

Meeting Title: Governing Body



Meeting Date: 28 November 2018

Scarborough and Ryedale
Clinical Commissioning Group

Report's Sponsoring Governing Body Member: Philip Hewitson

Report Author: Head of Corporate Services

1. Title of Paper: Health & Safety Report on Scarborough & Ryedale CCG Estates.

2. Strategic Objectives supported by this paper:

To create a viable & sustainable organisation, whilst facilitating the development of a different, more innovative culture.



To commission high quality services which will improve the health & wellbeing of the people in Scarborough & Ryedale.



To build strong effective relationships with all stakeholders and deliver through effectively engaging with our partners.



To support people within the local community by enabling a system of choice & integrated care.



To deliver against all national & local priorities including QIPP and work within our financial resources.



Executive Summary:

Scarborough and Ryedale CCG is based over four locations in North Yorkshire. A review of all the four premises has been made in relation to Health & Safety, fire, security and Business Impact Assessments. The later to ensure Business Continuity should those premises become unavailable for whatever reason.

The attached report outlines the status of each site in relation to staff occupancy and each of the above domains.

3. Risks relating to proposals in this paper:

None identified

4. Summary of any finance / resource implications:

None Identified

5. Any statutory / regulatory / legal / NHS Constitution implications:

Legislation requires that CCGs to ensure that there are processes and checks in place for Health & Safety, fire, security and ensure that staff have an alternative workplace should their normal place of work become unavailable for whatever reason thereby providing a reasonable duty of care..

6. Equality Impact Assessment Completed? (Yes/No/Not Relevant):

Not relevant

7. Quality Impact Assessment Completed? (Yes/No/Not Relevant):

Not relevant

8. Any related work with stakeholders or communications plan:

The relevant documentation is in place on each site and available for all staff to read.

9. Recommendations / Action Required

Governing Body to note the briefing and accept this report

10. Assurance

The Governing Body and Accountable Officer are ultimately responsible in law for the safety and working conditions of all their employees and person who may enter these premises.

For further information please contact:

Name: Robert Irwin

Title: Head of Corporate Services

Phone number: 01723 343690

Health & Safety(Including fire and security) Report for Governing Body

November 2018

1. Introduction

A review of Health and Safety, including fire and security has been undertaken, with the exception of NHS Scarborough and Ryedale CCG (SRCCG) staff based in the Civic Centre at Northallerton who will be addressed as soon as possible. This review includes looking at the situation regarding fire and security also. There are four sites which are covered by SRCCG namely

1. York House, Kings Street, Scarborough (main base)
2. Building 2 (upper floor) Amy Johnson Way, Clifton Moor, York.
3. Kingswood, Wetherby Road, Harrogate.
4. Civic Centre Stonecross, Northallerton.

2. York House

This site belongs to Scarborough Borough Council and the SRCCG occupies the upper floor of an annex sited at the rear of the Town Hall. The office is mainly open plan with four meeting rooms and two side offices. There are 42 staff regularly based there with sufficient desk space which allows for several hot desks in addition to anyone who in not work from a desk that day. The office is mainly occupied from 8am to 6pm Monday to Friday, hosting a cross section of most teams (functions)

Fire Testing

Testing of the fire alarm testing is carried out by the landlords (Scarborough Borough Council) on a weekly basis and testing of the evacuation plan is carried out also without warning by the council. The evacuation plan is available. An annual walk around with the council was carried out by myself three weeks ago with no apparent issues.

Health and Safety (including fire)

A health and safety walk around three weeks ago identified the follow;

- Use of mainly non- compliant mains extension leads under desks these included non-surge protected leads and a drum rolled extension (which if used should be full

extended to prevent it becoming a heater element when coiled up. **ACTION-** All the extensions have now been changed to compliant extensions and 8 plug versions have been installed which also reduced the number needed. COMPLETED

- PAT testing of appliances needed. **ACTION-** Council contacted to arrange PAT testing of all appliances as soon as possible now that the new dishwasher has been installed.
- Longer than necessary data cables use which are a trip hazard. **ACTION-** Shorter data cables obtained and to be installed. COMPLETED
- Fire Wardens needed- **ACTION-** Fire Wardens have now attended training and posters identifying them have been placed. COMPLETED
- Need for additional First Aid trained staff- **ACTION-** Request sent out to identify new staff to be trained.
- Fire Evacuation testing will take place shortly. **ACTION-** arranged by Scarborough Borough Council who have the responsibility for this.
- Annual Legionella Report- **ACTION** Requested from Council along with Asbestos Report, both of which are legal requirements

Security

The door is sited on King Street and access is gained by a separate access fob issued to all permanent staff. All staff are constantly reminded to wear their issued ID badges. The Police have recently been challenging staff who are not wearing them as they are concerned for their area.

This system is shortly to be changed so that the fob and the ID badge are one and the same, which will necessitate everyone having a new photograph to be taken (by the Council IT team not as before the council printing team.)

ACTION- SMT to endorse the wearing of the ID badge by ALL staff without exception whilst on the premises.

ACTION - All staff to co-operate with council, to have new passes issues and having their photo taken as soon as requested.

Alternative Based

Should York House become unusable then Eastfield Surgery has been identified as the alternative accommodation in conjunction with remote working. A new policy is in the process of being produced to allow for this in a regulated manner.

