



Space Utilisation Policy

This procedural document supersedes: Space Utilisation Policy – CORP/FAC 10 v.2



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Executive Sponsor(s):	J Sargeant - Chief Financial Officer
Author/reviewer: (this version)	H. F. Timms Deputy Director of Estates and Facilities
Date written/revised:	September 2024
Approved by:	Space Utilisation Group / Health and Safety Committee
Date of approval:	7 November 2024
Date issued:	January 2025
Next review date:	August 2027
Target audience:	Clinical, Non Clinical and Corporate Colleagues Trust Wide

Amendment Form

Version	Date Issued	Brief Summary of Changes	Author
Version 3	19 June 2024	<ul style="list-style-type: none"> • Revised to reflect new Divisional Structures • Revised to reflect new Infrastructure Structure • Revised to reflect new Estates and Facilities Management Structure • Revised to reflect change of reporting from Estates and Facilities Committee to Trust Health and Safety Committee • Removed information and reference to Covid-19 • Revised Appendix 1 Space/Accommodation request form • Revised Appendix 2 Capital Project Journey Flow Chart • Revised reference to the Trust Flexible Working Policy CORP EMP 48. V8 	H. F. Timms / K. Edmondson-Jones
Version 2	29 April 2021	<ul style="list-style-type: none"> • Revised to reflect Trust teaching hospital status • Revised to reflect new Divisional Structures • Revised to reflect new Estates and Facilities Management structure • Revised to reflect change of reporting from Site Utilisation Group to Estates & Facilities Committee • Revised Appendix 1. Space Application Form • Revised Appendix 2. Capital Project Journey Flow Chart • Reference to Trust Agile Working Policy • Reference to impact of Covid Safe working and HSE risk assessments • Reference to back-office off-site options 	K. Edmondson-Jones H. F. Timms
Version 1	22 June 2015	<ul style="list-style-type: none"> • This is a new Policy and Procedural document please read in full. 	K. Edmondson-Jones H. F. Timms

Contents

	Page No.
1. INTRODUCTION	4
2. PURPOSE	4
3. DUTIES AND RESPONSIBILITIES.....	4
3.1 Chief Executive	4
3.2 Operational Director of Estates and Facilities	4
3.3 Deputy Director of Estates and Facilities	4
3.5 All Directors, Divisional General Managers and Managers.....	5
3.6 All Other Staff	5
4. PROCEDURE / ACTIONS	5
4.1 Principles of Space Allocation	5
5. SPECIFIC USES.....	6
5.1 Clinical Space	6
5.2 Office Space.....	6
6. MONITORING COMPLIANCE AND EFFECTIVNESS	7
7. DEFINITIONS.....	7
8. EQUALITY IMPACT ASSESSMENT.....	8
9. ASSOCIATED TRUST PROCEDURAL DOCUMENTS.....	8
10. CONSULTATION.....	8
11. DISSEMINATION.....	8
12. IMPLEMENTATION.....	9
12. DATA PROTECTION	9
13. REFERENCES.....	9
APPENDIX 1 – SPACE / ACCOMMODATION REQUEST FORM.....	10
APPENDIX 2 - CAPITAL PROJECT JOURNEY FLOW CHART	13
APPENDIX 3 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING	14

1. INTRODUCTION

This policy outlines the way that Doncaster and Bassetlaw Teaching 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 Doncaster Royal Infirmary (DRI), Mexborough and Montagu Hospital (MMH), Bassetlaw Hospital (BH), 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 Operational Director of Estates and Facilities.

3.2 Operational Director of Estates and Facilities

The Operational Director of Estates and Facilities is accountable to the Director of Infrastructure, Chief Finance Officer, Chief Executive and Trust Board. The Operational 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. The Operational Director of Estates and Facilities will ensure a Space Utilisation Group is established in order to ensure space is used in accordance with the terms of this policy.

3.3 Deputy Director of Estates and Facilities

The Deputy Director of Estates and Facilities is responsible for assisting the Operational Director of Estates and Facilities with managing space and accommodation within the Trust. The Deputy Director of Estates and Facilities will attend and Chair the Space Utilisation Group to oversee the implementation of this policy as required.

3.5 All Directors, Divisional General Managers and Managers

All Directors, Divisional Directors, Corporate Directors, and Divisional and Corporate General Managers are responsible for ensuring the adherence to and 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 and hybrid working options for staff.

3.6 All Other Staff

All other staff have responsibility to cooperate with their line manager and the Estates and 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 Trust Health and Safety and Fire Safety Advisors can also provide advice and assistance when required in the completion of Space/Accommodation request form ([See Appendix 1](#)).

