

Station/ Response Post Site Criteria and Facilities List

Location:	Harpenden Ambulance Station
Assessment Date:	9 th December 2008
Review Date:	9 th April 2009
Assessed by:	Stuart Reeves & June Felstead

RESPONSE POST SITE CRITERIA:

Detail req.	Verify by	Input/sign off by:	✓	X
1. Correct location based on historical data? Call Connect Rapid mobilisation (45 seconds – See Delays in Mobilisation SOG)	System Status Plan. Active Software. Local Managers.	- General Manager HEOC - Local Manager - Staff representative		X
2. Free and safe access/Egress from site.	Inspection of site.	- Local Manager, - Staff representative		X
3. Free Traffic flow/possible congestion? NB: Times of day may vary eg schools/factories etc.	Inspection of site.	- Local Manager - Staff representative	X	
4. Security/vandalism?	Inspection of site/area local knowledge.	- Logistics Manager - Local Manager - Staff representative - Local Security Mgt Specialist	X	
5. Security needs: - Pushbutton, manually coded door lock - Window locks (lockable handles) - Window bars (if insecure location unavoidable) - External lighting (photocell controlled with 15/20 watt 2d fitting, lighting over door/steps for safety/illuminate lock, lighting around vehicle area.	Site inspection and/or estate procurement.	- Staff representative - Local Manager - Logistics Manager - Estates Manager - Local Security Mgt. Specialist	X	
6. Off road parking for Ambulance and a car immediately adjacent to Response Post accommodation.	Site inspection and sign off. Define requirement (i.e. DSA/car or both).	- Staff representative - Local Manager - Logistics Manager	X	

7. General access/egress as close as possible to main thoroughfare.	Site inspection and sign off.	- Staff representative - Local Manager - Logistics Manager	X	
8. No adverse terrain/slopes to negotiate in poor weather (eg snow) or poor light.	Site inspection and sign off including Action list (ie markings).	- Staff representative - Local Manager - Logistics Manager	X	
9. Installation of external shoreline facility located in a secure box, with dispensing reel. IP67 rated – safety cut-off feature – 3 second lapse.	Fleet Manager and Estates Manager to supply.	- Staff representative - Fleet Manager - Estates Manager - Logistics Manager	x	
10. Crew Accommodation Crew room Room size – to accommodate up to 4 staff (2 Lazyboy chairs, 2 upright chairs and table) Rec. min 4m x 4m (NB: observers).	Site inspection and sign-off:	- Staff representative - Local Manager - Logistics Manager - Estates Manager	X	
11. Toilet: Male and female with hand basin. NB: A shared facility is acceptable provided it has door lock and requirements for female staff E.g., sanibins. Extraction, if required.	Site inspection and sign off. Estates procurement, as required.	- Staff representative - Local Manager - Logistics Manager - Estates Manager	X	
12. Sanitary disposal arrangement.	Site inspection and sign off.	- Estates Manager - Logistics Manager	X	
13. Kitchen/diner Sink/worktop/drainer. Power supply for microwave, fridge, kettle, toaster. NB: No cooker req. Min room rec. size 3m x 3m	Site inspection and sign off. Estates installation/procurement, as required.	- Staff representative - Local Manager - Logistics Manager - Estates Manager	X	
14. Internal lighting to domestic standards (low energy bulbs where practicable).	Site inspection and sign off. Estates/installation/procurement, as required.	- Staff representative - Local Manager - Logistics Manager - Estates Manager	X	
15. Heating: Panelled radiator ideally, electric or gas. NB: to consider requirement for landlords certificate of safety for any independent boiler. CO ² detector, if necessary. Gas installation (Corgi certificated).	Site inspection and sign off. Estates installation/procurement, as required.	- Staff representative - Local Manager - Logistics Manager - Estates Manager	X	

