



South East Coast Ambulance Service NHS  
Foundation Trust  
Nexus House  
Gatwick Road  
Crawley  
RH10 9BG

Date 22<sup>nd</sup> September 2017

Email:foi@secamb.nhs.uk

Dear ,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/17/05/11

You requested the following information, please also see our response below:

***Q1: I would like the cost of the change of restructure and decorating of the rooms to accommodate scheduling needs***

The cost was £6,921 (excl VAT)

***Q2: How many desks will the new layout accommodate***

There are five desks in the refurbished office and two added upstairs, making a total of seven desks

***Q3: Has a risk assessment and DSE inspection been completed***

On 24<sup>th</sup> May Senior Managers were advised that a Fire Risk Assessment would be required before scheduling moved in to the new accommodation. This risk assessment would normally be actioned by Estates via a third party Fire Safety Advisor. The Fire Risk Assessment took place on the 12<sup>th</sup> July.

All staff can access the DSE Self-assessment forms on the intranet and managers need to instruct their staff to complete this.

***Q4: Is there a suitable rest break area for them to have meal breaks***

The Fire Risk Assessment (FRA) states that egress in the office and restroom is tight and would impede evacuation. An action plan should now be developed between scheduling, fleet and estates to ensure egress is suitable.

The FRA highlights many other issues which compromise the suitability of the site for all workers from a Fire Safety point of view including Fleet and Scheduling staff. The Health and Safety Manager (East) has assigned responsibility for the actions highlighted by the Inspector's report to the relevant department to resolve and the next stage is to engage the managers for the site to get the work done.

***Q5: Would there of ('have') been suitable accommodation for them at the new crawley HQ"***

During the design of the new HQ in Crawley, there were discussions around which teams would be relocating.

The Interim Director of Operations in post at the time confirmed that the Scheduling function was undergoing a restructure to a more localised model, and therefore would not be relocating to the Crawley HQ.

Towards the end of the HQ Project, under direction from a newly appointed Interim Director of Operations, it was confirmed that Scheduling as a function will remain in its current state and therefore will require accommodation in Crawley.

This late addition to the scope of the project was partially accommodated with the provision of 15 additional desks in the HQ, which would accommodate the teams in Banstead and Burgess Hill.

The Lewes team was relocated to the Vehicle Maintenance Centre, in close proximity to the Lewes regional office.

The relocation of corporate teams to new HQ has now been completed and there is provision to accommodate additional scheduling staff, if required.

This would need to be costed and agreed, endorsed by the Director of Operations.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Information Governance Manager via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust