


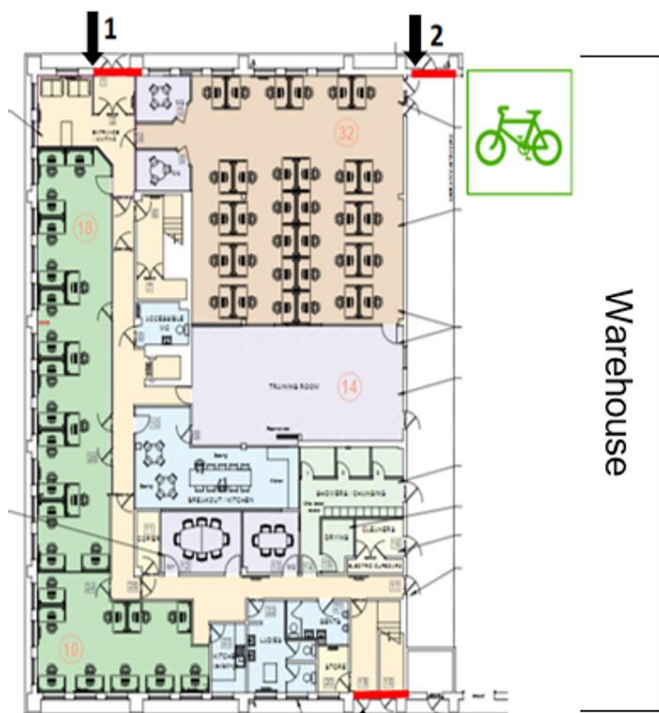
Yeomans House Guide for non-residents


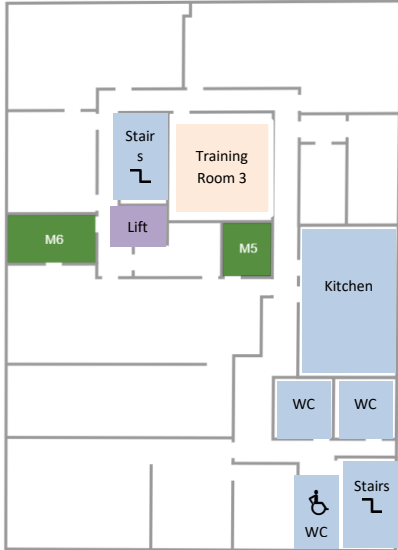
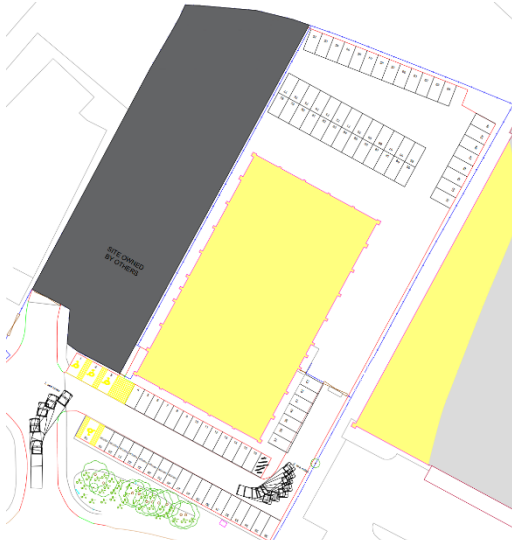

(this guide assumes entry between core hours of 08.00 – 16.30)



