

INFORMATION FOR OCCUPANTS AND VISITORS

BOB CHAMPION RESEARCH & EDUCATION BUILDING



JANUARY 2018

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Building Location & Details

The Bob Champion Research & Education Building (BCRE) is located on James Watson Road on the Norwich Research park, just across the road from the Norfolk & Norwich University Hospital.

UEA Campus Map

Use the interactive map to find your way around the UEA campus. The key at the bottom of the map can be used to search for related buildings and campus features. Alternatively, the search bar in the top right corner can be used to find specific places of interest.

Download a UEA Campus map (PDF, 5Mb)

Deliveries to BCRE

All post and parcel deliveries will be delivered to BCRE reception and will be brought upstairs and left in pigeon holes, with large deliveries via the loading bay to the rear of the building. All the outgoing post is collected by the Post and Portering team from the reception desk at 9.30am each day.

If on any day you expect an important/urgent delivery then please feel free to speak to one of the members of the admin team who can notify you when a delivery is received, or bring it over to your desk. If you don't have an allocated desk, and have received a large parcel, the admin team will email you to ask you to collect it.

Please ensure that any orders placed outside the ABW system have the correct address and postcode to avoid delays. In instances where parcels have been incorrectly sent to main campus they will need to be collected by the recipient or arranged to be delivered via portering.

Postal Address for BCRE:

Norwich Medical School
Floor 2
Bob Champion Research & Education Building
James Watson Road
University of East Anglia
Norwich Research Park
Norwich
NR4 7UQ

Visitors to BCRE

Visitors to the building should speak to the receptionist in the first instance, who will be able to direct them. If you wish to inform the BCRE reception in advance of your visitors' details so they know to expect them, please do so or inform one of the BCRE admin team.

Stephen McGhee: stephen.mcghee@nnuh.nhs.uk
01603 287715

There is a courtesy phone outside the entrance to the floor 2 open plan office, which visitors can also use to contact the person they are visiting.

Toilets and Showers

There are toilets and showers based on the ground and second floors of the building. The facilities on the second floor are for staff and PGR use only.

Catering

Catering at the BCRE is provided for by an external catering company, Apleona who are also responsible for the management and maintenance of the building. Catering orders can be sent to the catering manager via befmcatering.hsg@apleona.com. Be sure to include the full budget code when placing catering orders. There is also the ground floor atrium café serving hot and cold food throughout the day, closing at 15:30.

Travel to BCRE

Car Parking

With the exception of blue badge holders there is no parking available for your visitors in the BCRE car park so please note visitors will need to:

- a) Use the park & ride service 10 from Costessey or local bus services. Visit www.uea.ac.uk/transport for further details and timetables. Buses to and from Norwich City Centre stop at Bus Stop A. The Costessey Park and Ride bus stops at Bus Stop B to the front of NNUH. The BCRE is a 20 minute walk from the centre of the main UEA campus.
- b) Park on the main UEA campus and walk across. If non-permit holders plan to park on campus and walk across to meetings, they will require a visitor permit for invited guests and it is important for you to arrange this in advance of their visit and ensure they are aware of the arrangements. The Security Lodge on the main campus will hold up to 5 permits, but for larger groups you will need to either send the permit to the guest ahead of the visit or make arrangements for your guests to collect permits from another location on campus on arrival (please ensure they return to their vehicle to display the permit). Visitors are often required to park on the main UEA campus so please ensure your visitors are aware that the walk from here to BCRE will take approximately 20 – 30 minutes (see the interactive map for directions from UEA to BCRE).
- c) There is limited parking at the Pavilion car park on Colney Lane. A visitor permit for invited guests should be displayed.
- d) There is a pay and display public car park adjacent to MED which visitors may wish to use and pay for, we a maximum 2 hour stay.

