



**Please Note: This policy is currently under review and is still fit for purpose.**

## SPACE UTILISATION POLICY

This is a new procedural document, please read in full.



### Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

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Date written/revised:	3 March 2015
Approved by:	Space Utilisation Group – 30.03.15
Ratified by:	Policy Approval and Compliance Group
Date ratified:	20 May 2015
Date issued:	22 June 2015
Next review date:	February 2017 – <b>Extended to December 2018</b>
Target audience:	Clinical and Non Clinical Staff Trust Wide

**Amendment Form**

<b>Version</b>	<b>Date Issued</b>	<b>Brief Summary of Changes</b>	<b>Author</b>
Version 1	22 June 2015	<ul style="list-style-type: none"><li>• This is a new Policy and Procedural document please read in full.</li></ul>	K. Edmondson-Jones H. F. Timms

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## 1. INTRODUCTION

This policy outlines the way that Doncaster and Bassetlaw Hospitals NHS Foundation Trust (The Trust) manages, allocates and reports usage of space to maximise the utilisation of space and accommodation and release funds that can be better spent elsewhere in the organisation.

Accommodation and premises costs are one of the largest costs any organisation has to bear. Costs of accommodation are directly proportional to the amount and type of space occupied.

## 2. PURPOSE

The purpose of this policy is to formalise the way the Trust makes decisions about the use of space for Clinical and Non Clinical purposes across the DRI, MMH, BDGH and other Trust sites in context of the Estate Strategy and Site Development Plans.

## 3. DUTIES AND RESPONSIBILITIES

### 3.1 Chief Executive

The Chief Executive is the accountable officer and has overall responsibility for the Trust premises and the allocation of space and accommodation. These duties are delegated to the Director of Estates and Facilities.

### 3.2 Director of Estates and Facilities

The Director of Estates and Facilities is accountable to the Director of Finance and Infrastructure Chief Executive and Trust Board. The Director of Estates and Facilities is responsible for the ownership and allocation of space within the Trust and the development of a policy for the utilisation of space and accommodation and the associated procedures.

### 3.3 Associate Director of Estates and Facilities

The Associate Director of Estates and Facilities is responsible for assisting the Director of Estates and Facilities with managing space and accommodation within the Trust. The Associate Director of Estates and Facilities will attend the Space Utilisation Group to oversee the implementation of this policy and attend the Trust Corporate Investment Committee and Trust Operations Group as required.

### 3.4 Head of Property and Compliance

The Head of Property Management and Compliance is responsible for day to day allocation of space and will provide any requesting department or group with advice on how to make the best use of space within the principles of this policy. They will chair the multidisciplinary Space

Utilisation Group and maintain a record of the spaces and the responsible department, producing a six monthly report for each Care Group and Corporate Directorate. They will assist the Associate Director of Estates and Facilities by proactively monitoring the efficiency of space used and recommending ways to improve efficiency to ensure best utilisation of space within the Trust.

### **3.5 All Directors Care Group General Managers and Managers**

All Directors Care Group General Managers and Directors are responsible for ensuring the awareness of the compliance with this policy in their areas of responsibilities and influence. They are also responsible for ensuring that space is only used for the purpose or function for which it is designated and prohibit its misuse, e.g. using a store room as an office or a bathroom as a store. They should also ensure maximum utilisation of space is considered in all business planning activities including the extending of the working day and flexible working options for staff.

### **3.6 All Other Staff**

All other staff have responsibility to cooperate with their line manager and the Facilities Directorate in the implementation and compliance of this policy. If staff have any issues regarding space this should be dealt with in the first instance with their line manager. The Health and Safety Adviser can also provide advice and assistance when required.

## **4. PROCEDURE / ACTIONS**

### **4.1 Principles of Space Allocation**

Space will be allocated and reallocated purely for the use of care groups departments and directorates to reflect the nature of work done and not the grade, seniority or job title of individual staff, e.g. offices will not be owned by a member of staff, manager, care group or directorate.

Space is a finite resource and can only be allocated where sufficient and appropriate space exists, no process should be undertaken in areas that are not suitable for the reason gaining leverage or access to vacant areas.

Space will be designed to ensure it meets appropriate, safe and secure standards for work whilst retaining as much flexibility as possible.

Space will be allocated for the use of an individual, care group, departments and directorates on the understanding that changes of use or allocation must be approved by the Director of Estates and Facilities. The allocated user must undertake a risk assessment before occupying a space to highlight any risk to occupation and use.

All space must be returned to the Director of Estates and Facilities when requested to do so or when vacated.

It is the responsibility of the Care Groups, Departments and Directorates to identify solutions where space issues exist and space is insufficient.

Request for advice on Space should be forwarded to the Estates Department, Head of Property Management and Compliance using the Space/Accommodation Request Form which will then be forwarded to the Space Utilisation Group (See Appendix 1).

When allocation of space has been approved by the Space Utilisation Group all projects to follow the Capital Project Flow Chart (See Appendix 2).

