

# LUU Weekly News

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Welcome to LUU Weekly News.

## **Belonging**

As we get ready to enter that wonderful time of year, Welcome, now is the time to make sure you are looking the part.

All staff should wear a name badge and LUU lanyard when they are at work. This helps staff to identify one another and helps us to keep our work areas and building more secure. If you need a replacement lanyard or name badge then please [fill out this google form.](#)

Front facing and operational staff have local uniform arrangements. Now is the time to report to your manager if you are missing any items so they can get them ordered in advance of welcome.

All office based staff can get an item of LUU clothing from the People Team. If you have not yet been issued with an item of LUU clothing then [fill out this google form.](#)

## **First Aid in LUU**



Do you know who our First aiders are?

[Check out our list of qualified First aiders](#) in LUU and make sure you are familiar with all our local superheroes.

All first aid incidents, no matter how small, should be dealt with by a qualified First aider and logged on our reporting system. See the diagram below for how to respond to a First aid incident (a bigger version of this can be viewed on the staff intranet.)



## Internal Services Survey



The [Internal Services Survey](#) for this period is now live, please take a few minutes to complete it before 6 September 2024.

If you have any questions or issues please contact Grace Coniff at [unigconiff@leeds.ac.uk](mailto:unigconiff@leeds.ac.uk)

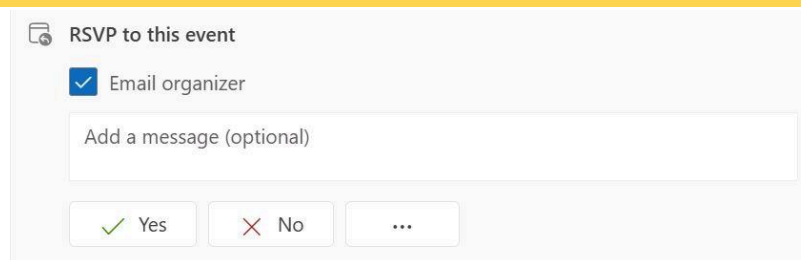
### Common Ground Closure

Due to painting works taking place in Common Ground, the food service area will be closed from Wednesday 28 August for 3 days, and will reopen on Monday 2 September.

The seating area within Common Ground will remain open during that time, however, there will be no drinks or food served from Common Ground.

During this time, the Scream Outlet, where customers will be able to purchase hot drinks and a selection of pastries will be open. Customers will also be able to still purchase hot drinks, pastries and breakfast items from Coop.

### Outlook- Invite RSVP

A screenshot of the Outlook 'RSVP to this event' dialog box. It features a checkbox labeled 'Email organizer' which is checked. Below the checkbox is a text input field with the placeholder text 'Add a message (optional)'. At the bottom, there are three buttons: 'Yes' with a green checkmark icon, 'No' with a red X icon, and a third button with an ellipsis '...' icon.

Do you know when you don't tick the "email organiser" box on a meeting invite, no matter what you RSVP, it doesn't register this on the meeting. So the organiser won't know whether you are attending the meeting or not. This can be important to know when checking for the number of attendees, deciding whether to reschedule a meeting, and ensuring there is enough resources for everyone.

So when you receive a meeting invite, please make sure you RSVP to it and tick the "email organiser" box- they would much rather receive all the emails and know who's going/not going, rather than not knowing at all and having to wait on the day to see.

### Hero of the Week



This week's heroes are:

**Levi Wright, Lukas Winterburn, Emily Noble, Kath Owen and Ollie Gibbon  
Building Maintenance, Cleaning Team, Logistics, Nathan Town  
Lukas Winterburn, Tom Clarkson and Glenn Poole, Christian Bodden,  
Gemma Rudette, Gabe Morrissey-Limb, Heidi Farley, Jessie Singleton,  
Elliott Groves, Sophie Fowler & Anna Duffell**

Remember all nominations are submitted into our Hero of the Month draw of each month. There will be 3 vouchers up for grabs, each worth £10.

[You can submit your nominations here.](#)

To find out why you were nominated, [click here](#).

### Love to Learn – Climate Curious



Co-hosts Maryam Pasha and Ben Hurst lift the lid on the climate emergency by speaking to the world's leading climate pioneers. From climate tech and eco-anxiety, to gas stoves and queer ecology- they delve into it all! They have also released feature episodes that give you bitesize facts on all topics related to climate from experts in the field- all in under 5 minutes.

[To find out more and give it a listen, click here.](#)

### Reminders

- We are reaching out to see if any staff would be interested in joining a staff disability network. This network aims to be an inclusive, safe space for staff who identify as having a physical impairment, mental health condition, neurological condition or a long term health condition. If you're interested, please contact Katie Fox (K.Fox1@leeds.ac.uk)

### Useful Links

[LUU Cultural Calendar](#) | [Equality and Inclusivity](#) | [Climate and Sustainability at LUU](#)