

Welcome to SQA at Lowden

A very warm welcome to Lowden, SQA's modern new office on the Shawfair Business Park near Dalkeith. This guide will help you plan your travel and help you get the most out of your visit to Lowden.

Travelling to Lowden

SQA is committed to the reduction of CO₂ emissions. As part of our Environmental Plan we ask that all visitors use public transport to reach Lowden.

By Bike

Cycle racks are available for visitors. On arrival please speak to a receptionist who will be happy to assist you. We have shower and changing facilities available on request.

By Bus

Lothian Regional Transport buses 48, X48 and 49 and First Bus 86, 86A and X86 all depart from the bus stop on Princes Street opposite Waverley Bridge or the North Bridge. The journey time from Edinburgh to Lowden is approximately 30 minutes depending on traffic conditions.

Please alight at Shawfair Park and Ride which is adjacent to Lowden.

By Train

Please take the train to Edinburgh Waverley Station. All east coast main line, Glasgow and Fife lines pass through Waverley. For information on train times and operators please call 0845 748 4950.

A shuttle pick up service operates between Lowden and Waverley Station. Pick up times are 8:45am and 9:30am Monday to Friday. Please call Lowden Reception on 0345 213 6885 to book a seat or cancel a reservation. All bookings must be made by 3pm on the day before pick up.

Return transport from Lowden to Edinburgh Waverley is available at 4pm and 5pm. Please reserve a seat with the Receptionist on your arrival at Lowden. Evening taxis can be provided but must be pre-booked with Reception before 4pm. If you need to leave Lowden before 4pm you will require to use public transport from the Park and Ride bus station opposite Lowden. Reception is happy to call taxis at your own expense.

When you arrive at Lowden

Reception

Please come to the main reception area. Our Receptionists will be happy to provide assistance and support during your visit. If you have any questions please ask and they will be happy to help.

Security and Safety

We have to make essential security and safety checks to enhance your visit, but these are very straightforward and take seconds to complete.

On arrival you will be required to register at reception where you will be provided with a security pass. You must wear the pass prominently at all times and return it to reception when you leave. All SQA staff wear security badges showing their name and picture. Please feel free to approach any member of staff if you have a question or problem.

All working areas of Lowden have sealed security access and visitors cannot access these areas unless accompanied by a member of SQA staff.

If you see anything suspicious during your visit please alert Reception, who will contact our security staff.

Lowden is protected by CCTV cameras that monitor the building, exterior grounds and car park.

First Aid

For first aid or emergency assistance, please contact Reception. We have trained first aiders who can provide immediate assistance and seek emergency help. A defibrillator is also available. Our First Aid Room is located on Floor 1 opposite the staff restaurant.

Fire and emergency procedures

A two tone siren indicates an evacuation situation. Please leave immediately by the nearest exit. Emergency exits are clearly displayed throughout the building. Once outside proceed to the assembly point at the East Pedestrian Walkway opposite the front entrance. SQA Staff and Fire Marshals will be happy to direct you.

The fire alarm is tested every Monday at 10am.

Refreshments

SQA is a Fair-Trade supporter and the tea/coffee served in Lowden is sourced from Fair-Trade providers.

Water is always available and water dispensers are located in the meeting room corridor.

When lunch is being provided your meeting host will advise you of the location and time. A vegetarian option is always available. If you have any special dietary requirements please inform your meeting host in advance.

Information for disabled visitors

There is a dedicated entrance for disabled visitors adjacent to the main entrance and lifts allow disabled access to all floors. Disabled toilets are available on all floors and a special shower room is available on the ground floor.

A hearing loop is also available.

General Information about Lowden

Lowden is the old Scots word for Lothian and our staff chose the name to reflect our location and past.

There are 21 purpose built and equipped meeting rooms on Floor 1. Our meeting rooms include wireless connectivity - ask at Reception for the temporary password. Smart board, projector and video conferencing facilities are also available. All the meeting rooms are named after Scots who have made significant contributions to society. A plaque in each room will tell you a bit more about the person.

Smoking is not permitted in any part of Lowden, the car park (including in parked cars) or surrounding grounds. A smoking shelter is located at the far end of our Script Building. This is the only place where smoking is permitted.

Toilet and shower facilities are available on all floors.

Taste is the staff restaurant and coffee shop at Lowden. *Coffee@Lowden* is open 8am - 4pm daily for tea/coffee, soft drinks and snacks. *Taste* Restaurant is open 12noon - 2pm daily serving hot foods and salads. Visitors are very welcome to use *Taste*. A web surfing area is also available in the Coffee shop.

We remain committed to recycling and sustaining our environment and natural resources. There are recycling bins in all meeting rooms and restaurant. Please use these to recycle your waste and help SQA achieve its recycling targets.

Community at Lowden is our community space next to the *Taste* Restaurant. This space is used by Staff groups to promote various charity and lifestyle health activities. SQA holds the prestigious Healthy Working Lives Gold Award. If an activity or event is taking place during your visit please join in.

Art at Lowden

Throughout Lowden you will see art works developed for SQA by schools and local community groups.

Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD

Tel 0845 279 1000

Email customer@sqa.org.uk

Web www.sqa.org.uk

December 2011