## 5. SPECIFIC USES

### 5.1 Clinical Space

The term clinical space covers a vast range of spaces from operating theatres to examination rooms. To make specific rules around type and size would be impractical in a policy document. The NHS as a whole issues various guidance documents Health Building Notes (HBNs) and design guides which will be used to assess space allocation needs for various clinical spaces. To assist with the increased utilisation some space will be allocated to multiple users e.g. Outpatients etc. Clinical space (subject to business need) will in most cases be given priority over office space.

### 5.2 Office Space

Changes in work patterns and technology have led to alternative concepts of office space and accommodation. Fixed or personal office spaces are seldom used efficiently as they are left unoccupied when the user is away. More efficient methods are open plan, hot-desking or small bookable offices that offer multi-disciplinary and occupancy and allow users to log on to any PC and have telephone calls directed automatically to a local telephone. This along with flexible working patterns which allow home working and wireless connectivity add to the ability to use flexible workspaces.

Any new refurbished office space and accommodation will be designed with the presumption for open plan layout for most administrative purposes with the consideration of using bookable offices as an approved alternative. Any non-bookable offices will only be approved by work content not grade seniority or job title.

Provision of meeting and interview rooms will be provided to allow private conversation that cannot be made in open plan spaces.

Allocation of floor space to be in accordance with the Workplace Health Safety and Welfare Regulations and the Working with Display Screen Equipment Regulations.

Storage of documents should be kept to a minimum with local storage being provided either electronically or within personal cabinets in a storage area.

All bookable offices and open plan workstations need to be kept clear of documents, papers, etc, when logging off to allow space for other users, to ensure data security and protect information governance. Any items left at the end of the working day will be removed by the Estates and Facilities Department.

## 6. MONITORING COMPLIANCE AND EFFECTIVNESS

The provision and type of space and accommodation will be reported via Facilities KPIs. Audits will be undertaken every six months to report on the use of space within the Trust. The audits and reviews will be reported to the Corporate Investment Committee and Trust Operations Group as required.

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
1) Clinical Space Direct Patient Care or Patient Services	Estates and Facilities Directorate	Six Monthly	Estates and Facilities Reported to Trust Operational Group and Facilities Management Team
2) Non Clinical Space Does not provide direct Patient Care or Patient Services			
3) Circulation / Common Space			
4) Residential Accommodation			
5) Leased Space			
6) Plant Area Space			
7) Unverified Space			

## 7. DEFINITIONS

**Open Plan** – Spaces containing multiple workstations that can be used for hot-desking.

**Hot-desking** – A system or increase in the utilisation of workstations. Users have no allocated workstation but use the first available. The system allows users to then access IT and telephones in that space as if they had an allocated workstation.

**Bookable Offices** – Small cellular or shared offices that are allocated for a specific team or group that can be booked and shared on an as-an-when basis.

**RIBA** – Royal Institute of British Architects.

## 8. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified.

## 9. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Health and Safety Policy - CORP/HSFS 1  
 Display Screen Equipment Policy - CORP/HSFS 12  
 Flexible Working Policy - CORP/EMP 48

## 10. CONSULTATION

Consultation has taken place and includes the Executive Team, Corporate Investment Committee, Trust Operations Group, Care Groups, Directorates and JSCC.

## 11. DISSEMINATION

Dissemination is via the Estates and Facilities Space Utilisation Group, Corporate Investment Committee, Trust Operations Group, Care Group and Directorate meetings and the Trust intranet.

## 12. IMPLEMENTATION

Implementation of this policy will be via a communication plan involving the Estates and Facilities Space Utilisation Group, Trust Operations Group, Care Group and Directorate meetings and the Trust intranet. Current information held on spaces allocated will be sent to the Care Group and Directorate General / Senior Managers to confirm accurate space allocation.

## 13. REFERENCES

Workplace Health Safety and Welfare Regulations 1992 L24  
 Work with Display Screen Equipment (DSE) 1992 L26  
 British Institute of Facilities Management Best Practice Guide – Space Planning  
 Shared Working Environment BT Workstyle  
 Operational Efficiency Programme: Property May 2009 – HM Treasury  
 Innovations in Healthcare Design – SM 1995  
 Efficiency Standard for Office Space – A Report for Office Government Commerce – IPD Occupiers  
 November 2007

