

**Academy Room Booking Standards**

The Academy mission is to aspire to deliver a dynamic **service** that meets the diverse needs of Health & Social Care Colleagues.  Through partnership and **teamwork** our **ambition** is to transform individuals through practice based education, research and knowledge exchange.  We **respect** the uniqueness of each learner on their journey to self-development and greater potential.

To deliver its mission to support the Trust ambition to nurture and develop staff talent, the Academy is required to prioritise resources for the delivery of educational courses and meetings. The Academy aims to provide a high quality service in all its educational requirements and provide a helpful and professional service to all other users.

Due to a high demand for the Academy rooms and facilities over recent years demand has exceeded the resources available and Academy has been required to agree an order in which room bookings will be made each year. These have been determined by a range of factors including commitment to deliver the Learning and Development Agreement with Education SW, legal and safety implications of training delivery and whether activity could be held elsewhere, i.e. meetings.

Please note that if you have adequate facilities to undertake your event in your Directorate/Department, please explore this fully before using Academy facilities as this will help ensure there is adequate resource for all of the Trust’s requirements.

**Order of Room Bookings**

1. Training and educational activities booked by GWH NHS Foundation Trust Staff:
   1. MDT meetings – Video Conferencing rooms
   2. Mandatory Training
   3. Multiple Meeting Bookings – GPs, Undergrad, Postgrad
   4. Training – Other
   5. Regional/National Study Days/events
   6. Other
2. Educational and training events booked by and charged to external organisations.
3. Non-educational events involving GWH NHS Foundation Trust staff.

**Exceptions**

In event of a **Major Incident** the Academy will be used for a number of key functions and bookings will need to be cancelled at short notice to accommodate this requirement. Should such an event occur all courses and meetings will be immediately cancelled and training will be re-arranged or reimbursed as appropriate.

Occasionally there are meetings that are key to Trust business that cannot be accommodated elsewhere – if we are notified by an Executive Director of this need there may be a requirement to cancel or change bookings that are likely to have less impact on core Trust business.

**Booking Procedure**

1. All bookings are made through the Academy, either by telephone on ext 4416 or using a Booking Form (see Appendix A) or via email (swindon.education) with the Booking Form as an attachment.
2. If your request for a room results in the cancellation/ moving of another room booking or a number of bookings (see exceptions), the Academy reserves to right to ask the staff member making to booking to contact the effected party/parties to negotiate a swap or move.
3. Suitable sized rooms will be booked for the number of people attending and room capacities must be adhered to at all times. We reserve the right to change the booked room to another suitable room if necessary. If room changes are made, an electronic amended room booking notification will be sent to the course organiser.
4. Unless an interview is taking place, rooms must only be booked for meetings of 5 attendees or more (otherwise we ask you to seek use of an appropriately sized office or room) to ensure the resource is appropriately used.
5. Rooms can be booked provisionally but need to be confirmed within **two weeks** of booking the date. Failure to do this will result in the booking being deleted and organiser notified. The Academy Facilities Manager will monitor these on a weekly basis.
6. In the event of any cancellation, Academy reception staff must be notified immediately so that the room is available for reallocation.
7. Rooms can be booked for use outside of staffed opening hours (8.30 – 16.30 Monday to Friday) as long as prior arrangement has been made with the Academy reception.
8. In order to monitor that all bookings are honoured, it is essential that the host/organiser signs their name against the booking details on the list on the outside of the door. Failure to do this may result in further bookings being declined.

**Room Usage (Did Not Attend – DNA)**

The Academy will complete monthly random audits of the room usage and contact the booking organiser by email highlighting any bookings that were not attended.

The Academy Management Team will make final decisions on room bookings.

**Equipment**

All rooms within the Academy are equipped with audio-visual facilities

Video Conferencing is available in Seminars 1 and 2 and live theatre link facilities are available in Lecture Hall 1 and Seminar 1.

The simulation suite and small simulation room also have a range of simulation equipment including sim man, sim mum and sim baby.

If there are any problems using or in the function of the audio visual equipment – please contact the Academy reception to report faults and obtain support.

Please report any faults promptly to the Academy reception failure to do so may result in a detrimental impact to consecutive bookings and activity.

Please note any damage to equipment that can be traced to a room booking may be charged to the department.

**Room set up and etiquette**

1. All rooms within the Academy contain information regarding the layout and set up of the room.
2. It is the responsibility of the organiser/host of the booking to set the room up to an alternative layout, if required, **and to return the room to the standard layout at the end of the booking**. You should allow sufficient booking time before and after your meeting to allow for this.
3. Major changes to the room layouts may be arranged through the Porters – but this is the responsibility of the organiser/host.
4. Please leave the room at the allocated time there is likely to be a booking directly after the slot you have been allocated.