4. PROCEDURE / ACTIONS

4.1 Principles of Space Allocation

Space will be allocated and reallocated purely for the use of Divisions and Directorates to reflect the nature of work carried out and not the grade, seniority or job title of individual staff, e.g. offices will not be owned by a member of staff, manager, division 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 of 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, Division, Directorate on the understanding that changes of use or allocation must be approved by the **Space Utilisation Group**. The allocated user must undertake a risk assessment before occupying a space to highlight any risk to occupation and use.

As a principle, all space is returned to the Operational Director of Estates and Facilities when requested to do so or when vacated. Vacant space within the assumed curtilage of Division, Directorate boundaries will be automatically considered as being managed by the Division, Directorate.

It is the responsibility of Divisions and Directorates to identify solutions where space issues exist and space is insufficient.

Request for Space should be forwarded to the Space Utilisation Group using the Space/Accommodation Request Form. ([See Appendix 1](#))

Please complete the form electronically ...Link >>> [Estates & Facilities Space Utilisation Group-Space Accommodation Request Form](#)

When allocation of space has been approved by the Space Utilisation Group all projects will follow the Capital Project Journey Flow Chart ([See Appendix 2](#)). Any infrastructure dependant work will be subject to availability of funding.

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 associated design guides which will be used to assess space allocation needs for various clinical and non-clinical spaces. To assist with the increased utilisation some spaces 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. Previous to this it was generally understood that 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 occupancy, allowing users to log on to any PC, and have telephone calls directed automatically to a local telephone. This, along with flexible, hybrid and off site working patterns which allow home working and wireless connectivity, add to the ability to use flexible and hybrid workspaces. This policy will work in tandem with, and support, the Trust Flexible Working Policy. Opportunities to work in partnership across the PLACE to ensure space utilisation is maximised will be explored with the potential to use for back-office services where it is deemed appropriate.

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 where practicable 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.

6. MONITORING COMPLIANCE AND EFFECTIVNESS

The provision and type of space and accommodation will be reported via Estates and Facilities Key Performance Indicators. Audits and reviews will be undertaken periodically and reported to The Space Utilisation Group (SUG) and as part of the Estates Return Information Collection (ERIC) returns.

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 Infrastructure and Facilities Directorate	Six Monthly	Estates Infrastructure and Facilities Reported to Space Utilisation Group
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.

Flexible Working - The Trust recognises that Flexible Working supports the health and wellbeing of colleagues and is committed to developing policies and initiatives that will make a difference to work life balance promoting a working environment which values and support diversity. Flexible working is a way of working that suits an employee's needs, for example having flexible start and finish times, or working from home. DBTH (the Trust) is committed to embedding a culture where flexible working opportunities are available to colleagues. This is in accordance with the NHS

People Plan and People Promise which encourages flexibility by default and informs an integral part of the Trust People Strategy 2023 – 2027.

Hybrid Working / Offsite - a form of flexible working where workers spend some of their time working remotely (usually, but not necessarily, from home or could be other off site NHS or Leased / Licenced office space) and some in the employer's workspace.

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.

8. EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

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. ([See Appendix 3](#))

9. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Health and Safety Policy - CORP/HSFS 1

Display Screen Equipment Policy - CORP/HSFS 12

Flexible Working Policy - CORP/EMP 8

Fair Treatment for All Policy – CORP/EMP 4

Equality Analysis Policy – CORP/EMP 27D

10. CONSULTATION

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

11. DISSEMINATION

Dissemination is via Space Utilisation Group, Trust Health and Safety Committee and the Trust extranet.

12. IMPLEMENTATION

Implementation of this policy will be via a communication plan involving the Trust Health and Safety Committee Space Utilisation Group, Divisional and Corporate Directorate meetings and the Trust extranet.

12. DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2021).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

13. REFERENCES

Workplace Health Safety and Welfare Regulations 1992 L24
Work with Display Screen Equipment (DSE) 1992 L26
DOH Health Building Notes
Health Building Note 00-03
HTM and HBN standards
hospital Planning and Design Guidance
British Institute of Facilities Management Best Practice Guide – Space Planning
RIBA Design Guidance
Operational Efficiency Programme: Property May 2009 – HM Treasury

APPENDIX 1 – SPACE / ACCOMMODATION REQUEST FORM

Please complete the form electronically, click on this link to access the form >>>

[Estates & Facilities Space Utilisation Group-Space Accommodation Request Form](#)

Version 1 – Nov 2023



**Doncaster and Bassetlaw
Teaching Hospitals**
NHS Foundation Trust

Estates & Facilities Space Utilisation Group (SUG) **Space/Accommodation Request Form**

Please complete this form electronically

Requested by:	Date Completed: Click or tap to enter a date.
Name:	Click or tap here to enter text.
Designation:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Division/Department:	Click or tap here to enter text.

