

Staff bulletin

Important information for all staff

11 July 2008

Front entrance facelift to begin

Work to create a new front entrance and reception area at the Golden Jubilee will get underway in a few days' time.

The main works will begin on 21 July to create a new-look reception area with increased space and capacity, providing a comfortable area for patients, staff and visitors and also giving access to a range of new services and information.

The redesigned front entrance will have ambulance parking as well as dedicated transport drop off points for patients and visitors.

June Rogers, Director of Business Services, explains: "We need a fit for purpose front entrance that meets the need of our growing patient population.

"Our plans provide us with two new entrances to the Golden Jubilee National Hospital. One will be our main entrance, the other will be a dedicated ambulance entrance allowing direct access to lifts to wards and clinical areas, maintaining privacy for patients who are being transferred by ambulance."

Relocations

To prepare for the main works, a number of departments have already been relocated. The following additional relocations will take place over the next week:

- Security desk at front door will move further along the main corridor – w/c 14 July
- Reception/ switchboard move to new location in former booking office area – by 21 July
- Mail room relocates to office at rear of booking office (former medical secretaries room) – 19/20 July
- Security door near the cash office will move back a few metres to allow public access to the booking office area – by 21 July 2008.

Access arrangements

The main hospital front entrance will be closed from 21 July for around six months. During this time, access to the hospital will vary depending on whether you are staff or a patient/visitor.

- Patients and visitors will enter the hospital building through a signposted door at the rear of the former booking office area.
- Ambulance access will be through the staff entrance. An interim tarmac area has been created outside this entrance so that ambulances can come as close to the door as possible.
- Staff should continue to access the building through the staff entrance.

Parking

The building work will also result in some changes to traffic flow in the car park. Maps detailing these changes will be circulated shortly.

- Patient parking will move nearer the River Clyde.
- A new patient drop-off point will be created near the pathway leading to the new patient entrance

Fire alarm exit plans

Fire evacuation plans have been updated for level one to ensure the safety of all staff and patients whilst the building work takes place. All departments which remain on level one will shortly be issued with new guidance on what to do during a fire drill or evacuation.

For further information, contact John Archibald, Fire Safety Advisor, on extension 5026.

More information will be circulated as the project continues. If you want more details, please contact Peter Hastie, Project Manager on extension 5512.