**Catering**

1. The Great Western Hospital (Carillion) have their own caterers. For further details please contact Carillion catering on 01793 604653. Catering must be arranged directly with the catering department.
2. Outside catering companies may be used at the discretion of the Facilities Manager and must be notified at time of booking.
3. The Academy has no responsibility for problems arising with catering arrangements made by course/meeting organisers.
4. All catering provided for GWH NHS Foundation Trust staff must be in line with the Trusts Hospitality Policy.
5. It is the responsibility of the organiser/host to ensure that all rooms and/or corridors are cleared of rubbish, food, plates, overflowing waste bins, etc. With prior arrangement , the Academy will attempt to assist, if required, for large events.

If you require black bin bags to dispose of your rubbish, please contact the Academy Reception on Ext 4416.

**Administration/Reception Support**

Administration support for events during opening hours and/or reception support for events outside opening hours may be available by prior arrangement. For further details (and charges if applicable) please contact the Facilities Manager on extension 4428.

**Health & Safety**

1. The host/organiser is responsible for ensuring that all attendees are aware of Health & Safety issues and room capacities are not exceeded.
2. Furniture must not be taken out of the rooms to be used elsewhere without prior agreement with the Facilities Manager.
3. Academy reception staff must be notified in the event of any query or problem relating to Health & Safety.
4. All Academy staff and users are obliged to report every incident of aggressive, violent, abusive or threatening behaviour via an incident form (IR1). In the unlikely event of such an incident please report to Academy reception.

**First Aid**

First Aid provision is available during Academy opening hours via Academy reception.

The nearest resuscitation equipment is available outside the Academy in the Corridor adjacent to the lift at the top the Carillion services corridor on the lower ground floor underneath the ‘Heart start’ sign.

**Fire Safety Instructions**

In the event of a fire, all organisers will be required to accurately account for the number of people attending their event/meeting, either by register or head count.

Any person discovering a fire should sound the alarm by breaking a fire alarm point and notify Academy reception during opening hours. Any person hosting events out of hours must have familiarised themselves with the actions required in the event of a fire. Academy reception staff can confirm procedures if necessary.

**Security Arrangements**

Access to the Academy outside of normal opening hours is via swipe card access, however all meeting rooms are locked and access is only with prior arrangement with the Academy Facilities Manager. During opening hours the Academy has an open access policy for users.

**Car Parking**

1. Parking directly outside the Academy is not available unless for those staff with appropriate parking passes. Parking on site is also limited and requires payment. Please ensure that you inform delegates of this prior to any event and encourage the use of public transport/car sharing whenever possible.
2. Car parking is available but limited, across the hospital site and full details of charges can be found on the Swindon Borough Council website who manage this facility.

**Photocopying**

Photocopying facilities are available, behind reception for staff with a ID and login. For students and visitors there may be a charge, please refer to the Academy Library and Information Service (ALIS) for further details.

**Opening Times**

1. The staffed opening hours of the Academy are Monday to Friday 08.00 – 16.30 (with the exception of bank holidays).
2. If you require any further assistance please contact the Academy reception on 01793 604416 or the Facilities Manager on 01793 604428. Email enquiries to [academy.reception@gwh.nhs.uk](mailto:academy.reception@gwh.nhs.uk)
3. Visits to the Academy can be organised before booking an event to discuss the facilities available. Contact the Academy reception to make an appointment.

**Room Hire Charges**

External commercial organisations will be charged a fee, negotiated with the Facilities Manager, following guidelines detailed in Appendix B. These rates are inclusive of audio-visual equipment, but exclude Video Conferencing facilities and Telemedicine. These will be charged on an individual basis.

**Room Booking Management**

1. Reminders will be sent out to all current room users during the months of July & August each year requesting that bookings are resubmitted for the following year.
2. Renewed bookings will be sorted and entered on to the system during the month of September following priorities of Rooms Bookings as stated above.
3. Confirmation of room bookings will be sent to user once all the bookings are on the system, no later than October of each year.

