1 Introduction

1.1 The Commonwealth Games is an exciting opportunity to showcase Scotland and in particular Glasgow. Many of our staff will be working as volunteers to support the Games during 23rd July 2014 to 3rd August 2014. Given the expected numbers of athletes and visitors to the city there will be a range of travel restrictions to support the movement of people. This may inevitably, however affect our normal daily activity in supporting patients in hospital and at home. Every effort will be made to minimise disruption to patient services. The impact on our staff either travelling to work or community based staff is recognised. The actual travel restrictions across the city will be in place prior to the official games period.

1.2 The following guidance has been produced to support staff to undertake their duties with minimal impact.

1.3 Our aim is to ensure that we keep services running and enable staff to contribute to that effort in a way which recognises the particular challenges we all face if there are major transport issues.

1.4 This further guidance sits within our existing policies recognising the need for flexibility to consider individual circumstances.

2 Parental and Carers Leave

2.1 In Line with our existing policies staff who have unexpected issues with care arrangements should make contact with their line manager. If emergency leave is required and agreed our expectation is that this will be covered by annual leave, unpaid leave, flexi time or making time up in the future.

3 Travel and Transport Restrictions

3.1 We expect staff to make every reasonable effort to get to their normal place of work, if necessary, using alternative forms of transport or on foot. Where a member of staff is simply not able to get to work on the day they should make contact with their line manager and agree to attend the nearest appropriate, accessible, alternative NHS facility. If staff know in advance that they will have difficulties in attending their normal base they should discuss this with their manager at the earliest possible opportunity.

Where staff do report to an alternative base they should be allocated work, if available, appropriate to their skill set and grade.

3.2 Managers or supervisors will need to check on staff credentials: this is best done directly with the manager from their usual place of employment. Staff would be expected to wear their current staff ID badge. If managers are concerned at all then they should the appropriate Head of Human Resources who will arrange for further checks to be carried out.
3.3 We will also need to be prepared to accept staff who report to our premises who work for other NHS Boards.

4 Patient Non Attendance

4.1 All NHS services will be running as normal, however our patients may also encounter travel difficulties which may lead to DNA’s or delays. If a whole or substantial part of a service is without patients or unable to access patients we would expect managers and team leaders to redeploy staff who have reported for work into other areas. We would not expect staff in these circumstances to return home as they may be able to help to maintain key clinical or support services. Similarly, staff could be asked to make an important contribution to other frontline services, for example, health records and reception, ensuring that we are able to meet the needs of patients.

5. Home Working

5.1 For a small number of staff home working may be an appropriate alternative to reporting for work at an alternative base if they are unable to reach their normal place of work. If a member of staff is going to work at home that should be pre-planned and agreed with their manager.

6. Facility Closures

6.1 We do not envisage that any of our facilities will be closed.

6.2 We know that managers, team leaders and supervisors face the same challenges as all staff in travelling. It is particularly important that wherever possible managers and supervisors are able to get to their place of work to offer visible leadership.

7. Transport

7.1 It is planned that within core working hours enhanced car parking management arrangements will be in place at a number of hospitals located near to Games venues or ‘live’ zones. In addition, Car Parking Attendants will also be deployed on various sites out-with normal working times, to protect car parking spaces for patients, visitors and staff.

7.2 We recognise transport and travel will be affected as routes to/from hospitals and parking around sites will be disrupted and changes to transport timetables will be in place. NHSGG&C will continue to deliver services as normal during this period therefore it is essential that all staff understand the restrictions and consider what actions or changes to current plans they need to make in order to get to/from work. Access protocols are currently being finalised for staff engaged on NHS business within restricted zones and they will be communicated directly to staff in due course. Some restrictions will be in force from mid July therefore it is important that all staff make themselves aware of the measures in advance and plan journeys accordingly. A dedicated web portal has been set up [www.nhsggc.org.uk/cwg2014](http://www.nhsggc.org.uk/cwg2014) which provides information on all Games related issues including travel and this will be updated daily. Alternatively, staff can check
GetReadyGlasgowTravelAdvice and Traveline Scotland web pages to plan a journey to all NHSGGC sites.

8. Learning and Education Programmes

8.1 To ensure a minimum disruption to services and staff travel all planned training programmes will be reviewed and a decision to postpone, relocate or rearrange to dates out with the games period will be considered.

9. Flexible Working

9.1 Whilst it is recognised that many of our staff’s hours are fixed, there are staff groups who can work more flexibly during the games period. We encourage managers to support staff who require a more flexible approach to start and finish times to aid home to work travel and carer responsibilities. This must obviously be balanced with the need to provide maximum patient care. Administrative staff in non clinical areas should consider whether they can work from home or an alternative base. Equally staff are encouraged to avoid organising non essential meetings during the games period to minimise travel across the Board area. The use of video/teleconferencing is also encouraged.

Attached as Appendix 1 are details of our library locations whereby PC’s are available for staff use.

Appendix 1b provides details of Agile wireless locations.
Appendix 1

Beatson
Library
Education Suite, Level 0
The Beatson West of Scotland Cancer Centre
1053 Great Western Road
Glasgow, G12 0YN
kirsty.coltart@ggc.scot.nhs.uk
Tel: 0141 301 7283 (x57283); Fax: 0141 301 7284 (x57284)
4 Windows XP PCs, standard domain access, and wifi enabled.
Access by keypad 24/7 - note that this is a small space.

