
All other Workstations	1600mm Static Workstations with monitor

NON-BOOKABLE

First come basis

Shard	Four person settees with power
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The postal address is:

Rathkeltair House,
Market Street
Downpatrick, BT30 6AJ

Access to the Connect2 is via the entrance at the junction of Market Street as shown by the red arrow on the location plan opposite.

There is free public car parking beside Rathkeltair House and the bus station is on Market Street.

Cycle parking is located to the rear of the building.

BOOKABLE

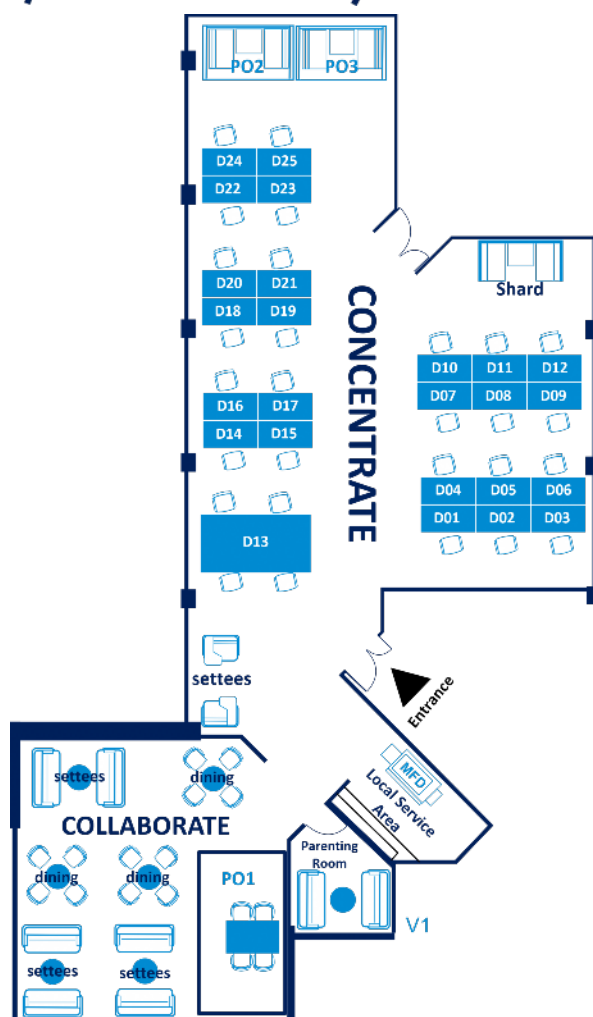
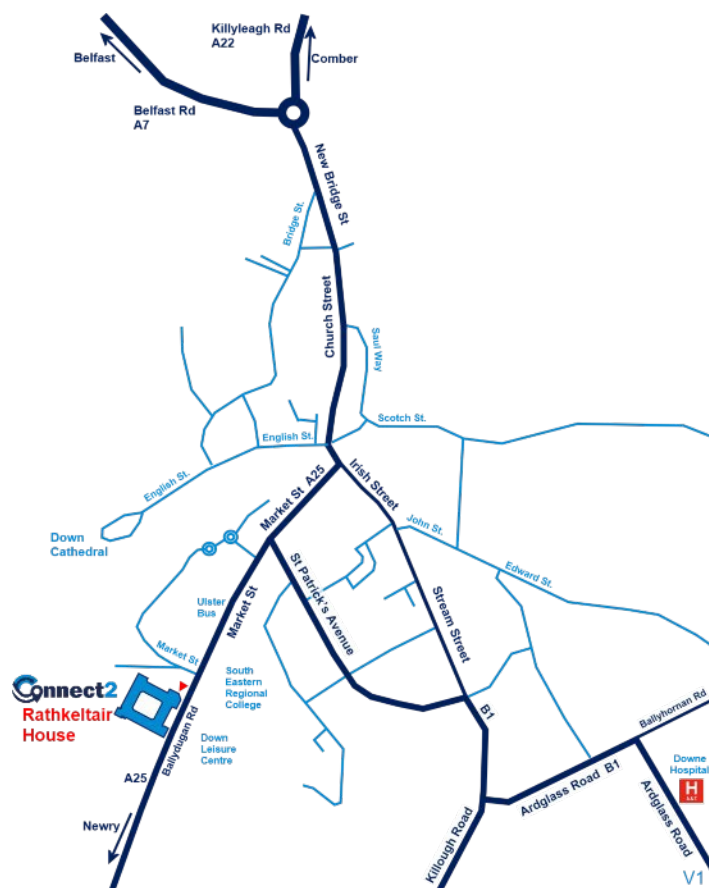
Booked via NICS online booking system

D02, D03, D05 & D06	Height adjustable workstation with two standard monitor
D01 & D04	Height adjustable workstation with single curved monitor
D07, D10, D15, D17, D19, D21, D23 & D25	Static with single curved monitor
D13	Project table
All other workstations	Static workstation with two standard monitors
P01	Four-person pod with monitor and smart screen.