## APPENDIX 1 – SPACE / ACCOMODATION REQUEST FORM



## Doncaster and Bassetlaw Hospitals

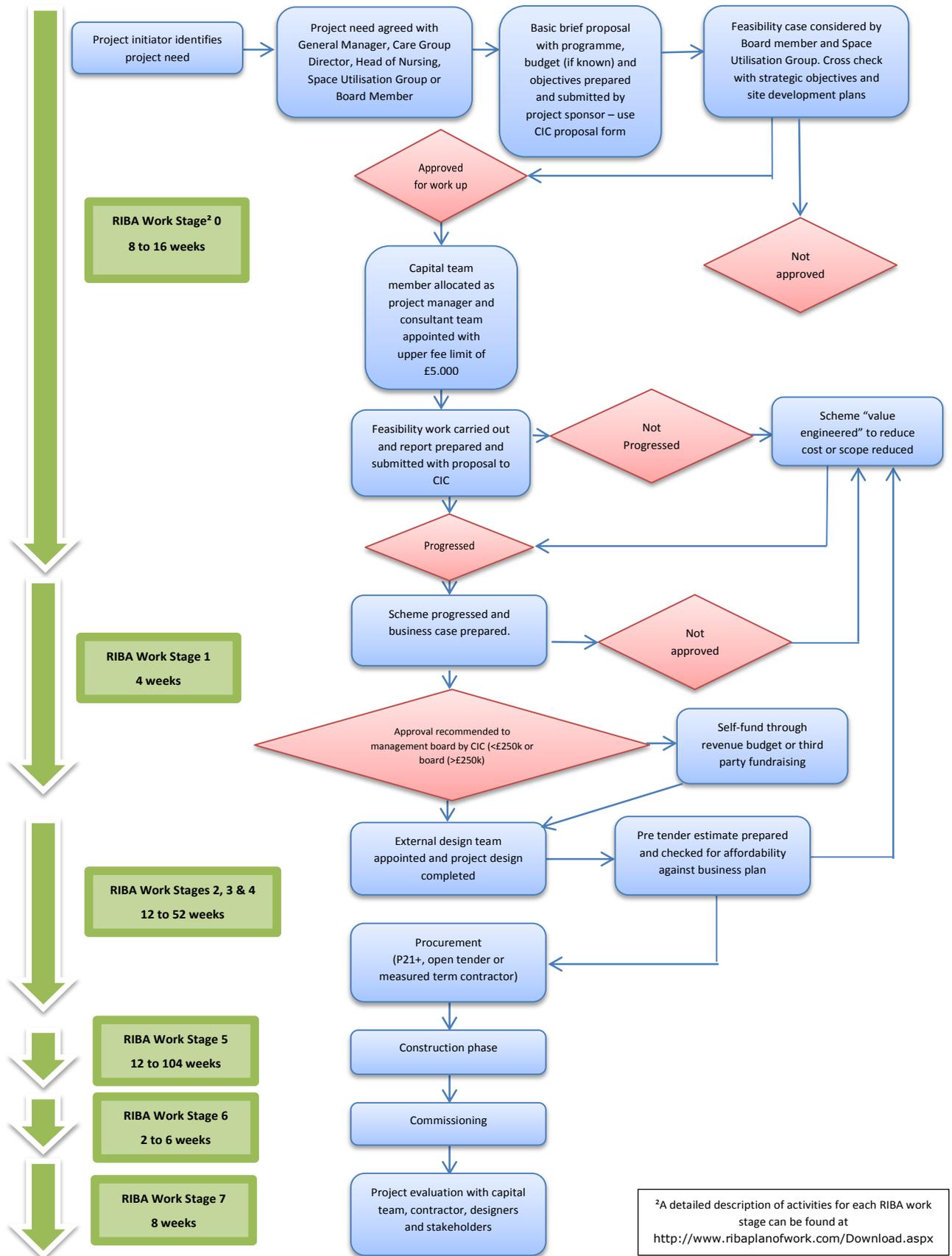


NHS Foundation Trust

<b>Estates and Facilities Space Utilisation Group</b>	
<b>SPACE / ACCOMODATION REQUEST FORM</b>	
<b>Requested by:</b>	<b>Name:</b>
	<b>Title:</b>
	<b>Ext. No:</b>
	<b>Date:</b>
	<b>Care Group / Directorate:</b>
<b>Please confirm information below:</b>	
<b>Does this Request apply to:</b>	
Business Case	<input type="checkbox"/>
Clinical Space	<input type="checkbox"/>
Non Clinical Space	<input type="checkbox"/>
Leased Space	<input type="checkbox"/>
Office Space	<input type="checkbox"/>
Relocation	<input type="checkbox"/>
Service Expansion	<input type="checkbox"/>
New Appointment	<input type="checkbox"/>
<b>Date Space required:</b>	
<b>From:</b>	<b>To:</b>
<b>Details of Space / Accommodation Required:</b> <i>(you must identify the space you wish to use, the Space Utilisation Group will not identify space on behalf of applicants):</i>	

<b>Have all other options of space efficiencies been explored :</b> <b>YES / NO</b>
<b>Details of any Space / Accommodation which will be vacated:</b>
<b>Details of discussions with any other Staff Groups / Directorates:</b>
<b>Proposal agreed by all parties affected as below:</b>  Name: ..... Date:..... Name: ..... Date:..... Name: ..... Date:..... Name: ..... Date:.....

## APPENDIX 2 - CAPITAL PROJECT JOURNEY FLOW CHART



<sup>2</sup>A detailed description of activities for each RIBA work stage can be found at <http://www.ribaplanofwork.com/Download.aspx>