Please confirm, does this request apply to:	Space Required:												
<table style="width: 100%;"> <tr> <td>Business Case <input type="checkbox"/></td> <td>Office Space <input type="checkbox"/></td> </tr> <tr> <td>Clinical Space <input type="checkbox"/></td> <td>Relocation <input type="checkbox"/></td> </tr> <tr> <td>Non-Clinical Space <input type="checkbox"/></td> <td>Service Expansion <input type="checkbox"/></td> </tr> <tr> <td>Leased Space <input type="checkbox"/></td> <td>New Appointment <input type="checkbox"/></td> </tr> </table>	Business Case <input type="checkbox"/>	Office Space <input type="checkbox"/>	Clinical Space <input type="checkbox"/>	Relocation <input type="checkbox"/>	Non-Clinical Space <input type="checkbox"/>	Service Expansion <input type="checkbox"/>	Leased Space <input type="checkbox"/>	New Appointment <input type="checkbox"/>	<table style="width: 100%;"> <tr> <td>From:</td> <td>Click or tap to enter a date.</td> </tr> <tr> <td>To:</td> <td>Click or tap to enter a date.</td> </tr> </table>	From:	Click or tap to enter a date.	To:	Click or tap to enter a date.
Business Case <input type="checkbox"/>	Office Space <input type="checkbox"/>												
Clinical Space <input type="checkbox"/>	Relocation <input type="checkbox"/>												
Non-Clinical Space <input type="checkbox"/>	Service Expansion <input type="checkbox"/>												
Leased Space <input type="checkbox"/>	New Appointment <input type="checkbox"/>												
From:	Click or tap to enter a date.												
To:	Click or tap to enter a date.												

Please add details below of the identified space

Site:	Select site.	If Other selected – Please state:	Click or tap here to enter text.
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Door/Area Sticker Number – e.g. DRI23.L01.R0028

Block – DRI23	Level – L01	Room Number – R0028
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Area Location Barcode – (see example, usually located adjacent to light switch)

Is there a barcode present?	Select.
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Division/Directorate/Other:	
Click to select Division/Directorate.	
If Other selected – Please state:	Click or tap here to enter text.

Department:
Click or tap here to enter department.

Version 1 – Nov 2023

Details of Space / Accommodation Required: You must identify/consider the space you wish to use, for example, change of or relocation of admin space to provide clinical space. The Space Utilisation Group will <u>not</u> identify space on behalf of applicants.		
Current Use:	Click or tap here to enter text.	
Proposed Use:	Click or tap here to enter text.	
Clinical/ Non-Clinical:	Click to select.	
Proposed Use Area:	Click to select area.	
If Other selected – Please state:	Click or tap here to enter text.	
Have all other options of space efficiencies been explored? For example: - space sharing / agile / hybrid / flexible and off site working:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of any space/accommodation which will be vacated:		
Click or tap here to enter text.		

Details of discussions with any other Staff Groups / Divisions:
Click or tap here to enter text.

Proposal agreed by all parties affected as below:			
Name:	Date:	Name:	Date:
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.
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Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.

On completion, please email to:

Nicola Gallagher, Capital Projects Administrator – Nicola.gallagher1@nhs.net

Michael Hutton, Capital Projects manager – Michael.hutton2@nhs.net

Page 2 of 3

Version 1 – Nov 2023

Please confirm if the following have been consulted:			Remarks:
Fire Safety Advisor	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Click or tap here to enter text.
Health & Safety Advisor	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Click or tap here to enter text.
Local Security Management Specialist (LSMS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Click or tap here to enter text.
Infection Prevention & Control	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Click or tap here to enter text.

Division/Directorate/Other Manager Authorisation:	
Name:	Click or tap here to enter text.
Designation:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Division/Department:	Click or tap here to enter text.

For Completion by the Estates Capital Planning Unit:	
Date Received:	Click or tap to enter a date.
Date Acknowledged:	Click or tap to enter a date.
SUG Application Number:	Click or tap here to enter text.