Travel and Transport Team

The Security Lodge		01603 592352
UEA Transport Team	transport@uea.ac.uk	01603 592353

First Bus 50p Hopper

A "hopper" bus service now operates between the main campus and the NNUH Plaza, which enables those who have to travel between sites to use First Bus Service 26 at a discounted rate. There is a special flat fare of 50 pence for any single journey between UEA and the NNUH. The same fare will apply to the three evening services on the orange line (services 21/22). You are advised to show a campus card to obtain the special fare.

Further information can be found on the FirstGroup website.

For more information about transport at UEA, visit the Estates web pages or should you wish to request a personal travel plan setting out travel options to MED, please send an email to transport@uea.ac.uk

Bicycles

Bicycle racks are located at the back and front of the BCRE. A spare bike lock and bike pump is available if needed from the admin team.

Taxis

If you would like a taxi booking for your guest, please speak to one of the admin team. Please be clear if your guest is expecting to pay for the taxi, or if you would like the cost to be charged to the school or a research budget instead.

Building Access & Out of Hours Access

BCRE is open between 7:30am and 5pm Monday to Friday (excluding bank holidays).

Out of hours, the BCRE can be accessed via your swipe card, through the doors at the front and rear of the building with card readers. All MED school staff, when in the building between 7am and 7pm Monday to Friday or any time at weekends, must sign in and out of the building in the yellow 'Out of Hours Access' folder (on floor 2 on the table next to the break area before you enter the main open plan office). If you require swipe access to any part of BCRE please contact a member of the admin team.

BCRE Shared Use

Both the UEA and the NNUH have staff and resource areas in BCRE. The building contains the following departments and facilities:

- **Ground Floor**
 - BCRE lecture theatre
 - NANIME training suite
 - Biorepository
 - Atrium Café.

- **First Floor**
 - Clinical Skills Resource Area (CSRA)
 - Laboratory space

- **Second Floor**

- Open plan office area for MED staff and PGR students.
- Meeting room

IT Resources

Laptops and a conference phone are available to be borrowed via the admin team, along with a set of audience response clickers and a laser pointer for presentations.

Smoking Policy

Smoking is prohibited in all Medical School buildings and within 5 metres of all external doors.

Health & Safety

All staff should be aware of and make themselves familiar with the UEA Health and Safety Policy. CCTV inside and outside BCRE is monitored by UEA Security.

Fire Safety

Sound the Alarm - If you discover a fire, sound the alarm by striking the “break glass” on the nearest fire alarm point / strike box. These are found along all fire evacuation routes and in entrance areas to each floor and wing. You must ensure you are familiar with the location of fire alarm break points for the areas in which you work.

Ring Emergency Services and UEA Security – If you detect any signs of fire in the building (smoke/flames), ring 999 immediately and give details of the location and extent of the fire including any special hazards if known, such as gas cylinders or radioactivity in the immediate vicinity of the fire. On vacating the building ring UEA security on 01603 592222 to ensure that any information given to emergency services with regards to the incident is also provided to UEA Security.

Use Appropriate Fire Extinguisher – If you are confident using the appropriate fire extinguisher or a fire blanket and if the fire is small you may tackle the fire, but you must not take any personal risk.

If the fire cannot be extinguished or if you do not feel confident to tackle it you must leave the building immediately. Fire extinguishers and/or blankets are placed strategically throughout MED. Take time to familiarise yourself with their locations and note the extinguisher code (labels are displayed at each location). Please remember that electrical fires should be attacked using a CO2 extinguisher. If in any doubt leave the firefighting to the emergency services.

Leave the Building – If you hear the fire alarm you must leave the buildings immediately. If possible close all doors on exit and leave the building following the green and white emergency signs. Ensure you are familiar with those nearest your usual place(s) of work. Use the fire exits. These doors automatically release when the fire alarm is activated. DO NOT stop / wait to collect belongings.

DO NOT USE THE LIFTS FOR EVACUATION IN EVENT OF FIRE

Always follow the directions of fire wardens. They will be identified by wearing yellow or orange tabards. Do not re-enter buildings until told it is safe to do so.

Assembly Points – Staff from BCRE should assemble at the back of the building by the side access road at the far corner of the car park to the rear of the building.

