

Reference Number: UHB 307 Version Number: 1	Date of Next Review: 07 Apr 2019 Previous Trust/LHB Reference Number: N/A
Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	
Introduction and Aim In order to provide appropriate meeting / training space for the business of Mental Health Clinical Board, other UHB staff and associated professionals within Hafan y Coed.	
Objectives To provide a structured approach for the booking of meeting and training rooms within Hafan Y Coed.	
Scope This procedure applies to all of our staff in all locations including those with honorary contracts and outside organisations using meeting / training room facilities within Hafan Y Coed.	
Equality Impact Assessment	An Equality Impact Assessment has not been completed.
Documents to read alongside this Procedure	UHB Wide Resuscitation Procedure
Approved by	Mental Health Policy Group Mental Health Clinical Board Quality & Safety Committee
Accountable Executive or Clinical Board Director	Mental Health Clinical Board
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<p><u>Disclaimer</u></p> <p>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <u>Governance Directorate.</u></p>	

Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	2 of 8	Approval Date: 07 Apr 2016
Reference Number: UHB 307		Next Review Date: 07 Apr 2019
Version Number: 1		Date of Publication: 16 June 2016

Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	7/4/2016	16/6/ 2016	New document

Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	3 of 8	Approval Date: 07 Apr 2016
Reference Number: UHB 307		Next Review Date: 07 Apr 2019
Version Number: 1		Date of Publication: 16 June 2016

Contents Page

4	Introduction	
4	Eligible Organisations	
4	Contact details	
4	Hours of use	
4	Access to rooms	
4	Disabled access	
4	Audio / Visual / Equipment	
4	Cancellations	
5	Food and Beverages	
5	Toilet facilities	
5	Fire	
5	Health & Safety	
5	Smoke Free	
5	Leaving the room checklist	
6	Medical Emergency	
6	Available rooms	
6	Car Parking – UHB employees	
7	Car Parking – Outside organisations	
8	Booking form	

Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	4 of 8	Approval Date: 07 Apr 2016
Reference Number: UHB 307		Next Review Date: 07 Apr 2019
Version Number: 1		Date of Publication: 16 June 2016

Introduction

This procedure has been developed In order to provide a structured approach for the booking of meeting / training rooms within the administrative areas in Hafan y Coed.

Eligible Organisations

Bookings will be accepted from the Mental Health Clinical Board and the wider UHB. Where availability allows associated organisations will also be permitted to use the meeting rooms.

Contact details

In order to book a meeting room please contact the Directorate Administration Office in Hafan Y Coed.

Hours of use

Meeting rooms will be available between the hours of 8.30am – 5pm. Should you wish to book outside of these times please discuss with a member of Directorate Administration Team who may be able to organise.

Access to rooms

Rooms are situated on the first floor accessed by lift and stairs.

Disabled access

Hafan y Coed has been designed to comply with all disability criteria to ensure that it is accessible for all. We offer induction loops within some public areas and will have mobile induction loops if required

Audio/Visual / Equipment

We can provide some equipment as indicated under 'available rooms'. Any additional equipment required will need to be provided by the meeting organiser. It would help if the Directorate Administration Team are informed in advance of any specific requirements.

We would ask that no items are stuck to the walls in any of our rooms.

Cancellation

The Directorate Administration Team would appreciate as much notice as possible if you no longer require the use of a room. This will allow the room to be re used.

Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	5 of 8	Approval Date: 07 Apr 2016
Reference Number: UHB 307		Next Review Date: 07 Apr 2019
Version Number: 1		Date of Publication: 16 June 2016

Food and Beverages

The Mental Health Clinical Board do not provide any food and beverage service.

Toilet facilities

Toilet / disabled toilet facilities are available on the same floor as meeting rooms.

Fire

Ensure you make yourself fully aware of fire / evacuation regulations, these should be located within your meeting room / on corridor leading to meeting rooms.

