













**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

**This schedule of accommodation offers guidance on the rooms that may be required within a CAMHS unit.**

**Descriptions for some rooms, such as offices, indicate that the size required will be based on number of places and will be project-specific.**

**Further project-specific considerations are at the foot of the schedule.**

|                 |                                |  |
|-----------------|--------------------------------|--|
| <b>Column B</b> | <b>HBN Reference</b>           | <b>HBN containing the full description of the room.</b>  |
| <b>Column C</b> | <b>HBN 03-02 specific room</b> | <b>Refers to rooms only described in this HBN.</b>   |
| <b>Column D</b> | <b>Functional Uses</b>         | <b>Completed for all HBN 03-02 rooms and where there are additional functions for CAMHS for rooms in other HBNS.</b> |
| <b>Column E</b> | <b>Description</b>             | <b>Completed for all HBN 03-02 rooms and where there are CAMHS-specific descriptions for rooms in other HBNS.</b>    |
| <b>Column F</b> | <b>Notes</b>                   | <b>Guidance notes specific to the activity space/room.</b>   |

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| Activity Space | HBN Reference | HBN 03-02 specific room | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Functional Uses | Description (where CAMHS-specific) | Notes |
|----------------|---------------|-------------------------|------------------------------------|----------|---------------------------|-----------------|------------------------------------|-------|
|----------------|---------------|-------------------------|------------------------------------|----------|---------------------------|-----------------|------------------------------------|-------|

**EXAMPLE:** 12-bed ward, 100% single-bed rooms

The spreadsheet can be used to calculate local project-specific requirements by amending columns D & E (area allowance and quantity).  
Changing the circulation, communication and engineering percentages also updates the GIA.

| ENTRANCE AREA                                      | HBN 03-01<br>HBN 00-03 |  |     |   |     | Main entrance to the unit. May contain a reception desk, shop, café and other facilities depending on the size of the unit. | A warm and welcoming area that is not overly noisy and does not overpower young people is required. Space for waiting, parking of prams and buggies may be required.             | Age-appropriate (applies to all activity spaces).<br>Anti-ligature fixtures and fittings (applies to all patient accessible areas).  |
|--|------------------------|--|-----|---|-----|---|--|--|
| Draught Lobby                                      | HBN 03-01              |  | 6   | 1 | 6   | To retain warmth within the reception area of the building.   |  |  |
| Main entrance/reception                            | HBN 03-01<br>HBN 00-03 |  | 20  | 1 | 20  |   | Sign-posting to CAMHS wards. Specific operational policy should be considered for CAMHS ward visitors where this is the main entrance to a unit containing other adult services. | This may be a main entrance for a CAMHS unit only; however, if it is the main entrance to a larger adult facility, then a smaller ward entrance may be required further into the building. |
| Reception desk. (Size based on number of places.)  | HBN 03-01<br>HBN 00-03 |  | 5.5 | 1 | 5.5 | As per HBN guidance.  |  |  |
| Reception office. (Size based on number of places) | HBN 03-01<br>HBN 00-04 |  | 6   | 2 |     |   |  |  |



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|   |                        |  |     |    |    |                      |   |   |
|---|------------------------|--|-----|----|----|----------------------|---|---|
| Waiting area (5 places including wheelchair space). (Size based on number of places.) | HBN 03-01<br>HBN 00-03 |  | 1.8 | 5  | 9  |                      | Additional space may be required to accommodate baby buggies. |   |
| Waiting play area   | HBN 23                 |  | 13  | 1  | 13 |                      |   |   |
| Café  | HBN 03-01<br>HBN 00-03 |  | 2   | 10 | 20 | As per HBN guidance. |   | If there is no café, consideration could be given to providing a vending machine within the reception / waiting area. |
| Shop  | HBN 03-01<br>HBN 00-03 |  | 20  | 1  | 20 | As per HBN guidance. |   |   |