Gartnavel Campus
Library & Learning Centre
Administration Corridor
Ground Floor, Main Building
Gartnavel General Hospital
1053 Great Western Road
Glasgow, G12 0YN
GGHlibrary@ggc.scot.nhs.uk
Tel: 0141 211 3013 (x 53013)
10 XP PCs (includes 4 high spec), standard domain access, wifi enabled
Access 24/7 (Key from security and key pad)

Glasgow Royal Infirmary
Library & Learning Centre
10 Alexandra Parade
Glasgow G31 2ER
grilibrary@ggc.scot.nhs.uk
Tel: 0141 211 5975; Fax: 0141 211 4802 (x24802)
15 XP PCs (including 4 high spec), standard domain access, wifi enabled
Access 24/7 via key pad. The library is now situated in Seminar rooms 1A & 1B, in the University Tower Block, just past Lecture Theatre 2

Inverclyde
Robert Lamb Library
Inverclyde Royal Hospital
Education Centre, Inverclyde Royal Hospital
Larkfield Road
Greenock, PA16 0XN
library.irh@ggc.scot.nhs.uk
Tel: 01475 504402
15 Windows 7 PCs, standard domain access, NO wifi
Access available 8.30am - 11pm seven days a week. A swipe card is available for a deposit of £5 which allows evening and weekend access.

Maria Henderson Library
Admin Block, Gartnavel Royal Hospital
1055 Great Western Road
Glasgow, G12 0XH
library.grh@ggc.scot.nhs.uk
Tel: 0141 211 3913 (x33913); Fax: 0141 211 0348 (x30348)
8 Windows XP PCs (includes 4 high spec), standard domain, meta-frame access, wifi enabled
Access 9-5, Mon-Fri (building itself inaccessible out of hours)
**Paisley**

Library
Royal Alexandra Hospital
Corsebar Road
Paisley, PA2 9PN
Library.rah@ggc.scot.nhs.uk
Tel: 0141 314 7178
17 Windows 7 PCs, standard domain access, wifi enabled.
Access 24/7 via keypad to the corridor and the library

**Yorkhill**

Forester Cockburn Library
Royal Hospital for Sick Children
Dalnair Street,
Glasgow, G3 8SJ
library.yorkhill@ggc.scot.nhs.uk
Tel: 0141 201 0794
11 XP PCs, standard domain, wifi enabled
Access 24/7 via keypad

**Southern General Hospital**

The Library
Southern General Hospital
Management Building
1345 Govan Road
Glasgow, G51 4TF
library.sgh@ggc.scot.nhs.uk
Tel: 0141 201 2163 (x62163)
8 XP PCs (including 2 high spec), standard domain access, wifi enabled.
24/7 access via keypad to PC room and quiet study room; the main library office is closed out of hours.

**ACHs**

Library
Level 3 (Management Offices Corridor)
New Stobhill Hospital
133 Balornock Road
Glasgow, G21 3UW
stobhill.library@ggc.scot.nhs.uk
Tel: 0141 355 1684 (x11684)
12 XP PCs, standard domain access, wifi enabled.
Access is 24/7 via key pad - NOTE access is severely restricted due to the security of the corridor leading to the library, only site staff card can enter, or phone call to the library (dependent on staff being present).

Library
New Victoria
Level 2
New Victoria Hospital
Grange Road
Glasgow, G42 9LF
library.vic@ggc.scot.nhs.uk
Tel: 0141 347 8885 (x68885)
14 XP PCs, standard domain access, wifi enabled.
Access 24/7 via keypad - NOTE access is restricted out of hours to staff swipe card.
Vale of Leven
Vale of Leven Resource Room
Postgraduate Education Centre
Vale of Leven District General Hospital
Main Street
Alexandria, G83 0UA
GGHLibrary@ggc.scot.nhs.uk
Tel: 01389 603843
2 XP PCs, VOL domain only, NO wifi
Access 24/7 via keypad

Western
Library
Western Infirmary
Dumbarton Road
Glasgow, G11 6NT
westernlibrary@ggc.scot.nhs.uk
Tel: 0141 211 2472 (x 52472)/ 211 1856 (x51856)
Fax: 0141 211 1975 (x51975)
12 XP PCs, standard domain access, wifi enabled.
Access 24/7 via keypad.
Note that all sites also provide generic logons for staff; however this requires NHS identification, and library staff to be on site.
Agile Wireless Locations

Please find attached a list of additional wireless locations where you will be able to pick up the GG&C network through the wireless network on your laptop:

1. West House, 2 x hot desks rooms on the ground floor, Gartnavel Royal Hospital. Front Door Code is 1177*
2. Coffee Room, Admin Building, Gartnavel Royal Hospital
3. Aroma Room in Beatson, Gartnavel General Hospital
4. Aroma Bar, Dining Room, Gartnavel General Hospital
5. Lomond Room, Castle Street, Glasgow Royal Infirmary
6. Campsie Dining Room, Glasgow Royal Infirmary
7. Aroma Bar, Yorkhill Hospital
8. Aroma Bar, Neurological Building, Southern General Hospital
9. Western Infirmary, Dining Room
10. Royal Alexandra Hospital, Dining Room
11. Inverclyde Royal Hospital, Dining Room
12. Southern General Hospital, Management Building, (ground floor in library and meeting rooms)
13. Templeton (ground floor near meeting rooms)
14. William Street
15. JB Russell House
16. Aroma Café, ground floor Stobhill ACH
17. Aroma Café, ground floor Victoria ACH