Address: Yeomans House
Yeomans Way
Bournemouth
Dorset
BH8 0BJ

These 3 words locator: Inked - Landed - Known

ROOMS and PARKING SPACES CAN BE BOOKED IN ADVANCE VIA UBOOK – SEE SEPARATE GUIDE

<p>Access</p>	<div data-bbox="414 582 569 678"> <p>Car Park entrance from Yeomans Way</p>  </div> <div data-bbox="699 658 892 710"> <p>Main Entrance</p> </div> <div data-bbox="1010 658 1203 710"> <p>Side Entrance</p> </div> <div data-bbox="699 725 1361 1435">  </div> <div data-bbox="389 1456 647 1489"> <p>1 – Main entrance</p> </div> <div data-bbox="389 1507 1385 1684"> <p>The main doors (Door 1) are unlocked for visitor access Monday to Friday 8am to 4.30pm. Visitors can enter the lobby and can be met there, or they can use the phone on the wall to reach their host. There are 3 doors leading from the lobby, but only UHD card holders will be able to enter further into the building via PAC ID Card swipe. (See *ID Cards* note below).</p> </div> <div data-bbox="389 1720 991 1756"> <p>2 – Side entrance to warehouse (for bikes)</p> </div> <div data-bbox="389 1756 1399 1859"> <p>Cyclists can enter via the side door with PAC access (Door 2). Bikes can be stored in the warehouse and owners can then enter the main building through the shower room or corridor.</p> </div> <div data-bbox="389 1897 529 1930"> <p>*ID Cards*</p> </div> <div data-bbox="389 1933 1388 2112"> <p>Please note that at the present time, all Poole Hospital-issued and cross-site-issued ID cards give automatic access to Yeomans House. Anyone with a RBH-issued ID card can email newbadgeteam@uhd.nhs.uk and ask for their name to be added to the 'Poole list' for Yeomans House access. Alternatively, on entry to the lobby, you will need to use the phone to ask a member of staff to admit you.</p> </div>
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<p>Floorplan showing meeting and training rooms with communal facilities</p> <p>Ground Floor (GF)</p> <p>First Floor (FF)</p>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>GF</p> </div> <div style="text-align: center;">  <p>FF</p> </div> </div> <p>Book your room via UBook – separate guide for new users</p>
<p>Parking Spaces</p>	<p>There are a total of 88 parking spaces at Yeomans House. This is made up of</p> <ul style="list-style-type: none"> • 3 disabled bays – users need to display their blue badge • 8 visitor bays – for ad-hoc/short visits – no booking required • 77 general access/staff bays – permits and booking required • A designated motorcycle (marked M/C) bay in the rear car park <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>All UHD staff attending meeting/training rooms at Yeomans House need to book a parking space via UBook (separate guide)</p> <p>If non-UHD delegates are attending, a member of UHD staff can book spaces for them or they can use a visitor space subject to availability.</p> </div> </div>
<p>Kitchens</p>	<p>There are 2 large kitchens and 1 small kitchen at Yeomans House. Delegates using meeting/training facilities are welcome to use the kitchen for water/making hot drinks. Plastic tumblers/jugs/mugs/ fridges/microwaves/cutlery are provided for all to use but consumables (tea, coffee, sugar, milk, food etc) must be brought with you. All items that have been used must be washed and put away afterwards.</p> <p>If training events are catered, food should be laid out in the training rooms to avoid heavy congestion and inconvenience to the 'resident staff' at Yeomans House.</p> <p>The nearest shops are at Castlepoint shopping centre – 10 minutes' walk.</p> 
<p>Safety / First</p>	<p>Any serious injuries should be assessed and either advice sought via 111 or for</p>

<p>Aid</p>	<p>'danger to life' injuries, 999 should be called.</p> <p>There is a First Aid box in each large kitchen – these are checked monthly by the RTT team (dawn.ailles@uhd.nhs.uk) and are restocked as required by Commercial Services (sian.mitchell@uhd.nhs.uk and alice.lockwood@uhd.nhs.uk). The first aid boxes have brief instructions on how the contents should be used. No drugs / paracetamol are kept on-site in communal areas.</p> <p>Defibrillator</p> <p>There is a defibrillator situated on the wall at the bottom of the 'front stairwell'. Should the need arise for the equipment to be used (if someone has a cardiac arrest), the machine talks the user through each stage.</p> 
<p>Fire Evacuation</p>	<p>On hearing a continuous alarm other than Monday morning testing...</p>  <ul style="list-style-type: none"> • Leave by the nearest available exit – following the illuminated green lights if smoky or dark. • Do not stop to collect personal belongings. • Do not use the lifts. • Assemble at the designated assembly point (front car park beside green Fire Evacuation sign for office workers – this may mean that you exit via the side door and through the side gate to the front car park) • Do not re-enter the building or leave the assembly point until authorised to do so by a fire warden or a member of the emergency services.
<p>Printing</p>	<p>There is one communal photocopier/printer which is located on the GF near the rear stairwell (see floorplan above)</p> <p>The printer is on the RBH Annodata system and will work with a valid RBH swipe card - choose FollowMe on Annodatataps. If you have a Poole issued ID card, you can log a request with the IT Helpdesk for an RBH printer PIN which will enable you to use the machine without an ID card.</p> 