NON-BOOKABLE

First come basis

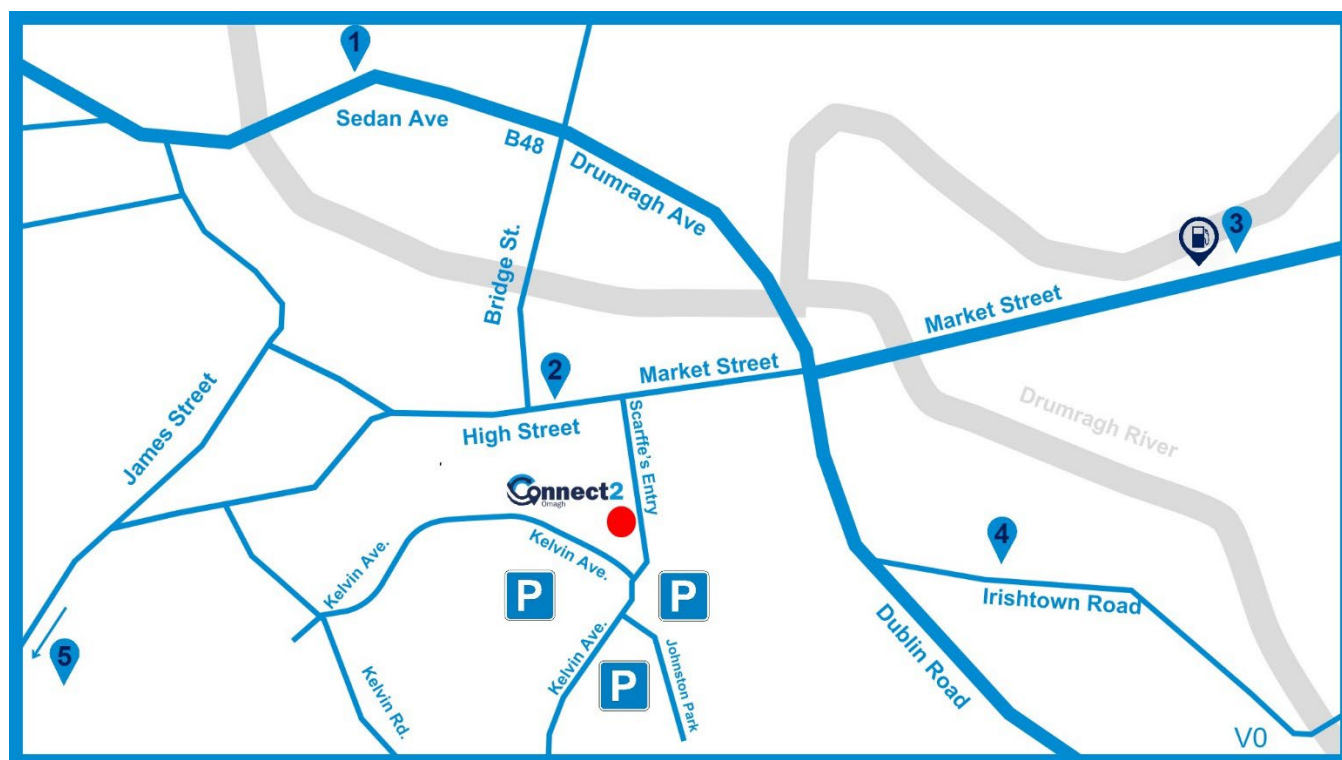
Settees	Settees with power and laptop tables
Shard	Two person booth power and laptop tables
Dining	Dining tables and chairs
P02 & P03	Four person pods with power and data and conference screen
Parenting Room	A private casual meeting space with priority given to parenting requirements



The postal address is:

Boaz House
19 Scarffe's Entry
Omagh
BT78 1JG

The Connect2 Boaz House is located
on the 2nd floor of the building.



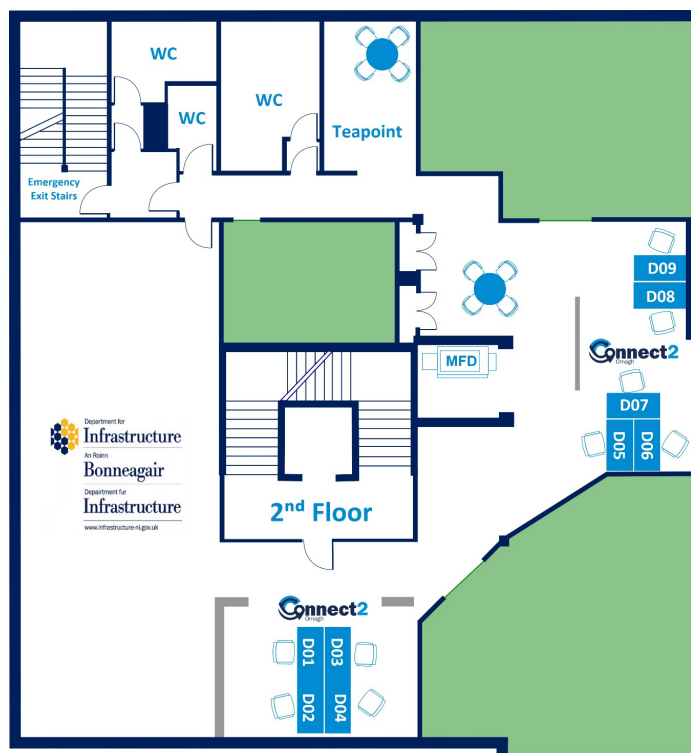
There is no car parking at the building but payable parking is available at nearby Johnston Park car park.

BOOKABLE

Booked via NICS online booking system

D01 - D09

Static workstation with single standard monitor



The postal address is:
 Portadown Government Offices
 High Street Mall
 24 High Street
 Portadown
 BT62 1HX

There is a car park at High Street Mall but parking is only permitted for 4 hours then payable. An alternative car park might be best for a full day booking.

Both the bus and train stations are within walking distance.



BOOKABLE

Booked via NICS online booking system

- D01 - D05 Static workstation with 2 monitors
- D06 Static workstation with curved monitor
- D07 - D08 Height adjustable workstation with 2 monitors
- D09 - D10 Static workstation with 2 monitors

NON BOOKABLE

- Pod A 4 person pod
(for use by whole building)
- Pod B 4 person pod
(for use by whole building)
- Motes Single seat workstation