|   |                  |  |     |   |     |   |  |  |
|---|------------------|--|-----|---|-----|---|--|--|
| <b>SANITARY FACILITIES</b>                | <b>HBN 00-02</b> |  |     |   |     | Some or all of these may be required in the entrance area, communal space within the ward or in separate support space such as therapy and the school.<br>In communal areas, consideration should be given as to whether or not these should be gender-specific.<br>Equipment should be anti-ligature in all sanitary facilities. |  |  |
| WC - ambulant                             | HBN 00-02        |  | 2   | 1 | 2   | As per HBN guidance.  |  |  |
| WC - semi-ambulant                        | HBN 00-02        |  | 2.5 | 1 | 2.5 | As per HBN guidance.  |  |  |
| WC (independent wheelchair/semi-ambulant) | HBN 00-02        |  | 5.5 | 1 | 5.5 | As per HBN guidance.  |  | The accessible WC should be kept locked when located in the reception area, to be opened upon request. |
| Nappy change                              | HBN 00-02        |  | 5   | 1 | 5   | As per HBN guidance.  |  | Normally located close to the visiting room.   |

|  |           |  |   |   |   |   |  |   |
|--|-----------|--|---|---|---|---|--|---|
| <b>OFFICE / MEETING ROOMS</b>  |           |  |   |   |   | Some of the rooms identified below may be used for a number of purposes.<br>Mobile working allows for more flexible use of office / administration space by staff. Technological solutions should be considered to allow for more flexible working. |  |   |
| Advocacy / Voluntary sector office. (Size based on number of workstations) | HBN 03-01 |  | 6 | 1 | 6 | As per HBN guidance.  |  | This could be a shared space with other voluntary sector organisations. |

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|                             |           |  |    |   |    |                      |  |   |
|-----------------------------|-----------|--|----|---|----|----------------------|--|---|
| Interview room              | HBN 03-01 |  | 12 | 1 | 12 | As per HBN guidance. |  | <p>Located within the entrance area this can offer a space for family / carers to meet with members of staff without advancing further into the unit.</p> <p>This room could also form part of the tribunal room.</p>   |
| Tribunal / Conference suite | HBN 03-01 |  | 32 | 1 | 32 | As per HBN guidance. |  | <p>The location and size of the CAMHS unit will indicate whether or not a dedicated tribunal suite is required. If it is deemed not to be required then consideration needs to be given to where tribunals will be held. If the unit has a meeting room sufficiently large to hold the occasional tribunal then locating this close to an interview room will assist in the dual purpose. If it is considered necessary to share accommodation with other facilities on-site, then care will need to be taken for issues of safeguarding, particularly when moving vulnerable and possibly distressed patients.</p> <p>Conference-type room, depending on the location, could be multi-use for the young people out-of-hours, for example, as a cinema / events room.</p> |

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|--|-----------|---|----|---|----|---|---|---|
| Meeting room / Staff handover / group therapy / activities | HBN 03-01 |   | 16 | 1 | 16 | As per HBN guidance.  |   | These rooms should be multi-functional and offer the opportunity for other activities to take place, when not in use for meetings. Ideally a bookable facility will offer more flexibility. Furnishings and storage for unused furniture should be considered carefully to allow for the room layout to be changed.   |
| Multi-faith / contemplation room                           | HBN 03-01 |   | 16 | 1 | 16 | As per HBN guidance.  | Located in a quiet area, but easily accessible for patients.  | If a room is not available young people require access to multi-faith materials /facilities.  |
| Medical records store                                      | HBN 03-01 |   | 12 | 1 | 12 | As per HBN guidance.  |   | This room may not be required though this will depend whether electronic patient records are used rather than hard copy records.  |
| Ward entrance  | HBN 03-02 | ✓ | 6  | 1 | 6  | Entrance to the ward when accessed through other service areas not associated with CAMHS. | Locked entrance will require buzzer / video and audio connection to ward office or other designated area. | The entrance to the CAMHS unit / ward should be monitored. Staff should be able to clearly see who is entering and / or leaving the ward.<br>In addition to the main entrance to the CAMHS unit, the entrance to the PICU should be via an airlock. An additional discrete vehicular entrance will be required to allow for the admission of distressed patients without the need for them to enter through a main public area. |

