

## Parkhead Hub

### Guidance for External Users

#### Facilities

**Group Rooms** – there are five Group Rooms on the ground floor with Video Conferencing facilities in four of the rooms and an informal soft seating arrangement in the remaining room for external booking.

Room	Occupancy	Equipment
Group room 1	32	Video conferencing
Group room 2	16	Video conferencing
Group room 3	16	Video conferencing
Group room 4	16	Video conferencing
Group room 5	7	None

**Resus Rooms** –there is one rest room based on the ground floor. If this facility requires to be accessed in emergency, then immediately notify the reception who will provide access as there is a coded lock on the facility.

**WC's** – all toilets in the Hub are gender neutral with individual sinks and hand driers. The larger facilities will also have multi-use hygiene bins to accommodate users' specific needs.

**Changing Places** – Parkhead Hub has one Changing Places facility on the ground floor, access to this space is controlled and can be requested via the HSCP Reception on the ground floor. Over a quarter of a million people in the UK need Changing Places Toilets to enable them to get out and about and enjoy the day-to-day activities which many of us take for granted. To use a toilet in safety and comfort, these people need to be able to access a Changing Places Toilet, which has more space and the right equipment, including a height adjustable changing bench, a peninsular toilet and a ceiling hoist. Changing Places facilities should be registered to advertise their availability within our communities. [Changing Places Toilets \(changing-places.org\)](http://changing-places.org)

**Baby Changing / Baby Feeding Rooms** – There is a baby changing room and a baby feeding room on the ground floor of the Hub and the feeding room has access to comfortable feeding chairs.

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**Car Park** - The Hub will have extensive car parking spaces on completion of the full Hub project. The spaces will be delivered in phases as detailed below:

<b>At Handover</b>	
<b>Public Car Park Total</b>	<b>35</b>
Parent and Child Bays	3
Accessible Bays	9
Standard Bays	23

**There will be no EV charging facilities at handover stage**

<b>Second Stage – December 2025</b>	
<b>Public Car Park Total 171</b>	<b>171</b>
Parent and Child Bays	3
Accessible Bays	9
Standard Bays	143
EV Bays	16

### Health & Safety Compliance

**Health and Safety / Safeguarding** - Glasgow City Council (GCC) and NHS Greater Glasgow and Clyde (NHSGGC) have legal and corporate responsibilities around the use of its space and facilities, with specific guidelines that need to be followed. All users must ensure the appropriate risk assessments and safeguarding checks have been undertaken to ensure compliance.

**Fire Safety and Fire Evacuation Procedures** - If you detect or discover smoke or fire, break the glass on the nearest fire alarm activation unit to evacuate the building. The Fire Alarm system within the Hub is directly linked the Scottish Fire and Rescue who will attend in response to any activations.

There will be a weekly fire test carried out by the Estates Team, and this has been scheduled for a **Wednesday morning at 9.00 a.m.** All users must familiarise themselves with the Fire Evacuation Procedures.

**Faults/ Repairs reporting, including spillages** - If users detect any faults / hazards within the building, for example: broken windows, faulty lights, blocked toilets. These must be reported to Main Reception immediately.

**No Smoking** – As with all NHS and GCC buildings the Parkhead Hub is a smoke free workplace. Smoking or vaping is strictly prohibited within the building, including the outside terrace, courtyards, car parks and grounds. Advice and support is available via our HSCP Health Improvement Team for those wishing support to stop smoking.

**Incident reporting** - all incidents occurring within the building (for example: trips, falls, aggressive or violence behaviour) must be reported to the main reception immediately. This will be recorded and further action taken which may include this being investigated. If serious and a risk to the HSCP then this may result in external room bookings being cancelled.

**CCTV** – There is CCTV coverage internally and externally across the building. CCTV is for the prevention and investigation of crime and for the safety of the public and staff within our premises. In compliance with Data Protection Act, access and disclosure of images are limited to specific circumstances. We also have a clear process for Police Scotland requests to view and access our CCTV.

**First Aid Arrangements** - In the event of a member of staff or visitor feeling unwell and requiring assistance during operational hours, you should seek the help of a designated First Aider. Details of designated First Aider for the building are held at Main Reception. First aid boxes are held behind each reception and in the staff welfare area on the second floor.

**Electrical Items** - electrical devices should not be used in our facilities without prior consent and portable appliance testing.

#### **Reputation**

For external bookings, users/ organisations need to ensure that the values and standards of Glasgow City HSCP are always upheld and no event should be planned/ hosted where it can be foreseen that the HSCP's reputation may be brought into disrepute.

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#### **Facilities use/ Housekeeping**

**Heating / Ventilation** – The building is heated by the Airsource Heatpump via radiant panels in the ceiling throughout the building and underfloor heating in the atrium/ foyer area. Non-clinical spaces are naturally ventilated by opening a window. There is also a night purge system to cool the building down overnight.

**Lighting** – lighting in rooms is PIR - automatic but when staff enter the room they will use the switch to turn lights on and to adjust lighting levels. If LUX levels in the room are high then the light may not be required. Lighting will automatically turn off after you leave the room. In open plan areas, including corridors the lighting will switch on and off automatically.

**Windows** – windows can be opened and also have a tilt and turn function. Windows should be closed when you vacate a room. Rooms which are adjacent to busy roads are mechanically ventilated and windows cannot be opened.

**Occupancy times** – all bookings must adhere to their booking times and not run over as this will impact on other users.

**Rooms housekeeping** – all rooms should be returned to their original layout, left in a tidy condition and all waste appropriately disposed of (if a large amount then advise reception/ Caretaking for assistance). If there are any defects or untidiness when entering the room, please notify the main reception immediately so this can be resolved.

**Video Conferencing (AV) equipment** – within 4 of the group rooms with fixed AV video conferencing/ screens. All users must follow the instruction sheet provided. This must be adhered to ensure appropriate and safe use. This equipment must not be unplugged or cables removed and not replaced as this leads to faults.

**Food and Drink** - reasonable food and drink may be eaten in group rooms, as long this is not hot or food creating odour. If food or drink is consumed the group is responsible for taking their packaging and food containers with them or disposing in the appropriate bins.

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Food and drinks can be arranged via the Charity Social Blend, which is Parkhead Hub's onsite café. Social Blend can provide drinking water and a hot water flask which visitors can use with their own tea/coffee. This should be arranged directly with the Café and not the responsibility of the HSCP.

**Vandalism** - defacing and damaging equipment, furniture and room decoration is an offence. Any visitors who wilfully damage or cause disruption may be exempted from requesting future bookings and / or be referred to the Police.

**Cancellations** – if cancelling a booking please confirm asap as the facility could be assigned to another booking.