

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Balliol Off-Site Storage Facility Procedure for usage

Effective: August 2009

Review : March 2012

1. Introduction

The Store will be managed by the Trust Purchasing & Supply Manager who, by operating the facility in accordance with agreed Policy () and these procedures, will provide safe, secure and accessible storage accommodation for:

Records

- Medical, Radiology, Pharmacy, Laboratory, etc - required to be kept in storage under HSC1999/053 "For the Record".

Furniture & Equipment

- New - awaiting placement in capital scheme developments
- Used - surplus to individual departments' requirements but of potential use to other departments
- Decanted - during NSR enabling, subsequent NSR and other developments
- Electro medical equipment awaiting collection by the Trust selected auctioneers

2. Seeking Approval

Departments/Specialties wishing to transfer items to the Store, should seek approval to do so by completing the Storage Application Form () and forwarding it by e-mail to Colin Smith, Assistant Supplies Manager (Logistics) with a copy to Ian Martin.

Where the storage requirement is for temporary decanting of items during capital scheme developments, this application will be submitted by the Planning Section, Estates Department.

The application will be considered and a response notified within 14 days. Approval will not be unreasonably withheld, subject to:

- (i) the application form being fully completed
- (ii) the request being within the purpose and scope of the facility

(iii) physical storage capacity being available

3. How to Proceed Following Approval

Following approval, Departments/Specialties should:

- 3.1 Liaise with Porterage Services to seek any necessary assistance with the physical transfer of items to store. Wherever possible, Porterage Services will provide both portering manpower and a driver and in such cases, hire of a vehicle (up to 3-ton with tail-lift) should be arranged by Departments/Specialties contacting Ian Ross, Transport Department, Newcastle, North Tyneside and Northumberland Mental Health Trust (ext: 32628 or e-mail ian.ross@ncht.northy.nhs.uk). For smaller loads, existing Trust vehicles may be available (eg Estates Dept van) and Departments/Specialties should make appropriate enquiries. Any charges levied by Porterage Services and NNT&N Mental Health Trust should be borne by the Department/Specialty or the capital scheme.

Where portering manpower and/or a driver cannot be made available or where a 3-ton vehicle with tail-lift is inadequate for the proposed transfer, then Departments/Specialties should contact Colin Smith, Assistant Supplies Manager (Logistics), ext: 26592, who will assist in arranging for the work to be undertaken by a removal contractor. Again, costs must be borne by the Department/Specialty and an authorised, cost-coded non-stock requisition form will be required to confirm the booking.

- 3.2 Ensure that any equipment which has been in patient areas is disinfected as necessary, in accordance with the Trust Decontamination Policy. Equipment should be disinfected prior to removal from your department and also after retrieval from the facility.
- 3.3 Ensure that all items to be transferred are appropriately packaged and identified. Unless records are to be filed directly onto shelving by Departments/Specialties, they should be boxed in storage boxes (available via NHS Logistics, see below) and each labelled, clearly showing the Department/Specialty to whom the records belong, a contact person, a content description to aid in identification for access/retrieval, the date and a "destroy after" date (where appropriate) though responsibility for disposal will remain with the Department/Specialty. All individual items of furniture and equipment should be tagged (tags available via NHS Logistics - see below) and labelled with the same information.

Banner Storage boxes, recycled board, 440x370x255mm, pack of 10, @ £10.16+VAT per pack (May 2002), Requisition code WGC 003.

Banner Manilla Tags, punched and strung, 120x60mm, pack of 10, @ £0.43 +VAT per pack (May 2002), Requisition code WZC 051.

NHS Logistics tote boxes and roll cages must not be used to store or transfer goods. They are the property of NHS Logistics and are chargeable to the Trust.

3.4 Arrange access to the Store by contacting Ian Martin 0778 5724249.

Out of hours access can be gained by contacting either Mick Brannen (RVI) ext 24893 or Karen McBride (Freeman) 48840.

4. Access to Stored Items

Access to items in Store should be arranged as per 3.4 and retrieval of items for return to Departments/Specialties by reverse application of 3.1.

5. Annual Review

It is essential that the Store does not become congested with items/records kept unnecessarily. On an annual basis, Heads of Departments/Specialty Managers will be contacted by the Supplies Department to confirm that continued storage of items in store is still required. For items no longer required, it will be incumbent upon Departments/Specialities to arrange disposal (eg by placing paper records into confidential waste sacks and arranging collection thereof or by arranging segregation and disposal of x-ray films).

6. Monitoring

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

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|---------------|--|----------------|---|
| Policy Title: | Balliol Off Site Storage | Policy Author: | Deputy Manager, Supplies |
| | | Yes/No? | You must provide evidence to support your responses |
| 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 | |

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| Comments: | Action Plan due (or Not Applicable): Not applicable |
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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.....