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16. Ventilator/Extraction Crew room – natural. Toilet – mechanical, if required. Kitchen/diner – natural.	Site inspection and sign off. Estates installation/procurement, as required.	- Staff representative - Local Manager - Logistics Manager - Estates Manager	X	
17. Floor covering Crew area – carpet, ideally Flotex-type if Trust fit. Toilet/kitchen: lino/vinyl.	Site inspection and sign off. Estates/installation/procurement, as required.	- Staff representative - Local Manager - Logistics Manager - Estates Manager	X	
18. Communications PC installation/networked Mobile phone BT line – Incoming calls only.	Site inspection and sign off. IT/C installation, as required. Rapid “shutdown” facility required.	- Staff representative - IT/C Dept. rep. - Distribution Manager - Local Manager - Estates Manager		x
19. TV Aerial	Site inspection and sign off. Estates installation, as required.		X	
20. Fire Risk Assessment and Inspection	Site inspection preview against regs and best practice.	- Estates Manager - Logistics Manager		X
21. Fire Extinguishers Smoke detection Signage	Site inspection and sign off.	- Estates Manager - Logistics Manager		X
22. Co-sharing: Confirm partnership with “partner” is agreed and acceptable to Trust/partner.	Site review, peer meetings and sign off.	- Staff representative - Local Manager - Estates Manager - Partner organisation		X
23. Facilities	As below			

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Fully functioning / Part functioning / Non-operational as of 9th December 2008
 with conditions

Signed as a true reflection of Station/Response Post status by:

Trust

UNISON

Name

Name

Date

Date

STATION / RESPONSE POST FACILITIES LIST:

	ITEM	NUMBER PER SITE	✓	X	Notes
COMFORT					
<u>1</u>	TV and DVD (combined or separate) based on best price (TV-20" with Teletext and DVD)	1	X		
<u>2</u>	Entertainment unit (for TV/DVD)	1	X		
<u>3</u>	CD/radio/cassette (Sony)	1	X		
<u>4</u>	2 small tables (coffee type)	2	X		
<u>5</u>	Easy Chairs (Lazy boy) (black)	2	X		Sofa
<u>6</u>	Dining Table (Beech) (for 2)	1		X	Desk for 1
<u>7</u>	Dining chair (Beech)	2		X	Desk for 1
<u>8</u>	TV Licence	1	X		
<u>9</u>	Clock (wall)	1	X		
<u>10</u>	Standard lamp (low energy bulb)	1	X		
COOKING					
<u>11</u>	Microwave (with grill)	1		X	
<u>12</u>	Four slice toaster	1	X		2 Slice
<u>13</u>	Kettle (Fast boil)	1	X		
<u>14</u>	Microwave cookware	1 set	X		
<u>15</u>	Cutlery (disposable)		X		
<u>16</u>	Dinner plate (disposable)		X		
<u>17</u>	Insulated cups (disposable)		X		
<u>18</u>	Kitchen set (5 piece): 40 litre swing-top bin, dish drainer, cutlery tray, sink tray, square bowl	1 set	X		
<u>19</u>	Bread knife (serrated)	1		X	
<u>20</u>	Paring knife	1		X	
<u>21</u>	Larder fridge (standard)	1	X		
<u>22</u>	Kitchen cabinet (wall) or sink base unit	1	X		
<u>23</u>	Can opener (not electric)	1		X	
<u>24</u>	Chopping board	1		X	
CLEANING					
<u>25</u>	Basic Dyson upright vacuum cleaner (+ tools)	1	X		
<u>26</u>	Dustpan/brush	1	X		
<u>27</u>	Broom/handle	1	X		
<u>28</u>	Hard surface wipes (tub)	1	X		

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29	Soap Dispenser/soap	1	X		
30	Kimberley Clark Towel Roll (kitchen/toilet)	1	x		
31	Paper towel rolls (for above) (kitchen/toilet)	2	x		
32	Black bin liners	1 roll (50)	X		
33	Mop/bucket (Ambulance)	1	X		
34	Acticlor solution	1	X		
38	Mop/bucket (kitchen)	1	X		
COMMUNICATION					
36	Notice Board (Nobo) 600mm x 1200mm	1	X		
37	Drywipe Memo Board (A3) including Drywipe marker	1		X	
38	PC – screen – keyboard - mouse	1		x	
OTHER					
39	Shoreline charging facilities (as Safety spec)		X		
40	Infection Control kit		X		
41	Detergent		X		
42	Salt (winter)		X		
43	Fan	1	X		
44	No smoking signs	All premises	X		
45	Fire Extinguishers (type)	Site specific		x	
46	Water cooler (off mains)	1		X	
47	Laminated order list (logistics)			X	
CONSUMABLES					
48	Tea		X		
49	Coffee		X		
50	UHT/coffee creamer			X	
51	Sugar		X		

