

# **The Newcastle upon Tyne Hospitals NHS Foundation Trust**

## **Balliol Off-Site Storage Facility Policy Statement**

Effective: August 2009

Review : March 2012

### **1. The Facility**

The Trust utilises an off-site storage facility at Balliol Business Park on a rental basis, This storage facility opened in 2002 and the lease is for a period of 10 years (2002 - 2012), with break options at 5 and 7 years, subject to 6 months prior notice.

The building comprises a small amount of first floor office accommodation and 1,574 m<sup>2</sup> storage accommodation. The storage accommodation is equipped with shelving, appropriate for its intended use and there is a mezzanine floor to maximise capacity.

### **2. Purpose and Scope**

The purpose of the facility, as defined in the original Business Case, is to provide safe and adequate off-site storage of:

- Medical Records
- Radiography Records ( x-ray film)
- Electro medical equipment awaiting auction
- Pharmacy Records
- Laboratory Medicine Records ( glass slides and wax blocks )
- Furniture and Equipment (new and used)
- Furniture and equipment (decanted during NSR enabling, subsequent NSR and other developments)

Other uses will be subject to separate business case approval and given that the Trust is anxious to maximise the potential of the facility, support in developing such business cases will be available.

### **3. Resources and Limitations**

The facility is basically a "lock-up" off-site store. It currently has limited revenue resources and has no dedicated transport provision. Opening hours are from 8.30am to 4.30pm Monday to Friday. Contact telephone number is 0191 2151842. Additionally we have a storekeeper who can be contacted by phoning him on mobile number 0778 5724249. Access to the facility by

Departments/Specialties wishing to place, access or retrieve items can be arranged by calling on one of the telephone numbers above.

Out of hours access can be gained by contacting either Manager, Porterage Services, ext 24893 or Porterage and Security Manager, NTW ext 48840. Spare keys are kept at Freeman Main reception desk (see management of facility, below).

Costs associated with transfer or retrieval of items to or from the store including all transport of staff to and from the facility will be borne by the Department/Specialty to whom the items belong or to the capital scheme (where the transfer/retrieval is associated with such a scheme).

#### **4. Management**

Compliance with this policy [or Procedure] will be monitored by the Asst Supplies Manager (Logistics). A record will be maintained of any records/goods/equipment deposited at Balliol Store where non-compliance with the policy [or procedure] is evident. An attempt will be made to trace the Directorate or Department from which the records/goods/equipment originated and if successful, they will be returned and the Directorate Manager or Departmental Head reminded of the policy [or procedure].

Policy Author: Deputy Manager, Supplies

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST**  
**IMPACT ASSESSMENT – SCREENING FORM A**

<b>Policy Title:</b>	Balliol Off Site Storage	<b>Policy Author:</b>	Deputy Manager, Supplies
		<b>Yes/No?</b>	<b>You must provide evidence to support your response:</b>
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?		
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If “yes”, please answer sections 4(b) to 4(d)).</i>	No	
4(b).	If so can the impact be avoided?		
4(c).	What alternatives are there to achieving the policy/guidance without the impact?		
4(d)	Can we reduce the impact by taking different action?	No	

<b>Comments:</b>	<b>Action Plan due (or Not Applicable):</b>  <b>Not applicable</b>
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Name and Designation of Person responsible for completion of this form: Mr Colin Smith Assistant Supplies Manager ( Logistics )      Date: 04/09/09

Names & Designations of those involved in the impact assessment screening process: Supplies Department  
 (If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.