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| VISITORS FACILITIES      |           |   |     |   |     |   |   |
|--------------------------|-----------|---|-----|---|-----|---|---|
| Visiting room            | HBN 03-02 | ✓ | 16  | 1 | 16  | For visiting. When not in use may be used for informal meetings in a relaxed space. | <p>A range of seating should be provided to cater for adults and children, this could include bean bags and small chairs. Space for play should be available. Easy access to snacks and drinks should be available.</p> <p>This room should be large enough to accommodate a family including siblings with sufficient space for children to play. The location of the unit may mean that visitors travel long distances and stay for some hours, therefore depending on the size of the unit, more than one visiting room may be required. Consideration should also be given to enable the preparation of food and drinks by the visitors.</p> <p>Access to safe and secure external space which is not overlooked by any other areas should be considered.</p> |
| Kitchen / beverage area  | HBN 03-02 | ✓ | 6   | 1 | 6   | To prepare snacks and drinks.   | <p>An area where visitors may prepare a drink and snacks to consume in the visitors room with family members.</p> <p>If overnight accommodation is to be included within the building, depending on the location of the accommodation to the family visitors room then a cooker could be provided within this kitchen area to allow visitors to make a meal.</p>  |
| Overnight family bedroom | HBN 03-02 | ✓ | 18  | 1 | 18  | Sleeping accommodation for two adults and a child, with space for a cot.            | <p>Twin bedded room with space for a bed / settee or z-bed and a cot. A small wardrobe with drawers may be required. If a kitchen is not included in this area then tea / coffee making facilities within the room will be required.</p> <p>If overnight accommodation is not included within the unit then information on the location of reasonably priced overnight accommodation nearby should be available.</p>  |
| En-suite                 | HBN 03-02 | ✓ | 4.5 | 1 | 4.5 |   |   |

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|                       |           |   |    |   |    |  |  |  |
|-----------------------|-----------|---|----|---|----|--|--|--|
| Sitting / Dining area | HBN 03-02 | ✓ | 12 | 1 | 12 |  |  | This may also need to incorporate a small kitchen if not located close to the one above. The area will provide a space for overnight visitors to prepare and eat a meal and to relax in the evening. |
|-----------------------|-----------|---|----|---|----|--|--|--|

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| <b>PATIENT:<br/>BED AREAS</b> |           |  |      |    |            | <b>In a mixed-gender ward, a swing-zone as described in HBN 03-01 should be considered. Design needs to consider carefully the issues of same-sex accommodation.</b> |  |   |
|-------------------------------|-----------|--|------|----|------------|--|--|---|
| Single bedroom                | HBN 03-01 |  | 10.5 | 10 | <b>105</b> | As per HBN guidance.   |  | Personalisation of the room by the patient would be advantageous. The opportunity to display posters and photographs. Lighting which can reflect mood, colour changing, dimmable and controlled from within the room would be advantageous. |
| Single bedroom (Accessible)   | HBN 03-01 |  | 12.5 | 2  | <b>25</b>  | As per HBN guidance.   |  | As above.   |
| En-suite                      | HBN 03-01 |  | 4.5  | 12 | <b>54</b>  | As per HBN guidance.   |  | A lockback door gives the opportunity for the door to be locked in the open or closed position by staff.  |
| Assisted bathroom             | HBN 03-01 |  | 15   | 2  | <b>30</b>  | As per HBN guidance.   |  | Consider provision of a 'domestic'-type bathroom, feels like being at home.<br><br>Also consider DDA shower as young people often prefer showers to baths.  |
| Mobile hoist storage          | HBN 03-01 |  | 2    | 2  | <b>4</b>   | As per HBN guidance.   |  | Hoists may be stored within a dedicated lockable recess within the bathroom. If this is unavailable, the hoist should be stored in a locked store room within the area which may also contain weighing / sanitary chairs.                   |

