

**From:** [REDACTED]

**Sent on:** Tuesday, December 30, 2025 11:33:42 AM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**CC:** [REDACTED]  
[REDACTED]

**Subject:** RE: Portacabins at Gatwick HART

Hi [REDACTED] et al,

Thanks for picking this up. [REDACTED] and I are at Gatwick today and spent some time in the garage with [REDACTED] having a look. The steel beams do look quite precarious, though are held in place with the structure of the wall and as you say [REDACTED], are less likely to shift laterally. Irrespective, the current state isn't something we can live with.

Having looked today, the dismantled portacabin does in fact have a floor and is a whole unit, as well as the stairs that were fabricated for it. For various reasons, both in terms of H&S but also just pragmatically, I am of the view that it just needs to be disposed of, scrapped, or sold quickly.

The remaining portacabin is protected to some extent with hard protection around it to offset the risk of vehicle strikes, etc. Although in the long run we should be aiming to replace it, I think practically it could be retained for the time being until a better option is sourced, particularly as the engineer's concerns were primarily around the stacking of the units, the integrity of the floor, and weight dynamics, etc which have all been ameliorated with the removal of the top unit.

Could you please arrange for the removal of the dismantled unit soonest?

Much appreciated,

[REDACTED]

**From:** [REDACTED]

**Sent:** 29 December 2025 09:07

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Cc:** [REDACTED]

**Subject:** Re: Portacabins at Gatwick HART

Morning all,

I will need to check with [REDACTED] and [REDACTED] when they return in the new year to review the past quotes/emails for this project to ascertain what the contractor was agreed to deliver as unfortunately, there is no obvious info about any of this in our estates TEAMS files.

Kind regards

[REDACTED]

Estates Technical Manager

**From:** [REDACTED]

**Sent:** 23 December 2025 09:09

**To:** [REDACTED]  
[REDACTED]

**Cc:** [REDACTED]  
[REDACTED]

**Subject:** RE: Portacabins at Gatwick HART

Morning [REDACTED],

We are having some challenges finding a home for the old top cabin. There was some initial interest, but after we discovered that the floor of the top cabin is also the roof of the bottom cabin, that interest faded away as a new floor would need to be purchased. .

Re the beams being a risk. I'm disappointed that the contractor who undertook the disassembly didn't leave in a safer condition. I have copied [REDACTED] in as the TM for this region, so we can check if this was part of the works specified or not.

Merry Christmas.

[REDACTED]

[REDACTED]

## Interim Head of Estates and Facilities – Finance & Corporate Services

**From:** [REDACTED]

**Sent:** 22 December 2025 15:08

**To:** [REDACTED]  
[REDACTED]

**Cc:** [REDACTED]

**Subject:** Portacabins at Gatwick HART

Hi [REDACTED]

I completed a visit of HART today with [REDACTED] and I have a concern regarding the portacabin in the garage.

First, it is great to see the top cabin has been removed however this happened some time ago and the parts are still in the garage.

The metal structure of the dismantled portacabin includes metal beams that are resting vertically against the corner of the garage wall.

If these were to dislodge or fall, these could cause serious injury for those in proximity.

There is a slight mitigation that the garage's internal structure does provide a slight fall resistance however, from a safety perspective I would recommend the dismantled portacabin and associated stairwell is removed from site.

In an ideal situation if it can be used elsewhere that would be great however if not, it just needs disposing of.



Can you confirm what the plan is?

Regards

██████████

**Health and Safety Manager**

**From:** [REDACTED]

**Sent on:** Wednesday, January 21, 2026 11:23:58 AM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Portakabin Decision

### **Portakabin Decision**

Thank you for meeting with me to discuss and agree the next steps for the Gatwick Portacabin.

Our decision was:

**Option C** - Clear the area and remove the ground level cabin and all other items, including the deconstructed upper unit. Leave the area clear for potential future development.

**Rationale:** The current structure is not deemed safe for use and all advice sought by the Trust indicates that this unit should not be used. The deconstructed upper unit also remains in place which poses a significant safety issue. The unit has been subject to much debate, and this has left the operatives who are expected to use the area in "limbo".