Please contact the Directorate Administration Team in advance of the meeting to check if any fire alarm testing is planned.

Health & Safety

Rooms should be kept clean and tidy at all times. Please ensure there are no trailing cables. Ensure lights and equipment are switched off (returned to owner) and room locked after use.

If you have any Health & safety concerns please report them to the Adult Directorate Administration office.

Smoke Free

The UHB does not allow smoking within buildings, or in the grounds of any NHS site.

Leaving the room checklist

Before leaving your room please check you have left the meeting / training room to a satisfactory standard:

- All tables and surfaces are left clean
- Ensure that furniture is returned to the standard room layout
- Take away any rubbish, waste paper and unwanted food / food wrappers
- Turn off all lights
- If you have loaned any equipment for use in the room please ensure you return items to the owner
- Ensure personal items have not been left by any of your team

Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	6 of 8	Approval Date: 07 Apr 2016
Reference Number: UHB 307		Next Review Date: 07 Apr 2019
Version Number: 1		Date of Publication: 16 June 2016

Medical Emergency

Please act as informed in the UHB wide Resuscitation Procedure

6.3 – 999 Calls only for office blocks on all the acute hospital sites. Meeting rooms come under this classification.

<http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/239907>

Available rooms

Room		Capacity	Equipment
AFF - 14	Large Meeting room	80 / 100	Ceiling mounted projector, speakers / stereo amplifier, Wireless MIC Kit / holder & stand. Cable loom – VGA and HDMI
DFF - 03	Training Room	20	Projector
DFF - 04	Training Room	20	
AFF - 39	Meeting Room	12	
AFF - 40	Meeting Room	12	
DLF - 14	Meeting Room	12	
AFF - 42	Interview Room	2/3	
AFF - 43	Interview Room	2/3	
AFF - 44	Interview Room	2/3	
DGF - 11	Consulting / Interview Room	2/3	
DGF - 12	Consulting / Interview Room	2/3	
DGF - 13	Consulting / Interview Room	2/3	

Car parking

UHB employees

Parking at UHL is free and physical parking permits are not required. However staff are required to register their vehicle registration number/s with the private parking company ParkingEye via the following e-mail address: uhl@parkingeye.co.uk. Copy in Lauren.hogg@parkingeye.co.uk and philcable@wales.nhs.uk

Liaising directly with ParkingEye regarding vehicle permit needs for the UHL increases flexibility to service users and removes the risk of error or delay. Further information is available on the UHB intranet.

Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	7 of 8	Approval Date: 07 Apr 2016
Reference Number: UHB 307		Next Review Date: 07 Apr 2019
Version Number: 1		Date of Publication: 16 June 2016

Outside Organisations

Please note parking on the Llandough site can become very busy. There is a limit of 4 hours parking within the site, please ensure you return and leave within this time, or a parking fine will be issued by ParkingEye who run the parking arrangements throughout the Llandough site.

Hafan Y Coed Adult Mental Health Unit Meeting Room Guideline	8 of 8	Approval Date: 07 Apr 2016
Reference Number: UHB 307		Next Review Date: 07 Apr 2019
Version Number: 1		Date of Publication: 16 June 2016

MEETING ROOM REQUEST BOOKING FORM HAFAN Y COED

University Hospital Llandough
Penlan Road, Llandough, CF64 2XX

NAME OF EVENT:			
DATE REQUIRED			
TIME:	Start		Finish
No. of People attending			
Contact Name requesting booking			

Contact details

Name:			
Organisation / Clinical Board / Department			
Address			
Telephone:		Fax:	
Email			

Do you need the use of a Projector	YES		NO	
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Rooms will be allocated according to number of attendees

Once completed please return to the Directorate Administration Office in Hafan Y Coed.

To be completed by Directorate Administration office

Booking accepted	YES		NO	
Room Allocated				
Comment (including reason if booking not accepted)				
Completed by: (Name & Tele number)				