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| <b>PATIENT:<br/>COMMUNAL AREAS</b>                                  |           |  |     |    |           | <b>Where the ward operate a day-service, for those young people, additional communal space may be required.</b>                           |  |   |
|---|-----------|--|-----|----|-----------|---|--|---|
| Sitting area/room (size based on number of places)                  | HBN 03-01 |  | 2   | 12 | <b>24</b> | As per HBN guidance.  | An open plan area with access to an outside space. An assortment of comfortable seating, television and areas for activities such as electronic games.         |   |
| Dining area (size based on number of places)                        | HBN 03-01 |  | 2   | 12 | <b>24</b> | As per HBN guidance.  | Open plan, possibly co-located to the sitting area to give a larger space for use outside of mealtimes for activities such as board games, jigsaw puzzles etc. |   |
| Quiet room  | HBN 03-01 |  | 8   | 2  | <b>16</b> | As per HBN guidance.  |  |   |
| Activities area   | HBN 03-01 |  | 16  | 1  | <b>16</b> | As per HBN guidance.  |  | This area should include appropriate activities for the age group. This may include electronic games.   |
| Games area / room   | HBN 03-01 |  | 25  | 1  | <b>25</b> | An area to play games which require more space to allow for movement, such as table tennis, pool or computer games / exercise programmes. |  | Space should be considered carefully if a table tennis and / or pool table is required. Lockable storage may also be required for the tables and other equipment. |
| Telephone booth   | HBN 03-01 |  | 2   | 1  | <b>2</b>  | As per HBN guidance.  |  | Location of a telephone booth should be considered carefully. It should be away from the noise and bustle of the communal space but visible for staff.            |
| Staff communication base/ward base (size based on number of places) | HBN 03-01 |  | 5.5 | 2  | <b>11</b> | As per HBN guidance.  |  |   |

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| UNIT SUPPORT AREAS                      |                        |  |    |   |           |  |   |  |
|---|------------------------|--|----|---|-----------|--|---|--|
| Unit kitchen / ward kitchen             | HBN 03-01<br>HBN 00-03 |  | 12 | 1 | <b>12</b> | As per HBN guidance.   |   | The catering solution and the size of the unit will determine the requirements for either a kitchen for the unit and / or ward kitchens.   |
| Patients' beverage area                 | HBN 03-01<br>HBN 00-03 |  | 6  | 1 | <b>6</b>  | As per HBN guidance.   |   |  |
| Patients' property store                | HBN 03-01              |  | 16 | 1 | <b>16</b> | Shelving will be required, this may include pigeon holes for each patient and some floor space if it is envisaged large pieces of property will be stored. | Storage of property required infrequently or not allowed to be in the patient's possession, not allowed within the unit or property which has to be controlled by staff (such as aerosol cans). | The size of this room may be smaller than previously as single bedrooms with lockable storage allows more property to be kept in a secure manner. The lockable storage can be mixed and some can be controlled by staff only within the bedroom. |
| Patients' laundry                       | HBN 03-01              |  | 12 | 1 | <b>12</b> | As per HBN guidance.   |   | Inclusion of this room in the unit, can assist in developing life skills.  |
| Dirty utility (with bed pan processing) | HBN 00-03              |  | 12 | 1 | <b>12</b> | As per HBN guidance.   |   |  |
| Disposal hold                           | HBN 00-03              |  | 8  | 1 | <b>8</b>  | As per HBN guidance.   |   |  |
| Cleaners' rooms                         | HBN 00-03              |  | 8  | 1 | <b>8</b>  | As per HBN guidance.   |   |  |



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| STORAGE         |           |   |    |   |    | All storage should be lockable. A variety of storage solutions will be required. |   |   |
|-----------------|-----------|---|----|---|----|--|---|---|
| Linen storage   | HBN 03-01 |   | 5  | 1 | 5  | As per HBN guidance.   |   | This can be one linen store or could be small cupboard areas located in bedroom corridors.  |
| Equipment       | HBN 03-01 |   | 12 | 1 | 12 | As per HBN guidance.   |   | Sockets may be required for equipment which requires charging.  |
| Outdoor storage | HBN 03-02 | ✓ | 12 | 1 | 12 |  | Large outdoor equipment such as bicycles, tents and sports equipment. Storage for gardening equipment may also be required. | This does not need to be located within the building but could be an unheated external structure such as a garden shed or garage. |