Further consideration is needed in relation to the financial implications of renting a new compliant unit.

The unit will need to be removed, and the area cleared by **Friday 13<sup>th</sup> February 2026**.

### **Actions**

[REDACTED] to speak with [REDACTED] regarding the removal of the deconstructed upper unit. This must be completed ASAP.

[REDACTED] to contact [REDACTED] and his line manager to explain decision and provide support.

[REDACTED] to arrange review of unit and establish if an electrician is needed to disconnect the unit.

██████████ to arrange collection and removal of the unit.

██████████ and ██████████ to meet and agree room movements, and support with the movement of kit and equipment.

██████████ to arrange meeting with █████ and █████ regarding rental of a replacement unit in the future.

Thanks all

██████

██████████ MCPara

**Operating Unit Manager** - Specialist Operations

**(HART & SORT)**



Trust Headquarters  
Nexus House  
4 Gatwick Road  
Crawley  
West Sussex  
RH10 9BG

**Tel: 0300 123 0999**  
**[www.secamb.nhs.uk](http://www.secamb.nhs.uk)**

**Private & Confidential**

**Subject: Asset Disposal and Handover of Cabins – Transfer of Risk and Liability**

Dear [REDACTED]

This letter serves as formal confirmation that South East Coast Ambulance Service NHS Foundation Trust ("SECamb") agrees to transfer possession of the cabins currently held by SECamb to you.

Transfer of possession shall take effect immediately upon your physical receipt of the cabins and written acknowledgement of receipt. From that point onwards, SECamb shall have no custody, control, ownership interest, or responsibility in respect of the cabins, and the cabins shall no longer be considered an asset of the Trust.

The cabin is transferred on an "as is, where is" basis. SECamb provides no warranty, representation, or assurance, whether express or implied, regarding the condition, safety, functionality, suitability, or fitness for purpose of the cabins.

The cabins are transferred at nil financial value. No financial consideration, payment, reward, inducement, or other benefit has been requested by SECamb, nor shall be received by SECamb or any of its officers, employees, or agents in connection with the transfer of the cabins. The cabins shall not be sold, transferred, or otherwise disposed of for financial gain.

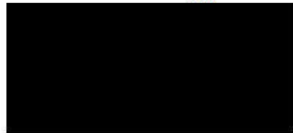
The safe deconstruction and removal of the cabins is your sole responsibility. A detailed risk assessment must be completed and adhered to during the removal, and the SECamb property must not be damaged. The health and safety of the work is also your responsibility, and you are not to impact the operations or impede the work of SECamb employees at any time.

SECamb expressly disclaims and excludes all liability arising from or in connection with the IGT equipment following transfer of possession, including (without limitation) liability for its condition, use, operation, maintenance, storage, loss, theft, damage, or compliance with any statutory, regulatory, health and safety, environmental, or other legal requirements.

All risks associated with the cabins shall pass to you upon receipt. Responsibility for compliance with all applicable legal, regulatory, and safety obligations relating to the equipment, following receipt, shall rest solely with you.

The handover is conditional upon your acceptance of the terms set out in this letter, as evidenced by completion and signature of the Receipt and Acceptance Statement below.

Yours sincerely,



HART Operations Manager  
South East Coast Ambulance Service NHS Foundation Trust

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### **Receipt and Acceptance Statement**

I, [REDACTED] hereby confirm that I have taken receipt of the IGT equipment from South East Coast Ambulance Service NHS Foundation Trust on the date stated below.

#### **I acknowledge and agree that:**

Possession, control, and all associated risks in the cabins have transferred to me upon receipt.

The cabins has been received on an “as is, where is” basis and at nil financial value.  
SECAmb bears no liability whatsoever in respect of the cabins following receipt.

The cabins shall not be sold, transferred, or otherwise disposed of for financial gain; and I accept sole responsibility for the condition, use, maintenance, storage, loss, damage, and any future disposal of the equipment from the date of receipt.