On completion, please email to:

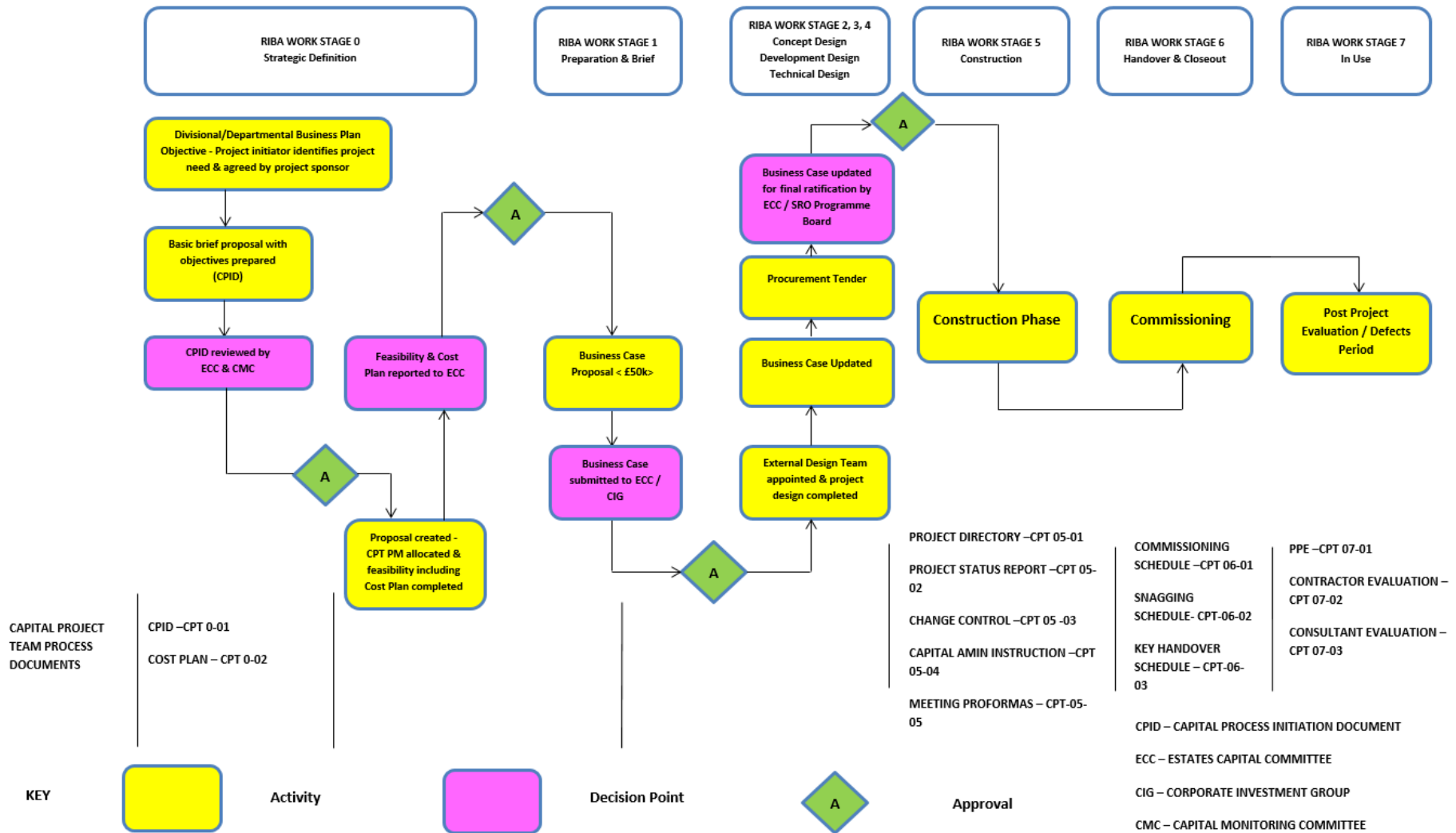
Nicola Gallagher, Capital Projects Administrator – Nicola.gallagher1@nhs.net

Michael Hutton, Capital Projects manager – Michael.hutton2@nhs.net

APPENDIX 2 - CAPITAL PROJECT JOURNEY FLOW CHART



Capital Process Map



APPENDIX 3 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Space Utilisation Policy	Estates and Facilities	Howard Timms	Existing	June 24
1) Who is responsible for this policy? Name of Division/Directorate: Estates and Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? To formalise the way the Trust makes decisions about the use of space for Clinical and Non Clinical purposes across all sites.				
3) Are there any associated objectives? Legislation, targets national expectation, standards: All in accordance with Healthcare HTM/HBN guidance and HSE Space requirements.				
4) What factors contribute or detract from achieving intended outcomes? - Lack of space available on all 3 Main Hospital Sites at DRI, MMH and BH.				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] - N/A 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] - No				
7) Are any of the following groups adversely affected by the policy? - No				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
Date for next review: Sept 2027				
Checked by: Howard Timms / Kirsty Edmondson-Jones			Date: Aug 24	