

Life Sciences Innovation Centre: Collaboration Rooms
Terms and Conditions

ELIGIBILITY

The Life Sciences Innovation Centre is funded **for the use of research and innovation in health and life sciences**. The use of the UHI spaces including Collaboration Room needs to abide by these principles. The room booker needs to provide sufficient information to UHI during the booking process to confirm this eligibility requirement. If the room booker has misled UHI with the eligibility of the room usage, UHI reserves the right to pass any potential penalty that may arise from an audit requested by the building's funders.

BOOKING CONFIRMATION

Room bookings are subject to availability on a **first-come first-served basis**. No booking is confirmed until a calendar invitation is emailed to the room booker. Room booking requests will be responded to within three working days whenever possible.

USE OF VIDEOCONFERENCE AND PRESENTATION EQUIPMENT

The Collaboration Rooms are equipped with MS Teams, which is connected to the UHI network. If running IT/AV/VC as part of a meeting, you should bring your own laptop. There is peripheral equipment available to ensure non-UHI staff can use the room with their laptop. It is the responsibility of the lead room user to ensure that any borrowed equipment is duly returned. **UHI will invoice the event organiser £150 for the theft or loss of the connection equipment.**

It is strongly advised to check the operation of equipment prior to your event. **Room users needing to use the videoconferencing and presentation equipment will need to undertake a brief induction on how to use it, this will be organised by UHI.** Room users are asked to follow any instructions made available in the room to use the equipment adequately.

Basic IT support on the day of the meeting will be provided. However, if there is a large event requiring videoconferencing, additional support should be requested at the time of the booking and every effort will be made to accommodate this.

CANCELLATION

The event organiser is required to notify of the cancellation of their booking to UHI by emailing roombooking.lsic@uhi.ac.uk no later than 5 working days before the event. We reserve the right to charge a cancellation fee covering any costs we have incurred and are unable to recover.

COSTS

Room booking and refreshment charges can be invoiced, settled by credit card or subject to internal budget transfer as per the **Room booking confirmation** email.

CATERING AND REFRESHMENTS

Drinking water will be provided in the Collaboration rooms.

Tea, coffee and biscuits can be provided for an additional cost and will be provided at the times noted on the booking form.

If additional catering (e.g. lunch) is required, this needs to be independently arranged by the event organiser through an external caterer. Lunch can be served in the open plan area (at the top of the main stairs) and plates and napkins will be provided.

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CONSUMPTION OF ALCOHOL

The consumption of alcohol is not normally permitted. If you wish to have alcohol at your event, you must request this at the time of booking and be aware that there may be additional requirements and charges for this.

HEALTH AND SAFETY

A basic Risk Assessment for events is available as part of the Terms and Conditions, however, the event host remains responsible for the health and safety of their delegates. Please ensure you review the risk assessment and advise, at the time of booking, if this does not adequately cover your event. First Aid cover is provided for up to 50 delegates during 8am to 5pm Monday to Friday. Outside this time, please dial 999 for assistance.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

All Collaboration Rooms are located on the first floor of the building and there is a passenger lift available to use. However, the passenger lift should not be used in the event of a fire evacuation. It is the responsibility of the meeting host to ensure any Personal Emergency Evacuation Plan (PEEP) has been completed, handed to a member of UHI staff and confirm any specific requirements or logistics on the day.

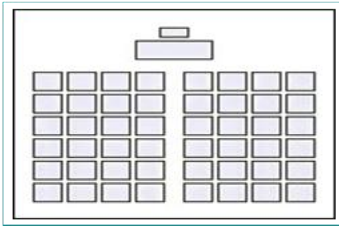
OUT OF HOURS BOOKINGS

Collaboration rooms can be booked between the hours of 8am and 5pm Monday to Friday. Bookings running outside of these times are by special request only and will incur additional charges.

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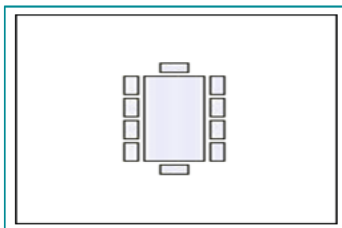
ROOM LAYOUTS – Jeff Howarth Suite

THEATRE STYLE



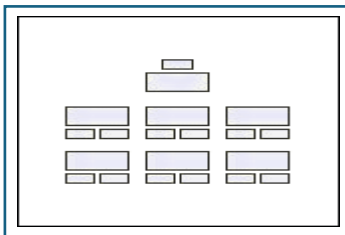
- Used for product launches, presentations, displays
- Used to present to large numbers of delegates
- Allows for optimal room occupancy

BOARDROOM STYLE (solid or can be adapted to a hollow square)



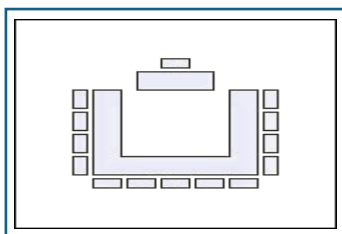
- Centrally located table
- Classic layout ideal for debate and discussion
- Popular for smaller meetings

CLASSROOM / EXAM STYLE



- Used to present to small or medium groups
- Delegates (in ones or twos) have own workspace
- Ideal for exams and individual training