Name: [REDACTED]

Signed: [REDACTED]

Date: 07/02/26

**Quote To**

South East Coast Ambulance NHS Foundation  
 RYD Payables 6635  
 PO Box 312  
 Leeds  
 LS11 1HP

**Site Address**

GATWICK HART WEST - South East Coast  
 Ambulance NHS Foundation  
 GATWICK HART WEST  
 Faraday Road,  
 Crawley  
 West Sussex  
 RH10 9TF



Waste Way (Southern) Ltd  
 Leys Industrial Park  
 Maidstone Road  
 Paddock Wood  
 Kent  
 TN12 6QJ

info@wasteway.co.uk  
 01892 838 649

**Job Details & Waste Streams**

Quote Date:  
 14/01/2026

Quote Reference:

Customer Details: GATWICK HART WEST - South East Coast Ambulance NHS Foundation,  
 RH10 9TF

Producer Details: GATWICK HART WEST - South East Coast Ambulance NHS Foundation,  
 RH10 9TF

| Waste Code | Container Qty | Container Type | Waste Description                | Charge Per Item | Unit | Weight Charge | Sub Total             |
|------------|---------------|----------------|----------------------------------|-----------------|------|---------------|-----------------------|
|            | 1             | LOOSE          | DISSMANTAL PORTACABIN AND REMOVE | £600.000        |      |               | £600.00               |
|            |               |                |                                  |                 |      |               | <b>Total: £600.00</b> |

**Customer Charges**

Documentation Charge: £35.00  
 Haulier Charge: £0.00  
 LABOUR / TRANSPORT: £1550.00  
**Total: £1585.00**

**Total Cost: £2,185.00** (excluding VAT)

reply to info@wasteway.co.uk

If you wish to accept this quotation and arrange delivery or collection, please email a purchase order and our Transport Manager will arrange a collection slot  
 Any wasted journeys due to the client or any cancellations on the day of collection will incur a 35% charge of the quoted amount subject to a minimum charge.

This quotation is based solely on the information and waste descriptions provided.

On receipt, any waste differing from the expected description, analysis, MSDS or other supplied information may result in a surcharge.

The prices quoted are exclusive of VAT and valid for 30 days.

We agree to safely dispose of the waste streams at a fully licensed site in accordance with the Environmental protection Act 1990.

It is strictly the responsibility of the waste producer/holder to ensure the waste is assessed subject to WM3 and all containers are safe, sealed, palletised, and labelled in accordance with all current legislation.

Dangerous goods should only be carried in UN approved containers. We are able to supply labels and advise re packaging if required.

Where applicable a suitable means of loading our vehicle (e.g., forklift) should be available.

This quotation is subject to pre-acceptance procedures and full technical assessment, and the booking cannot be confirmed until this has been completed. Where additional information is requested e.g., MSDS, this must be supplied at the time of requesting a booking slot.

We may also need to add a fuel surcharge, if fuel prices continue to rise at such unprecedented rates. This fuel surcharge would be 2.5% for every 10ppl increase in our fuel costs as 21st February 2022. If once the current crisis comes to an end, the price of fuel returns to February 2022 levels, the fuel surcharge will be removed

# RISK ASSESSMENT & METHOD STATEMENT (RAMS)

## Project Details

**Project:** Dismantling and Removal of Portable Kit Form Cabin

**Client:** South East Coast Ambulance Service NHS Foundation Trust

**Location:** NHS Site (South East Coast Ambulance Service)

**Contractor:** [REDACTED]

**Prepared By:** [REDACTED]

**Date:** 07/02/26

**Review Date:** 08/02/26

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## SCOPE OF WORKS

To safely dismantle, lower, remove, and transport a portable kit form cabin from the South East Coast Ambulance Service site. The structure will be dismantled using hand tools and removed from site for disposal or relocation.

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## PERSONNEL

- Site Supervisor
- Trained Operatives (minimum 2 persons recommended)
- Vehicle Driver (if applicable)

All operatives shall be competent in the use of hand tools, ladders, manual handling techniques, and working at height equipment.