**Appendix A**

SEND TO: THE ACADEMY RECEPTION

THE GREAT WESTERN HOSPITAL

MARLBOROUGH ROAD

SWINDON

###### SN3 6BB

###### EMAIL TO: [academy.reception@gwh.nhs.uk](mailto:academy.reception@gwh.nhs.uk)

# ROOM BOOKING FORM

|  |  |
| --- | --- |
|  | **ALL** **BOOKING** **DETAILS MUST BE COMPLETED** |
| **DATE/S REQUIRED:**  *(Or Frequency i.e. every Tuesday*) |  |
| **TIMES:** | **FROM: TO:** |
| **PREFERRED ROOM:**  *(This cannot be guaranteed)* |  |
| **SESSION TITLE:** |  |
| **NUMBER OF DELEGATES:** |  |
| **ORGANISER NAME:**  *(Person making the booking)* |  |
| **ORGANISER CONTACT NO :** |  |
| **HOST NAME:**  *(We require the host to sign on the day to confirm the booking took place)* |  |
| **DEPARTMENT** |  |
| **CATEGORY OF BOOKING** (Educational Training, MDT Meeting, Non Educational Event, Non Educational Meeting, Interviews) |  |
| **EQUIPMENT REQUIREMENTS:**  (e.g. / Laptop / Microscope / OHP/Videoconferencing/View X Rays) |  |
| **INVOICE DETAILS FOR CHARGEABLE BOOKINGS** |  |
| **SPONSORSHIP DETAILS**  *(If applicable)* |  |

*FOR OFFICE USE ONLY*

|  |  |
| --- | --- |
|  | DATE |
| FORM RECEIVED: |  |
| BOOKING / MULTI BOOKING NUMBER: |  |
| **BOOKING ENTERED ON SYSTEM & FORM FILED:** | **INITIALS ( )** |
| **CONFIRMATION EMAILED TO ORGANISER:** | DATE: ( )INITIALS: ( ) |

**Appendix B Swindon & North Wiltshire Health and Social Care Academy**

**Room Charging Structure**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Room | Room Capacity | Equipment | Charge Normal Hourly Rate | Charge Normal  Daily Rate – 7 hours or more | Charge for Academy Partners (20% Discount)  Hourly  Carillion, NHS organisations | Charge for Academy Partners (20% Discount)  Daily  Carillion, NHS organisations |
| Lecture Hall 1 | 100 Conference Style | PC built into Lectern  Live Theatre Link Equipment.  Overhead Projector  Large Screen  DVD/VCR Capabilities | £35 | £235 | £28 | £188 |
| Lecture Hall 2 | 56 Conference Style | PC built into Lectern  Overhead Projector  DVD/VCR Capabilities  External Laptop Capabilities | £30 | £200 | £24 | £160 |
| Seminar Rooms  1 or 2 | 30 Conference Style  20 Boardroom Style | Built in Video Conferencing Equip.  Dual Projection.  PC  DVD/VCR Capabilities  External Laptop Capabilities  Microscope  Visualiser | £23 | £150 | £18 | £120 |
| Seminar Rooms  3, 4 or 5 | 15 Conference Style  10 Boardroom Style | PC  Overhead Projector  Portable Speakers | £18 | £115 | £14 | £92 |
| Seminar Rooms  6 or 7 | 20 Conference Style  18 Boardroom Style | PC  Overhead Projector  TV with built in VCR  Portable Speakers | £18 | £115 | £14 | £92 |
| Clinical Skills Room | 30 Conference Style  20 Boardroom Style | PC  Overhead Projector  Speakers | £23 | £150 | £18 | £120 |
| Video Conferencing | Seminar Rooms  1 & 2 | As Above | £40.00 | £270 | £32 | £216 |
| Telemedicine | Lecture Hall 1, Seminar 1 & 2 | As Above | £40.00 | £270 | £32 | £216 |
| Liden Room, TC | 12 Boardroom | PC  Overhead Projector |  |  |  |  |
| Cherwell Meeting Room, TC | 12 Boardroom | PC  Overhead Projector |  |  |  |  |
| Cherwell Education Room, TC | 20 Boardroom | PC  Overhead Projector |  |  |  |  |
| Resus Room | 10 Boardroom  15 Conference | PC  Overhead Projector  Speaker System  Bed with Resus Dummy |  |  |  |  |
| Sim Room |  | PC  Overhead Projector  Sim Baby  Sim Child  Sim Man |  |  |  |  |

All rooms are fully equipped with audiovisual equipment.

Video conferencing facility is available in Seminar Room 1 & 2.

Live links to theatres – Telemedicine - are available in Lecture Hall 1, Seminar Room 1 & 2

Further details of Video Conferencing or Telemedicine charges can be obtained from the Academies Facilities Manager ext 5913