Notes _____

Current Risk Assessment Required

Dynamic Activation Point Site Criteria and Facilities List

DYNAMIC ACTIVATION POINT SITE CRITERIA:

Detail req.	Verify by	Input/sign-off by:	✓	X
Correct location based on historical data? Call-Connect Rapid mobilisation (35-secs —see-Delays in Mobilisation-SOG)	System-Status-Plan. Active-Software. Local-Managers.	—General-Manager HEOC —Local-Manager —Staff-representative		
Free and safe access/Egress from site.	Inspection of site.	—Local-Manager, —Staff-representative		
Free Traffic flow/possible congestion? NB: Times of day may vary eg schools/factories etc.	Inspection of site.	—Local-Manager —Staff-representative		
Security/vandalism?	Inspection of site/area local knowledge. Site-Owner.	—Logistics-Manager —Local-Manager —Staff-representative —Local-Security Mgt. —Specialist (Trust premises) or Site Owner (Non-Trust premises).		
Security needs: Lighting around vehicle area. Non-Trust sites to be staffed during operating times.	Site inspection and/or estate procurement. Site-Owner.	—Staff-representative —Local-Manager —Logistics-Manager —Estates-Manager —Local-Security Mgt. —Specialist (Trust premises) or Site Owner (Non-Trust premises).		
Off road parking.	Site inspection and sign off. Site-Owner.	—Staff-representative —Local-Manager —Logistics-Manager —Site-Owner (Non-Trust premises).		
General access/egress as close as possible to main thoroughfare.	Site inspection and sign off. Site-Owner.	—Staff-representative —Local-Manager —Logistics-Manager —Site-Owner (Non-Trust premises).		
No adverse terrain/slopes to negotiate in poor weather (eg snow) or poor light.	Site inspection and sign off including Action list (ie markings). Site-Owner.	—Staff-representative —Local-Manager —Logistics-Manager		
Toilet: Male and female with hand basin. NB: A shared facility is acceptable provided it has door lock and requirements for	Site inspection and sign off. Estates procurement, as required. Site-Owner.	—Staff-representative —Local-Manager —Logistics-Manager —Estates-Manager —Site-Owner (Non-Trust		

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female staff.		premises).		
Communications Adequate radio and mobile phone signal	Site inspection and sign off. Site Owner.	–Staff representative –General Manager HEOC –Local Manager –Site Owner (Non Trust premises).		
Fire Risk Assessment and Inspection	Site inspection preview against regs and best practice. Site Owner.	–Estates Manager –Logistics Manager –Site Owner (Non Trust premises).		
Co-sharing: Confirm partnership with “partner” is agreed and acceptable to Trust/partner.	Site review, peer meetings and sign-off. Site Owner.	–Staff representative –Local Manager –Estates Manager –Site Owner (Non Trust premises).		
Special Arrangements Site Owner requirements and consideration to neighbouring properties, e.g.: –Designated parking space (if available). –Acceptability of use of telephone/radio.	Site review, peer meetings and sign-off. Site Owner.	–Staff representative –Local Manager –Estates Manager –Site Owner (Non Trust premises).		
For Facilities requirements, see list below.				

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NB: Sign off/input may (or may not) require physical presence on site in every instance, but all listed should ensure that they obtain sufficient information by whatever means to authoritatively sign-off each area. Ideally, all will inspect the site/requirement.

If a specific technical, health and safety or risk issue be identified, the Risk Advisor should be consulted and a risk assessment completed.

DYNAMIC ACTIVATION POINT FACILITIES LIST:

ITEM	NUMBER PER SITE			
COOKING				
Adequate tea/coffee making facilities.				
CONSUMABLES				
Access to drinking water				
Tea				
Coffee				

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UHT/coffee-cream				
Sugar				

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