



spaces
at The Spine

organisers handbook information



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1. general information

college information

Full Postal Address:
The Royal College of Physicians
The Spine
2 Paddington Village
Liverpool
L7 3FA

smoking

The RCP operates a strict no-smoking policy. Please inform your delegates of this policy and ensure that they do not smoke in The Spine or around the premises. There is designated smoking shelter located opposite the Kaplan building.

meetings & events team

E-mail: spaces@rcp.ac.uk
Tel: 0151 318 2200

WELL Standard policy

The Spine was built according to principles established in the WELL Standard. Launched in October 2014 after 6 years of research and development, the WELL Building Standard is the premier standard for buildings, interior spaces and communities seeking to implement, validate and measure features that support and advance human health and wellness. WELL was developed by integrating scientific and medical research and literature on environmental health, behavioral factors, health outcomes and demographic risk factors that affect health with leading practices in building design, construction and management.

The standards consist of ten concepts – air, water, nourishment, light, movement, thermal comfort, sound, materials, mind and community. These concepts incorporate a total of 102 features of a building that can be designed to optimise the health of the occupants of the building and create an environment to promote a healthy and happy workforce.



access to facilities

The Spine is open from 7am and closes at 7pm. Earlier access can be granted but needs to be approved in advance with your Meetings & Events Planner.

deliveries

Any deliveries or collections are held responsible by the person/department making them.

Please address your deliveries as follows:

- The Royal College of Physicians, The Spine
- Title of event
- Name of contact at the venue
(e.g. organiser/ exhibitor stand name and number)
- Date of event
- Delivery address
- Room the box needs to be on the day
- Box (number) of (total number)

collections

Please mark any items to be collected as follows:

- Name of company (receiving)
- Title of event
- Name of contact and telephone number
- Date of event
- Delivery address (receiving)
- Date of collection and by which courier company
- Box (number) of (total number).

Please ensure you are making the Liverpool City Council reception aware that a parcel is being collected when leaving on the ground floor.



exhibitions

Organisers must submit a method statement, a risk assessment, along with PAT test certificates where appropriate prior to the date of the event. This is particularly relevant for events where you are using your own AV or those who are setting up large exhibition stands, stages, moving large pieces of furniture, bringing in electrical items for use in RCP, etc.

parking

Parking is available for staff and visitors in the Paddington Village multi storey car park which is located next to the University of Liverpool Kaplan building, which is next door to The Spine. It is a council run car park and is open 24 hours, 7 days a week.

Address:

Paddington Village
2 Elm Grove
Liverpool
L7 3AD

Parking for organisers can be requested via your Meetings & Events Planner, subject to availability.

toilets

Toilets are accessible on all floors of the building. They are located at the end of the lift lobbies on the left and right sides. Disabled toilet is located by the ladies toilets.

Toilets are also available on the ground floor by the lifts.

showers

There are shower facilities on the ground floor on the left and right hand sides of the lift lobby.



climate control

Please be advised that The Spine will always be between 21-24 degrees to meet with the WELL Standard Platinum requirements. If you have any questions or concerns relating to the temperature, please contact your event organiser.

internet access

Wireless internet access is available in all meeting rooms and in public areas on a complimentary basis.

Wifi can be accessed by filling in your email address on the RCP log in page, when you choose the RCP wireless network, 'RCP wifi'.

portering

Porters are available to assist organisers, if required. This needs to be arranged in advance. Contact your Event Manager for more details and rates.

cloakroom

A staffed cloakroom can be provided on request in the lower ground floor of the RCP at an additional cost. All delegates should be urged to use this rather than taking coats into the function rooms.



reception

The main building reception is manned from 7am to 7pm, Monday to Friday.

