

Station/ Response Post Site Criteria and Facilities List

Location:	Hemel Hempstead Ambulance Station
Assessment Date:	9 th December 2008
Review Date:	9 th March 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	

Formatted Table

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

Formatted: Centered

Formatted: None, Don't keep with next

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			

- Formatted Table
- Formatted: Centered
- Formatted: None, Don't keep with next
- Formatted: Centered
- Formatted: None, Don't keep with next
- Formatted: Centered
- Formatted: None, Don't keep with next
- Formatted: Centered
- Formatted: None, Don't keep with next
- Formatted: Centered
- Formatted: None, Don't keep with next
- Formatted: Centered
- Formatted: Centered

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		
<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		
COOKING					
<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	Electric
<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		

Formatted Table

Formatted: Font: Bold

Formatted: Font: Bold

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		

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

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.				

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

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				

Formatted: Font: +Body, 11 pt

Formatted Table

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Font: +Body, 11 pt

Formatted: Left

Formatted: Font: +Body, 11 pt

Formatted: Left

Formatted: Font: +Body, 11 pt

Formatted: Left

UHT/coffee-creamers				
Sugar				

Formatted: Font: +Body, 11 pt

Formatted: Left

Formatted: Font: +Body, 11 pt

Formatted: Left