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| CLINICAL/THERAPY AREAS     |                        |  |    |   |    |  |   |
|----------------------------|------------------------|--|----|---|----|--|---|
| Treatment room             | HBN 00-03<br>HBN 03-01 |  | 16 | 1 | 16 | As per HBN guidance.   |   |
| Clinic room / drug storage | HBN 03-01<br>HBN 03-02 |  | 8  | 1 | 8  | Storage of drugs and medicines. Space to prepare medications for administration to patients.               | Locked storage for drugs and medicines, clinical wash hand basin, computer access.<br><br>Allows for drugs to be administered in privacy allowing the patient to discuss their medication in a private environment. It also leaves the treatment room free to be used simultaneously. |
| Small private room / area  | HBN 03-01<br>HBN 03-02 |  | 8  | 1 | 8  | To administer medicines to individual patients, allowing them to discuss the medication in a private area. | Chairs and a small table may be required. A space to place a jug of water and glasses.<br><br>Co-located to the clinic room / treatment room.   |

| THERAPY ROOMS   |           |   |     |   |     |  |   |
|---|-----------|---|-----|---|-----|--|---|
| <b>A variety of activity rooms may be required. Where the ward operates a day-service, for those young people, additional communal space may be required.</b> |           |   |     |   |     |  |   |
| Arts and Crafts room  |           |   | 16  | 1 | 16  | As per HBN guidance.   |   |
| Group therapy rooms   |           |   | 16  | 1 | 16  | As per HBN guidance.   |   |
| Therapy kitchen   |           |   | 20  | 1 | 20  | As per HBN guidance.   |   |
| PE / Activity Hall  | HBN 03-02 | ✓ | 306 | 1 | 158 | A space to allow for exercise to be undertaken, social events and other activities requiring larger space. | Suggested area for 1 Badminton court with run off (Sport England)* excluding any requirement for lockable storage.<br>* <a href="https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf">https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf</a><br><br>This could be a shared area with the school. |
| Gym   | HBN 03-01 |   | 30  | 1 | 30  | As per HBN guidance.   |   |
| Therapy office (size based on number of places)   |           |   | 6   | 1 | 6   | As per HBN guidance.   |   |

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| <b>SECLUSION AND DE-ESCALATION</b>     |           |  |     |   |     |                      |   |
|--|-----------|--|-----|---|-----|----------------------|---|
| Lobby to seclusion room                | HBN 03-01 |  | 8   | 1 | 8   | As per HBN guidance. |   |
| Seclusion room                         | HBN 03-01 |  | 15  | 1 | 15  | As per HBN guidance. | Access to safe and secure external space which is not overlooked by any other areas should be considered. |
| En-suite                               | HBN 03-01 |  | 4.5 | 1 | 4.5 | As per HBN guidance. |   |
| De-escalation area                     | HBN 03-01 |  | 12  | 1 | 12  | As per HBN guidance. | Access to safe and secure external space which is not overlooked by any other areas should be considered. |
| Sensory room                           | HBN 03-01 |  | 12  | 1 | 12  | As per HBN guidance. |   |
| Place of Safety (Section 136 facility) | HBN 03-01 |  |     |   | 0   | As per HBN guidance. | Refer to HBN 03-01 for room requirements if this suite is required.                                       |

