



# A guide to working on the Royal Bournemouth Hospital site

September 2024

We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**



# Refreshments and facilities

## Oasis restaurant

The Oasis is the main restaurant exclusively for staff. Located within the East Wing opposite the hospital's lake, it offers a wide selection of freshly prepared products including cooked breakfast, a great selection of hot food, sandwiches and savoury snacks at discounted rates.

Relax with a coffee or cold drink throughout the day while enjoying the view of the lake.

Oasis is open from **7.30am - 7pm daily**



## Vending machines

Vending machines are conveniently located throughout the hospital offering hot and cold drinks and snacks.

## Atrium Café



The Atrium Café is available for everyone to enjoy. It is located at the centre of the hospital, offering a wide selection of hot and cold food including lunches, savoury snacks, a wide selection of tray bakes, muffins and confectionary throughout the day.

Why not enjoy a premium Lavazza coffee or cold drink? Enjoy a 20% discount when you present your NHS ID when paying.

The café is open from **7.30am - 6.30pm Monday to Friday** and from **10am - 5.30pm Saturday and Sunday**.

We also offer a 24/7 click & collect service where you can order a selection of hot and cold food and drink simply through the UHD app (Scan QR code) this service is available:



**Monday to Friday 8am - 6.30pm**  
**Weekends: 10am - 5.30pm**  
**Tuesday to Sunday: Midnight - 5.30am**

Website: [uhdatrium.food2go.co.uk](http://uhdatrium.food2go.co.uk)

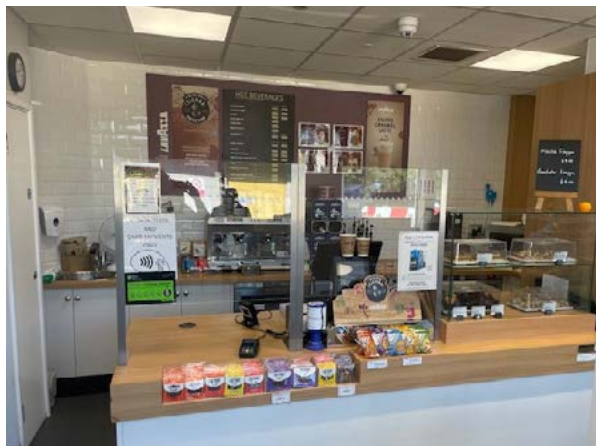


## Café West

Café West is available for everyone to enjoy. It is located at the West entrance serving hot and cold drinks including premium Lavazza coffee.

Enjoy a savoury hot snack, freshly made sandwich or tray bake to complement your drink and a 20% discount when you present your NHS ID when paying.

Café West is open from  
**7.30am - 5pm Monday to Friday.**  
(Closed on bank holidays).



## Boots pharmacy

Boots Pharmacy is located in the west wing by the orthopaedic outpatients entrance. It is available for inpatients and outpatients with a hospital prescription. It also sells a range of over-the-counter medicine and stocks a good range of takeaway sandwiches, drinks and snacks.



## Tesco Extra

(Riverside Ave,  
Bournemouth BH7 7DY)

Adjacent to the hospital is a large Tesco Extra, where you can find a wide range of food and drinks, homeware, petrol filling station and more.

Open **6am - 12am**  
(petrol, open 24 hours).

There are free cashpoints.



## Staff lockers

Lockers are available within our changing rooms for which there is limited availability and a waiting list held. You can email [travelteam@uhd.nhs.uk](mailto:travelteam@uhd.nhs.uk) to request an application form. In addition, please contact your manager for any further locker provision in your working area.

## Parcel lockers

In-Post lockers available on site for staff to use for personal deliveries..

## Chaplaincy

There are chapels available for use on our sites and all faiths are welcome.

For more information about the facilities and the hospital chaplains, click [here](#).





# Meeting rooms and other facilities

## Staff room

Each department has its own local arrangements. Please contact your manager.

## Meeting rooms and hot desking

Please contact your department manager for local information on docking stations for Trust laptops available within your area.

Hot desking is available through Ubook. UBook is a booking system for UHD staff to book various resources such as desks, offices, meeting rooms, training rooms and car park spaces across our sites.

Everyone with a UHD email address has an account automatically, and there is no need for a password as this is all part of your UHD single sign-on package. If you're a new user you will be asked once only to 'register' (you will be asked for your department).

More information on UBook can be found [here](#).



## IT and digital technology

### Logging on to a desktop computer

The prefix **UHD\** is required if using a UHD account on a device that has not yet been migrated to the UHD domain.

### IT toolkit pages

<https://intranet.uhd.nhs.uk/index.php/it-training>

For all IT queries please contact the IT service desk on ext. **4222**.



## Telephones

Our new numbers begin with the prefix **0300 019**. Calls from the hospital to you also begin with our new prefix.