Fire Alarm Testing

The fire alarms are tested every Thursday morning at 8.30am. Intermittent alarms or alarm sounding for just a few seconds during this period can be ignored. However if the alarm continues at this time, the alarm must be assumed NOT to be a test and the buildings must be evacuated as normal.

Fire Alarm – constant alarm sounds **Test** – intermittent alarm sounds

All staff will be required to undertake UEA online fire training within their first 3 months of employment.

Additional useful fire precautions to take in and around your workplace:

- Know at least two escape routes from your workplace to a FIRE EXIT.
- Know the locations of ALL telephones, fire extinguishers and fire alarm strike points.
- Know how to switch off gas and the electricity to equipment you use (if time and safety allows).
- Ensure you keep clutter and paperwork to a minimum.
- Ensure all fire exit routes remain clear from trolleys etc.

DISABLED PERSONS and FIRE: Please seek advice and information from the USS intranet site prior to using any Medical School buildings. If you are a wheelchair user or at any time during your employment or study period have restricted mobility and you need access to Medical School buildings, you must inform the Faculty Manager and University Safety Services. A Personal Emergency Evacuation Plan (PEEP) will be prepared. In the event of a fire alarm sounding you should follow instructions in your PEEP for exit (if there is no PEEP in place you should make your way to the nearest stairwell or refuge area for assistance with evacuation).

The BCRE Fire Wardens are:

- Chris Washbourne
- Isabelle Pic
- Noemi Tejera Hernandez
- James Goillau
- Dan Leeson
- Karen Crockett
- Louise Terrington
- Rebecca Ogden

Emergency Evacuation Chairs are installed in the emergency exit stairwells in the MED building.

The BCRE Safety Officer is Prof William Fraser (W.Fraser@uea.ac.uk) – 01603 597174

First Aid and Accidents

Members of staff in BCRE who are trained first aiders are listed on the green signs in both kitchens on floor 2. If you are interested in becoming a trained first aider, please speak to a member of the admin team.

In event of an injury to anyone at UEA you should call for help immediately unless the incident is minor.

- Location of first aid boxes – Floor 2 kitchenette opposite room 2.03 (floor 2 meeting room)
- In an emergency call an ambulance via 999 AND telephone UEA Security x2222 (day or night) from any telephone
- If emergency (fire) alarms sound, do not attempt to move an injured person out of the building unless there is imminent danger. If it is safe to do so, stay with the injured person until help arrives. If you are at all unsure leave the building and inform the emergency services of the location of the injured person
- All accidents in and around UEA premises (involving UEA staff/visitors or other) must be reported by use of UEA accident/incident report forms

If an accident is not serious but after attendance by a UEA first aider further treatment is recommended, the person should go to their own GP (this should be the University Health Centre ONLY if they are registered with the doctors there) or the Norfolk and Norwich University Hospital Accident and Emergency Unit as appropriate.

If you use any items from a first aid box or if first aid stocks have been depleted and require replenishment, please contact the named person on the first aid box. Please send an email as indicated on the first aid box if minimum requirements (list inside the first aid box) are not fulfilled.

BCRE Floor 2 door access and lab access

The BCRE floor 2 office and BCRE lab is swipe access only. If you require access to either of these areas, please get in touch with one of the admin team who will make the necessary arrangements

Desk Allocation

The most up to date desk layout for the office is displayed on the noticeboard on the wall to your right just after you enter the open plan office. If you are unable to find the correct desk, please speak to a member of the admin team.

Hotdesk Users

Hot desk users may use any of the hot desks indicated by the signs on the desks.

Hot desk users are asked to clear hot desks at the end of each day so that other users and visitors to the floor can use the desks provided.