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## PLANT & EQUIPMENT

### Hand Tools

- Spanner sets
- Socket sets
- Adjustable spanners
- Screwdrivers
- Pry bars (if required)
- Utility knives

## **Access Equipment**

- Extension ladders
- Raised stair platform
- Mobile access equipment (if required)

## **PPE**

- Safety boots
- High visibility clothing
- Safety gloves
- Hard hats
- Safety glasses
- Weather-appropriate clothing

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# **METHOD STATEMENT**

## **1. Site Arrival**

- Report to site representative and sign in.
- Attend site induction if required.
- Establish work area and exclusion zone.
- Confirm cabin services have been isolated and disconnected before work commences.

## **2. Pre-Start Checks**

- Inspect all ladders and access equipment.
- Inspect hand tools for defects.
- Confirm weather conditions are suitable.
- Conduct toolbox talk and review RAMS with all operatives.

## **3. Establish Safe Working Area**

- Set up barriers and warning signage.
- Prevent unauthorised access to the work area.
- Maintain emergency access routes at all times.

## **4. Dismantling Works**

- Remove internal fixtures and loose items.
- Using hand tools (spanners and socket sets), systematically dismantle the cabin components.
- Remove roof, wall, floor, and framework sections in a controlled sequence.
- Components to be lowered safely by operatives.
- No materials to be thrown from height.

## 5. Working at Height

- Ladders to be secured and positioned on firm level ground.
- Three points of contact maintained when climbing.
- Raised stair platform to be used where appropriate for safe access and egress.
- Operatives not to overreach.
- Work at height kept to the minimum necessary.

## 6. Material Handling

- Assess weight before lifting.
- Team lifting to be used for heavy or awkward components.
- Mechanical assistance utilised where required.
- Materials stacked safely to prevent collapse.

## 7. Loading and Removal

- Dismantled components loaded onto transport vehicle.
- Loads secured in accordance with transport regulations.
- Site kept tidy throughout works.
- Final inspection undertaken before departure.

## 8. Completion

- Remove all waste materials.
- Clear work area.
- Sign out with site representative.
- Leave site in a safe condition.

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# RISK ASSESSMENT

| Hazard                 | Risk                            | Control Measures                                                                 | Residual Risk |
|------------------------|---------------------------------|----------------------------------------------------------------------------------|---------------|
| Manual handling        | Strains and injuries            | Team lifting, correct lifting techniques, assess loads before lifting            | Low           |
| Working at height      | Falls from ladders/platforms    | Ladder inspections, competent users, three points of contact, avoid overreaching | Low           |
| Falling objects        | Injury to personnel             | Exclusion zone, hard hats, controlled dismantling                                | Low           |
| Hand tools             | Cuts, abrasions, pinch injuries | Inspect tools, wear gloves, use correctly                                        | Low           |
| Slips, trips and falls | Minor to serious injury         | Good housekeeping, keep access routes clear                                      | Low           |

| <b>Hazard</b>             | <b>Risk</b>               | <b>Control Measures</b>                            | <b>Residual Risk</b> |
|---------------------------|---------------------------|----------------------------------------------------|----------------------|
| Adverse weather           | Slips, loss of control    | Monitor weather, suspend work if conditions unsafe | Low                  |
| Vehicle movements         | Collision injuries        | Designated loading area, banksman where required   | Low                  |
| Sharp edges and materials | Cuts and punctures        | Gloves and safe handling methods                   | Low                  |
| Unauthorised access       | Injury to public or staff | Barriers, signage, supervision                     | Low                  |

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## EMERGENCY PROCEDURES

### First Aid

- Qualified first aider available.
- First aid kit available on site.

### Fire

- Raise alarm.
- Evacuate area.
- Contact emergency services if required.

### Accident Reporting

- All incidents and near misses to be reported immediately to site management and recorded.
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## PPE REQUIREMENTS

Mandatory PPE:

- ☒ Safety Boots
  - ☒ Hi-Visibility Clothing
  - ☒ Safety Gloves
  - ☒ Hard Hat
  - ☒ Safety Glasses
- 

## OPERATIVE DECLARATION

I confirm that I have read and understood this RAMS document and agree to work in accordance with the stated control measures.

| Name                                                                              | Signature | Date   |
|-----------------------------------------------------------------------------------|-----------|--------|
|  |           | 7/4/26 |
|                                                                                   |           | 7/4/26 |

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Prepared By: 

Signature: 

Date: 7/4/26