Switchboard numbers remain the same:

- Royal Bournemouth Hospital:  
**01202 303 626**
- Poole Hospital:  
**01202 665 511**
- Christchurch Hospital:  
**01202 486 361**

If you don't have the new number to hand for the person or department you are trying to reach, but have the old number, just dial **0300 019** and add the last four digits of the old number to the end.



## Details for bleeping

On RBH site to bleep Poole:

Dial **783701** Pager # Ext #

On RBH site to bleep for RBH based staff:

Dial **701** Pager # Ext #



## Printers

Several multifunction devices are available across the site. They provide facilities for emailing, printing, copying and scanning. Access for printing can be requested from any trust computer through the IT Self-Service Portal.

## WIFI

The Wi-Fi network called **NHS Wi-Fi** is available throughout the building and will use your existing connection.

## The App

The UHD staff app brings together useful information and resources at your fingertips, wherever you are, from your mobile phone. We'll also be able to keep in touch using urgent notifications on any important news or urgent messages that might affect your day-to-day work.

Scan the QR code with your camera then click on the link to download.



# Travel, safety and security

## Travel

There are many incentivised alternatives to single occupancy car travel, please see the [sustainable travel](#) pages on the intranet.

The Trust has a limited amount of parking spaces available and operates a parking permit system to ensure that these spaces are allocated in a measured, fair and transparent way.

In order to begin parking your car at any UHD site, you will need a parking permit. Parking permits are managed via an application process, and upon receipt of your application, the car parking team will review your eligibility against a set list of criteria. You will be informed of your application at the earliest possible opportunity.

To begin your application, please email [uhdparking.permits@sabagroup.com](mailto:uhdparking.permits@sabagroup.com)

The travel team office is currently located in the education centre, 1st floor.

Staff parking for permit holders is in the multi-storey and areas marked on the map.

Motorcycles can be parked free of charge in the designated motorcycle parking areas.

## Bicycle storage

There are locked cycle sheds across the site. To obtain a key, please email [travelteam@uhd.nhs.uk](mailto:travelteam@uhd.nhs.uk).

## Changing rooms

Free showers are available to use in the changing rooms near the new cycle hub, near the Eye Unit and near residences for ladies. For the access code contact [travelteam@uhd.nhs.uk](mailto:travelteam@uhd.nhs.uk) and they will respond to your UHD email account.

## Security (includes ID badges)

If you work across sites, please inform the ID office of this when collecting your ID. Your ID profile will be sent to the other site and activated remotely.

For enquiries, email [IDadmin@uhd.nhs.uk](mailto:IDadmin@uhd.nhs.uk) or contact: ext. 6638. (Monday to Friday, 10am - 2pm).



## Fire safety

As part of your local induction, the fire evacuation plan for your work area will be explained. If you hear the fire alarm:

- if sound is **CONTINUOUS** the fire is in your area
- if sound is **INTERMITTENT** the fire is nearby

## Useful numbers

Chaplain	<b>4221</b>
Education and Training	<b>4267</b>
Estates	<b>4291</b>
Fire	<b>5785</b>
IT helpdesk	<b>4222</b>
IT training	<b>4285</b>
Human resources	<b>4251 / 4252</b>
Library	<b>4270</b>
Occupational health	<b>4217</b>
PALS	<b>4886</b>
Payroll	<b>01722 336262</b>
Pensions	<b>7880</b>
Travel team	<b>6415</b>
Car park office	<b>5894</b>



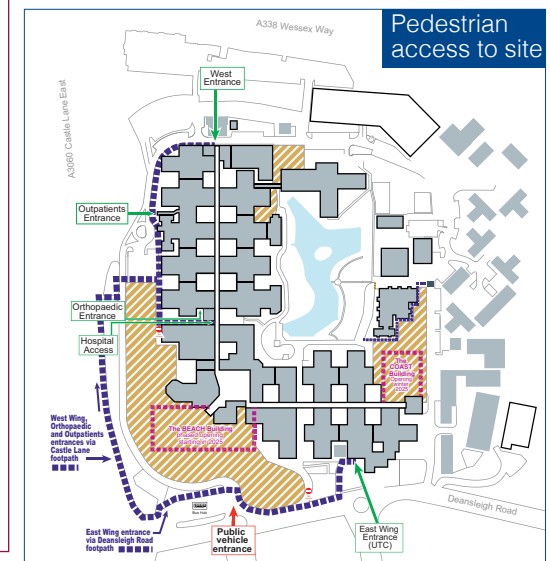
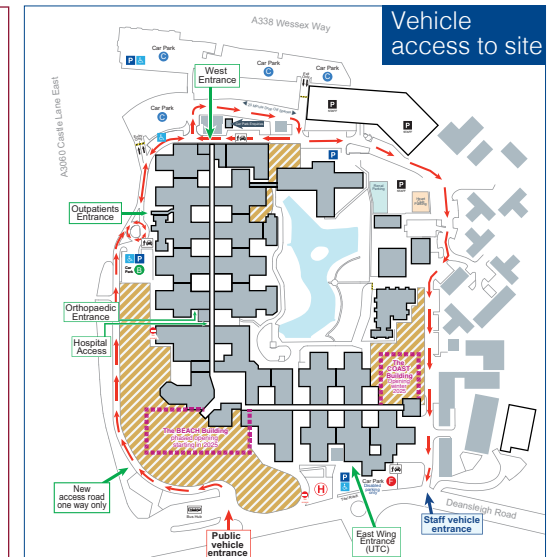
## Royal Bournemouth Hospital site plan