Please note the following guidelines for hot desk users:

- Hot desks are not allocated desk spaces; they operate on an 'as needed' basis. There is a plan showing all hot desks on the noticeboard to your right as you enter BCRE 2.53
- When a desk is needed by an individual any available hotdesk can be occupied for the duration of that day. At the end of each day's use the desk should be cleared and the user logged off to enable another user access to the PC and desk on the following day.
- The use of computers for non-work internet searches, social networking etc. should be strictly minimised within core working hours and should not be made if other colleagues want to use a desk

Checklist for Leavers

If you will be no longer based in the BCRE, either due to relocation on campus or ending your term of employment, please note the following:

- Please inform one of the admin team.
- Please ensure your desk area is clear and tidy and that you have emptied your desk pedestal and/or storage box
- Please ensure that you return any keys to a member of the admin team
- You are welcome to leave a forwarding address with the admin team if you wish to do so.

Checklist for Leavers

If you identify any problems with the fabric and fixtures in your office space, please report these to UEA Estates via Jobdone@uea.ac.uk or via 01603 592121. Colleagues there will identify and redirect any issues to contractors for action.

Open Plan Working Etiquette

Please read and adhere to the guidelines on working in the open plan environment. The guidelines are displayed on noticeboards in the kitchen and central corridor.

Environment

Lighting is controlled automatically, as is the heating of the office. If you need a space heater or desk fan, please speak to a member of the admin team.

Postal Arrangements

Outgoing post should be left in the trays next to the entrance to the open plan office. Post will be taken downstairs for collection every morning, and incoming post will be distributed to pigeonholes at the same time. Items which are too large for pigeonholes will either be left on your desk, or you will receive an email asking you to collect it from admin staff.

For specific projects, please inform Andrew Brinded Post and Porterage Manager, of the grant code to be charged for your mail. Air Mail stickers and envelopes are available by the post trays. Jiffy bags and brown packing tape are located in the stationery cupboards in the central aisle. Speak to one of the admin team if you require special delivery services, such as 48hr signed for.

Printing, Photocopying and Scanning

Two printers have been networked to the floor and they are named as follows:

- FMH BCRE 2.53 mono laserjet
- FMH BCRE 2.53 Colour MFD

Please log an IT enquiry via the UEA Portal, under 'How Do I', if you experience any problems connecting to the network printers. Please ensure that printing is collected from the printers. Uncollected printing will be left in trays next to the printers and disposed of weekly.

Stationery Supplies

There are stationery supplies in the cupboard at the end of the open plan office, between the pigeon holes. Paper can be found in the central corridor on the side. If any supplies are running low, please inform a member of the admin team.

Kitchen Etiquette

There are 2 kitchenettes available for staff and PGR use. Tea, coffee, sugar and milk are provided by the school for use in tea and coffee only. Please refrain from using milk for cereal etc. to ensure that there is enough for everyone.

Please ensure that the kitchen areas are kept tidy and return any crockery and teaspoons after use. Wipe up any spills on the work surfaces, floors or in the fridges and clean the microwave after each use. If you notice we are running low on teabags, washing up liquid and so on, please let one of the admin team know so they can order more.

Recycling Bins & General Waste

The Medical School supports the University's recycling and waste reduction policy. This results in a range of available bins as follows:

- Green recycling waste bins are situated throughout the floor with a list of possible contents. Please ensure that bottles, containers and paper cups are emptied and rinsed before being placed in the bin
- Blue general waste bins for landfill are for non-recyclable items such as plastic bags, cling film, bubble wrap and polystyrene
- Food waste should only be placed in the brown bins in both kitchenettes. No liquids please
- A blue confidential shred bin is situated on each of the open plan offices.
- A cardboard box for used toner cartridges is located next to the large multi-function printer in the BCRE kitchen to the rear of the open plan office. Please only use this for disposing of toner cartridges and ink cartridges.
- A small waste bin for batteries is located in the kitchen at the rear of the BCRE and also next to the mono printer in the central corridor.
- The portering staff will collect any waste electrical appliances/equipment for disposal.

Notices & Posters

There are noticeboards in a number of locations on floor 2, for displaying notices related to University business. If you have a poster you would like to display, please speak to one of the admin team.

The MED Amin Team in BCRE are:

Simona Florescu
Sophie Morley
Amanda Wheeler
Dan Leeson
Natasha Lacey