3. Amy Johnson Way

This is a modern warehouse type building with the CCG occupying the mezzanine floor, which is sited above the York Hospital Foundation Trust paper medical records storage facility and own the building. Access is by a single wooded staircase opening out to a mainly open plan office lay out, divided in the middle by a large meeting room. The frontal area is occupied by NHS Vale of York CCG (VoY) staff operating the Continuing Health Care Team of about 25 staff.

The rear is occupied by SRCCG staff for Safeguarding and Clinical Network teams of approximately 13 staff, 4 of which are admin staff. Concerns have been raised quite rightly about them being crammed in with little room between desks and concerns about fire evacuation, especially around the Grenfell Tower disaster.

This was only acquired by SRCCG as a temporary solution and YHFT would like the area back as soon as possible as they now require it back and there would be no penalty. The contract has not been signed so we only need to give 8 week notice.

Fire Testing

This is carried out by the landlords (York Hospitals Foundation Trust) in conjunction with their staff based on the ground floor. I am assured that one will be carried out in the very near future also.

Health & Safety issues (including fire)

- The desks were only 4 feet between desks, with staff working back to back. **ACTION-** Six desks were removed on the 27th October 2018 and the remaining rearranged with new extensions and cabling put in to comply with Health & safety requirements. This has met with staff being pleased. **COMPLETED**
- The floors and desks were dirty. **ACTION-** The floor and desks were subject to a deep clean on the 27th October by YHFT hotel staff. In addition the cleaning staff time has been extended by negotiations with YHFT from 15 mins per night to 45 mins per night. This has met with staff being pleased. **COMPLETED**
- The fire evacuation situation does give real cause to concern, as there is no secondary method of evacuation in case of fire. There is a fire door between the actual office and the stairs but as outlined previously the stairs are wooden and the floor is sited above a vast paper store. Only 3 small floor level windows 18 inches high and only open to a maximum of 12 inches, approximately 15 feet up in the air.

- This situation is further compounded by a gas boiler for heating being sited with a very small server room on this floor, with no air conditioning to reduce the heat of the server. The room is locked and no keys are available on site. The only carbon monoxide detector is sited within the room, so if carbon monoxide rose above legal levels staff would not be aware. The siting of the server was done by eMBED and in breach of ISO270001. This issue has been raised with eMBED IG/IT **ACTION-** Alternative accommodation is actively being sought in the same area as an individual CCG or together with VoY CCG, who are aware of the situation and Stephanie Porter is looking for somewhere for their staff also. Currently we are hoping to utilise blue light services (Police or Fire services) premises as this would be a much easier and should be cheaper solution should it come to fruition. I have submitted our requirements as an individual CCG and Stephanie is also contacting them.
- There were no health and safety documentation present at all. - Fire Policy, Health & Safety Policy, Fire Evacuation plan, Annual Legionella Report and Asbestos Report, were all missing. **ACTION-** All now in place except for the last two and awaiting them from YHFT, the landlords.

Security

Access is gained by a fob system at the front door for staff, along with an intercom system for visitors when a member of staff goes to the front door and escorts them to the mezzanine area where they are asked to sign in.

Alternative Accommodation

Should this building become unavailable for use, the SRCCG admin staff have the facility to work from Kingswood in Harrogate, the remainder of SRCCG staff have the facility to work remotely. VoY CCG are looking into their staff working from either West Place York or Monksgate York. This is not yet confirmed.

4. Kingswood

SRCCG have 18 staff based in the second floor of the Kingswood Surgery, which is owned by a private company and leased to NHS PropCo and sub-let to the GP practices, a dental practice and the CCG. This is a modern open plan floor office with several small meeting rooms and the ability to use the GP's boardroom for pre-booked larger meetings. A health and safety with fire and security review visit resulted in finding a well-run and documented office.

There are 22 desks (six of which are the ones removed from Amy Johnson Way) with Continuing Health Care and Contracting and Performance staff based there. There are currently 6 spare desks with PCs and the ability to house a total of 10 more mobile staff down the sides. There are 7 car park spaces available for our staff but there is difficulty making use of them due to patients of the GP or Dental practices making use of them.

- The only issued found was; the absence of the Legionella and Asbestos reports and have been requested from PropCo who are requesting them from the owners.

Fire Testing

Fire evacuation testing is arranged by PropCo who act for the landlords and I have no details of the next testing, however one test was carried out earlier this year. Evacuation plans are in place and freely available to staff.

Alternative Accommodation

Should Kingswood become unavailable then these teams can use the NHS Harrogate and Rural District CCG offices in Knaresborough and the Harrogate local authority offices.

5. Civic Centre, Northallerton

This is the headquarters of NHS Hambleton, Richmondshire and Whitby CCG and there is a small team of 4 Children's Safeguarding Team based there in one room.

Health & Safety issues (including fire)

No visit has yet been made they to ensure they have the correct documentation available but a visit will be made within the next two weeks.

Alternative Accommodation

All SRCCG staff based staff based at Northallerton is necessary can work remotely if the office was not available.

Conclusion

It is requested that the Governing Body;

- Accept this report as the current status of estates within the CCG portfolio.

Robert Irwin
Head of Corporate Services
16th November 2018