November 2024



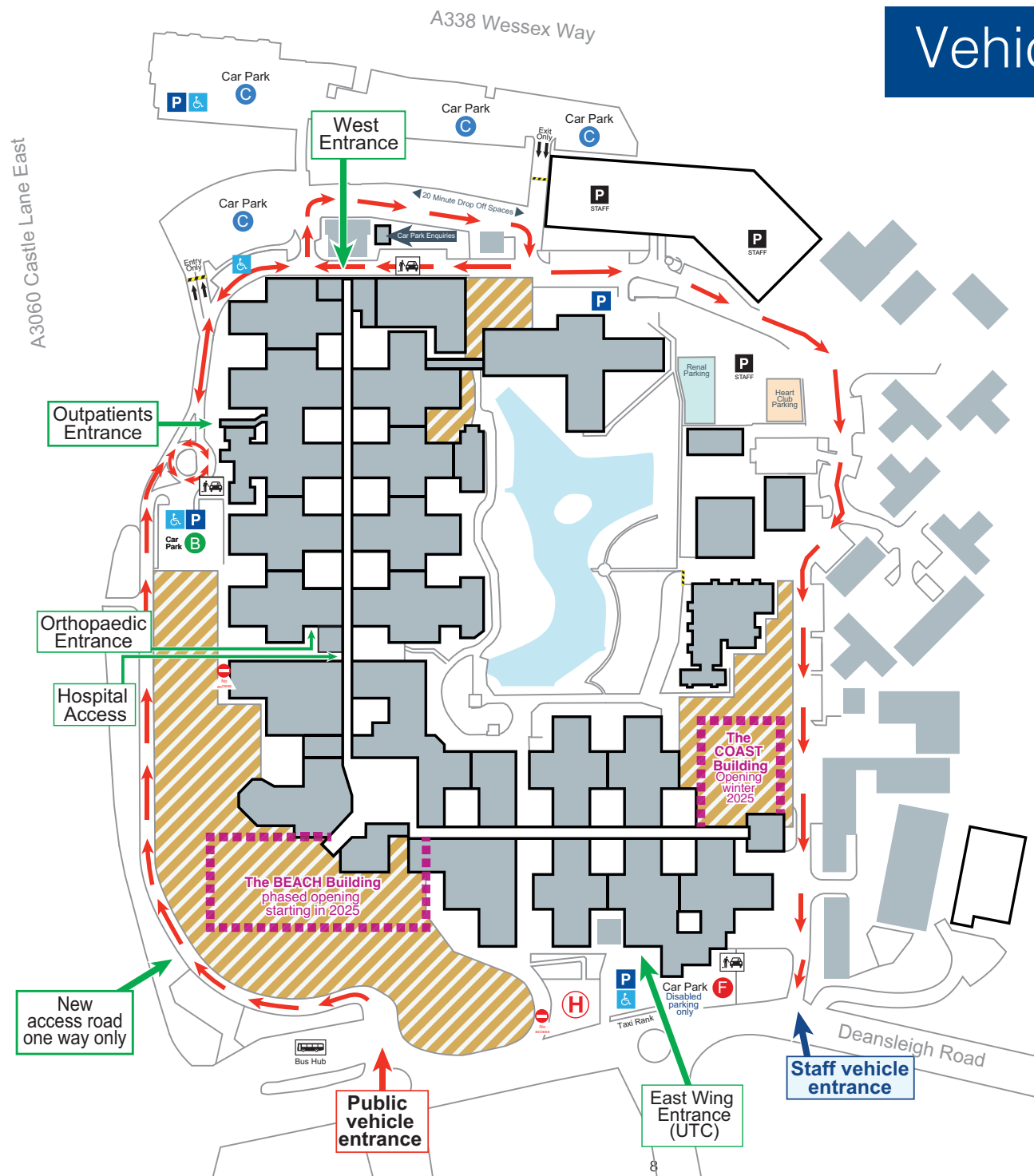
### Key

- Link corridors
- Stairs
- Lifts
- Baby change
- Coffee bar
- Coffee bar (staff only)
- Restaurant
- WC male and female
- Disabled WC
- Pharmacy
- Helicopter pad
- Public telephone
- Car parking for patients and visitors
- Disabled car parking
- Staff car parking
- Bus stop
- Drop off point
- Site compound for hospital extension
- Public vehicle access
- Pedestrian access
- New buildings
- West Wing
- East Wing
- Externally accessed buildings
- Changing rooms and lockers
- Lockable cycle sheds
- Open bike hoops





# Vehicle access to site





# Pedestrian access to site

