

## Station/ Response Post Site Criteria and Facilities List

<b>Location:</b>	Borehamwood Ambulance Station
<b>Assessment Date:</b>	1 <sup>st</sup> December 2008
<b>Review Date:</b>	1 <sup>st</sup> March 2009
<b>Assessed by:</b>	Stuart Reeves, June Felstead & Michelle Gregory

### RESPONSE POST SITE CRITERIA:

Detail req.	Verify by	Input/sign off by:	✓	X
<b>1. Correct location based on historical data?</b> 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		<b>X</b>
<b>2. Free and safe access/Egress from site.</b>	Inspection of site.	- Local Manager, - Staff representative	<b>X</b>	
<b>3. Free Traffic flow/possible congestion?</b> NB: Times of day may vary eg schools/factories etc.	Inspection of site.	- Local Manager - Staff representative	<b>X</b>	
<b>4. Security/vandalism?</b>	Inspection of site/area local knowledge.	- Logistics Manager - Local Manager - Staff representative - Local Security Mgt Specialist	<b>X</b>	
<b>5. Security needs:</b> - 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	<b>X</b>	
<b>6. Off road parking for Ambulance and a car immediately adjacent to Response Post accommodation.</b>	Site inspection and sign off. Define requirement (i.e. DSA/car or both).	- Staff representative - Local Manager - Logistics Manager	<b>X</b>	

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<b>7.</b> General access/egress as close as possible to main thoroughfare.	Site inspection and sign off.	- Staff representative - Local Manager - Logistics Manager	X	
<b>8.</b> 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	
<b>9.</b> 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
<b>10. Crew Accommodation</b> 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	
<b>11. Toilet:</b> 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	
<b>12.</b> Sanitary disposal arrangement.	Site inspection and sign off.	- Estates Manager - Logistics Manager		X
<b>13. Kitchen/diner</b> Sink/worktop/drain. Power supply for microwave, fridge, kettle, toaster. NB: <b>No cooker req.</b> 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	
<b>14. Internal lighting</b> 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	
<b>15. Heating:</b> Panelled radiator ideally, electric or gas. NB: to consider requirement for landlords certificate of safety for any independent boiler. CO <sup>2</sup> 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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<b>16. Ventilator/Extraction</b> 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	
<b>17. Floor covering</b> 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	
<b>18. Communications</b> 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	
<b>19. TV Aerial</b>	Site inspection and sign off. Estates installation, as required.		X	
<b>20. Fire Risk Assessment and Inspection</b>	Site inspection preview against regs and best practice.	- Estates Manager - Logistics Manager		X
<b>21. Fire Extinguishers</b> Smoke detection Signage	Site inspection and sign off.	- Estates Manager - Logistics Manager	x	
<b>22. Co-sharing:</b> 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
<b>23. Facilities</b>	<b>As below</b>			

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**Fully functioning / Part functioning / Non-operational** as of 1<sup>st</sup> 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
<b>COMFORT</b>					
<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		
<u>6</u>	Dining Table (Beech) (for 2)	1		x	
<u>7</u>	Dining chair (Beech)	2		x	
<u>8</u>	TV Licence	1	X		
<u>9</u>	Clock (wall)	1	X		
<u>10</u>	Standard lamp (low energy bulb)	1	X		
<b>COOKING</b>					
<u>11</u>	Microwave (with grill)	1	X		
<u>12</u>	Four slice toaster	1	X		
<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		
<b>CLEANING</b>					
<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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<a href="#">29</a>	Soap Dispenser/soap	1	X		
<a href="#">30</a>	Kimberley Clark Towel Roll (kitchen/toilet)	1	X		
<a href="#">31</a>	Paper towel rolls (for above) (kitchen/toilet)	2	X		
<a href="#">32</a>	Black bin liners	1 roll (50)	X		
<a href="#">33</a>	Mop/bucket (Ambulance)	1	X		
<a href="#">34</a>	Acticlor solution	1	X		
<a href="#">38</a>	Mop/bucket (kitchen)	1	X		
<b>COMMUNICATION</b>					
<a href="#">36</a>	Notice Board (Nobo) 600mm x 1200mm	1	X		
<a href="#">37</a>	Drywipe Memo Board (A3) including Drywipe marker	1	X		
<a href="#">38</a>	PC – screen – keyboard - mouse	1	X		
<b>OTHER</b>					
<a href="#">39</a>	Shoreline charging facilities (as Safety spec)			X	
<a href="#">40</a>	Infection Control kit		X		
<a href="#">41</a>	Detergent		X		
<a href="#">42</a>	Salt (winter)		X		
<a href="#">43</a>	Fan	1	X		
<a href="#">44</a>	No smoking signs	All premises	X		
<a href="#">45</a>	Fire Extinguishers (type)	Site specific	X		
<a href="#">46</a>	Water cooler (off mains)	1	X		
<a href="#">47</a>	Laminated order list (logistics)			X	
<b>CONSUMABLES</b>					
<a href="#">48</a>	Tea		X		
<a href="#">49</a>	Coffee		X		
<a href="#">50</a>	UHT/coffee creamer			X	
<a href="#">51</a>	Sugar		X		

Notes \_\_\_\_\_  
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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
<p><b>Correct location based on historical data?</b>                      Call-Connect                      Rapid mobilisation (35-secs                      –see-Delays in Mobilisation-SOG)</p>	System-Status-Plan. Active-Software. Local-Managers.	–General-Manager HEOC –Local-Manager –Staff-representative		
<p>Free and safe access/Egress from site.</p>	Inspection of site.	–Local-Manager, –Staff-representative		
<p>Free Traffic flow/possible congestion? NB: Times of day may vary eg schools/factories etc.</p>	Inspection of site.	–Local-Manager –Staff-representative		
<p><b>Security/vandalism?</b></p>	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).		
<p><b>Security needs:</b>                       Lighting around vehicle area.                       Non-Trust sites to be staffed during operating times.</p>	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).		
<p>Off road parking.</p>	Site inspection and sign off.  Site-Owner.	–Staff-representative –Local-Manager –Logistics-Manager –Site-Owner (Non-Trust premises).		
<p>General access/egress as close as possible to main thoroughfare.</p>	Site inspection and sign off.  Site-Owner.	–Staff-representative –Local-Manager –Logistics-Manager –Site-Owner (Non-Trust premises).		
<p>No adverse terrain/slopes to negotiate in poor weather (eg snow) or poor light.</p>	Site inspection and sign off including Action list (ie markings).  Site-Owner.	–Staff-representative –Local-Manager –Logistics-Manager		
<p><b>Toilet:</b> Male and female with hand basin. NB: A shared facility is acceptable provided it has door lock and requirements for</p>	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).		
<b>Communications</b> 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).		
<b>Fire Risk Assessment and Inspection</b>	Site inspection preview against regs and best practice.  Site Owner.	–Estates Manager –Logistics Manager –Site Owner (Non Trust premises).		
<b>Co-sharing:</b> 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).		
<b>Special Arrangements</b> 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).		
<b>For Facilities requirements, see list below.</b>				

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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			
<b>COOKING</b>				
Adequate tea/coffee making facilities.				
<b>CONSUMABLES</b>				
Access to drinking water				
Tea				
Coffee				

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UHT/coffee-creamers				
Sugar				

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