Our on site reception team can assist with the following:

- Business services
- Local information
- Banks
- Post offices Hotels (the RCP has negotiated discounted rates with local hotels)
- Attractions
- Restaurants
- Taxis
- Accommodation

security

- Avison Young have security between 7am and 7pm Monday to Friday and as a general rule are not responsible for the security at your event. Please provide your own security where necessary, or advise us in advance so that this can be arranged on your behalf (quotation on request).
- The RCP cannot accept responsibility for any items lost or mislaid on the premises. All personal luggage should be left in the designated specified area to avoid any unnecessary security alerts. Any unattended items may be removed and destroyed.



accessible facilities

Our event staff are disability aware this includes taking into account physical, sensory and other disabilities to all our users. and will work with the organiser to ensure that the event is inclusive. Please refer to our website for more details.

It is the responsibility of the organiser to inform the Meetings & Events staff of any attendees with additional requirements in advance. This is so the team can create a General Emergency Evacuation Plan for any individuals who need assistance exiting via the stairs.

There are accessible toilets located on every floor. Baby changing is available on Floor twelve and on the ground floor.

Assistance dogs are welcome. For personal welfare requirements, please inform your Meetings & Events Planner.

Car parking

Guests with accessibility requirements are very welcome to park their vehicles in The Spine undercroft car park, free of charge. Please notify the RCP in advance and a space will be considered based on availability.

Accessible entrance into the building

Entry to The Spine is all at ground level with automated doors available.

Finding your way

Via the front entrance, there is access to the main reception desk. We have six passenger lifts and an additional lift between ground and first floor.

Accessing different levels in the building

There are thirteen floors in The Spine. They can be accessed either by using one of the six passenger lifts. Our event floor are located on Floor eleven, Floor twelve and the Top floor (13), and can be accessed by using one of the six passenger lifts.



Assistive listening over Wi-Fi using your mobile phone

Event spaces at Spaces at The Spine are equipped with Sennheiser MobileConnect. MobileConnect is an assistive and personal listening solution that streams live audio content via Wi-Fi to any iOS or Android phone. Spaces with Sennheiser MobileConnect will have a QR code displayed in the room. Scan the QR code to connect to the audio in that space.

2. emergency procedures

the fire alarm

- Is a continuous alarm bell.
- Is tested every Tuesday morning between 7am and 8am. If your meeting is on Tuesday morning, please warn your delegates. The alarm will sound for approximately 1 minute, no action is to be taken.

fire exits

Please use **both staircases** as they leads to the ground floor.

- Fire exit routes are indicated prominently in all rooms and corridors.
- Please familiarise yourself and your delegates of those exits which are pertinent to your meeting room.
- Exits must not be obstructed.

the assembly point

- Is located just **in front of the Kaplan building**.
- On arrival at the assembly point, please report to the duty manager who will ask you to confirm that all your delegates are accounted for.

on hearing the alarm

- If you hear the fire alarm, start evacuating immediately.
- Evacuate those present quickly and quietly by the nearest fire exits.
- No one should stop to collect personal belongings.



first aid facilities

The Spine has its own first aiders and first aid facilities. These include a defibrillator and first aid kit. All requests for first aid must go through your event organiser.

3. access information

The Spine is located in Paddington Village at the heart of the Knowledge Quarter in Liverpool's City Centre.

by train:

- Nearest train station: Liverpool Lime Street – 19 minute walk -
- £5-6 taxi
- 35 minutes from Manchester
- 1 hour 20 minutes from Leeds
- 3 hours 30 minutes from Glasgow
- 2 hours from London
- 1 hour 40 minutes from Birmingham

by car:

From M6 on to M57, M62 or M58

Motorway connections put the majority of UK cities within a four-hour drive time.


- 45 minutes from Manchester and Chester
- 2 hours from Birmingham
- 3 hours 40 minutes from Glasgow
- 4 hours from London



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 [@RCPspaces](https://twitter.com/RCPspaces)

 [@rcpspaces](https://www.instagram.com/rcpspaces)

 [RCP Spaces at The Spine](https://www.linkedin.com/company/RCP-Spaces-at-The-Spine)