HORSESHOE STYLE (with or without tables)



- Seating around three sides of the room – good for presentations from front
- Square layout conducive to discussion
- Presentation space in the middle of the room

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Risk Assessment - 2432RA
Information valid as of 27/11/2024 13:47

Medium

General Details

Assessor	Janet Adamson
Assessment Date	22/11/2024
Assigned Reviewer	Molra Prentice
Next Review Date	27/11/2025

Signed Off By	Janet Adamson
Signed Off On	27/11/2024
Sign Off Comments	

Operation Assessed	LSIC collaboration rooms and events
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Description of work area and/or activity assessed

LSIC Collaboration Rooms: To hold Microsoft Teams meetings, presentations and face to face meetings. Hot desking at the Agile Working area.
LSIC Events: Tea Bar and Touchdown areas are available for networking, break out space and consumption of refreshments.

Reason for Risk Assessment

To assess the risk and provide information for meeting organiser/event hosts bringing visitors to LSIC for meeting and events.

Associated with specific area

Executive Office

Deputy Principal and Head of School of Health, Social Care and Life Sciences

Health Research and Innovation

Overall Current Risk

Medium

Average Number of Persons Affected

100

Visitors

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Current Rating	Hazard Information	Task Status							
Medium <div><div></div><div></div><div></div><div></div><div></div></div>	<div><div><div></div></div><div>Other (See: Hazard Details) Attendance Register: Visitors and uninvited visitors at the event that the meeting organiser / event hosts is unaware of in the event of an incident or evacuation. Inappropriate visitor behaviour: Visitors behaving inappropriately towards other visitors, causing damage to building and /or reputational damage to the organisation. Accessibility: visitors unable to or require assistance to evacuate LSIC in the event of an emergency due to mobility, hearing, sight or other disability. Fire Safety: Visitors unable to evacuate effectively due to lack of information in the event of a fire. Slip or Trip Hazards: Injury due to slipping, personal items stored inappropriately or floor boxes not returned to safe state flush with floor. Electrical Safety: risk of faults, damage or electrocution First Aid: lack of adequate first aid provision in the event of an accident. Food and Drink: visitors becoming unwell due to food allergies. Safely storing perishable food and drink. Manual Handling: injury from moving equipment of furniture.</div></div>	<div><div>0</div><div>0</div><div>1</div></div>							
Measures Currently in place to prevent risk of injury									
<p>Attendance Register: Meeting organiser / event host must keep a register of visitors for use in the event of an emergency e.g. evacuation. In the event of a fire, a role call should be carried out at the fire assembly point.</p> <p>Inappropriate visitor behaviour: Meeting organiser / event host should immediately inform Reception of any inappropriate behaviour by any visitor.</p> <p>Accessibility: Meeting organiser / event host should obtain information in advance of meeting / event on visitor mobility, hearing, sight or other disability issues and prepared a personal emergency evacuation plan (PEEP), where appropriate. Meeting organiser / event host should ensure that enough suitably trained staff are available for the duration of the meeting / event to assist in the evacuation and use evacuation chairs, if necessary.</p> <p>Fire Safety: Meeting organiser / event host should provide information to visitors on procedure to be followed in the event of a fire evacuation, scheduled fire alarm testing, scheduled practice fire evacuations, location of fire exits, location of assembly point. The Meeting organiser / event host should ensure that provision is made to safely evacuate visitors with mobility, hearing, sight or other disability issues. A PEEP must be be prepared in advance if required.</p> <p>Slip and Trip Hazards: Meeting organiser / event host should ensure that visitors do not place personal items e.g. bags in locations such as corridors and walk through areas that are likely to cause a trip hazard. Floor boxes must be returned to a safe state flush with floor after accessing for power sockets. Any spillages should be reported to Reception immediately.</p> <p>Electrical Safety: Meeting organiser / event host must use all venue provided equipment in accordance with manufacturers and LSIC guidelines.</p> <p>First aid: Meeting organiser / event host should make themselves aware of the LSIC First Aid provision and procedure. Meeting organiser / event host must ensure that adequate first aid provision is in place for the duration of the meeting / event. The numbers of First Aiders required may depend on the number of visitors and the activities carried out, a first aid assessment needs should be completed, if necessary. All accidents, incidents and injuries must be reported to Reception immediately.</p> <p>Food and drink: Meeting organiser / event host should obtain information on food allergies in advance of the meeting / event and ensure appropriate food is supplied, kept separate from other food / drinks and very clearly labelled. Perishable food and drinks should be stored appropriately (fridges are provide) and disposed off in an timely manner.</p> <p>Manual handling: Meeting organiser / event host must notify Reception of any equipment or furniture that needs to be moved.</p>									
Potential Rating	Additional Controls Required								
Low <div><div></div><div></div><div></div><div></div><div></div></div>	<table><tr><th>Additional Controls and Actions</th><th>Due by / Whom</th><th>Action Status</th></tr><tr><td><div><div></div></div> Keep up to date attendance register</td><td>22/11/2024 J.Adamson</td><td>Complete</td></tr></table>			Additional Controls and Actions	Due by / Whom	Action Status	<div><div></div></div> Keep up to date attendance register	22/11/2024 J.Adamson	Complete
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