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| STAFF & OFFICE: ADMINISTRATION SPACE                 |                        |   |     |   |             |  |   |
|--|------------------------|---|-----|---|-------------|--|---|
| Small waiting area                                   | HBN 03-01<br>HBN 00-03 |   | 1.8 | 4 | <b>7.2</b>  | As per HBN guidance.   | If visitors to the administration area are anticipated then this may be required if the department is on a different level or some distance from the main reception waiting area. |
| Office - 1 person with informal meeting space        | HBN 00-03              |   | 12  | 1 | <b>12</b>   | As per HBN guidance.   | Variety of office space may be required, ranging from single-person with informal meeting space to open plan mobile working offices.  |
| Office - 1 person                                    | HBN 00-03              |   | 8   | 1 |             |  |   |
| Multi-person office (size based on number of places) | HBN 00-03              |   | 6.6 | 6 | <b>39.6</b> | As per HBN guidance.   | A variety of office space may be required, ranging from single-person with informal meeting space to open plan mobile working offices.  |
| Office machine rooms                                 | HBN 00-03              |   | 6   | 1 | <b>6</b>    | Accommodate printing, photo-copying and scanning equipment. Shredding may also take place in this room. Storage for printing supplies and paper. | There may be one machine room to serve the whole unit or one per area may be required if there are no local printers within offices.  |
| Interview  | HBN 03-01              |   | 8   | 1 | <b>8</b>    | As per HBN guidance.   |   |
| Resource room / library                              | HBN 02-01              | ✓ | 12  | 1 | <b>12</b>   | May contain journals and other reference books with space for staff to study these. Computer(s) may also be required.                            |   |

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| STAFF ACCOMMODATION   |                        |   |     |   |             |   |          |  |
|---|------------------------|---|-----|---|-------------|---|----------|--|
| Staff rest room and mini-kitchen (size based on number of spaces) | HBN 03-01<br>HBN 00-03 |   | 1.8 | 6 | <b>10.8</b> | As per HBN guidance.                                |          |  |
| Staff WCs, changing rooms and showers (10 lockers)                | HBN 00-02              |   | 6   | 2 | <b>12</b>   | As per HBN guidance.                                |          | May include lockers and hanging space (see below).   |
| Lockers   | HBN 03-02              | ✓ | 5   | 1 | <b>5</b>    | Storage of personal items for staff whilst on duty. | Lockers. | These could be located in a number of places. The size of the locker will depend on the requirements. If there is a uniform policy and staff need to change, then the lockers should be half lockers located in the changing room.<br>If they are only to contain handbags and rucksacks then cube lockers should be sufficient. These could be located in the rest room, the staff changing or another area. Consideration should be given to hanging wet outdoor clothing. |

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| CIRCULATION ROUTES  |                        |   |   |   |           |   |   |  |
|---|------------------------|---|---|---|-----------|---|---|--|
| Circulation space   | HBN 00-04<br>HBN 03-01 |   |   |   | <b>0</b>  | Quiet seating areas, informal social activities; escort/restraint of children and young people. | Plan for purpose and likely function ensuring safe environment matching operational needs. Open and spacious quality to recreational and activity areas. Means of monitoring blind spots integrated into design. Natural light and external views maximised. Demarcation of routes – floor colours/finishes.  | Local widening, windows, door clustering, short sections. Recessed doors to bedrooms to maintain clear corridor width. Adequate width (corridor min 1800 mm), minimal physical obstructions. Good lines of sight. Avoid dead ends, long internal corridors. Annexes and small corridors off main routes to be avoided. |
| <b>SCHOOL AREA</b>  |                        |   |   |   |           | <b>An area for educational activities.</b>  | <b>The location of this area should be away from the ward area to allow a more normal environment for young people, leaving the ward to go to school. However, this will be dependent on the size of the unit and the number of teaching rooms required.</b><br><br><b>Some multi-purpose space may be required on the ward to allow for teaching of those young people who may be too ill to leave the ward.</b> | <b>Reference should be made to QNIC standards (2016), Ofsted and Department of Education guidance when planning this area. Teacher / pupil ratio is recommended at 1:4. Anyone teaching a young person under the age 16 is required to be Ofsted registered.</b>   |
| Teaching room (minimum recommended space for any teaching room is 3 persons) (size based on number of spaces) | HBN 03-02              | ✓ | 4 | 3 | <b>12</b> | For the study and teaching of subjects such as English and mathematics.                         | The room will have the appropriate spaces for pupils to sit at tables / desks to undertake written work. A blackboard, whiteboard or smart board may be required. Locked storage for books and other teaching equipment will be required.   | In smaller units this room could be shared to allow a number of staff members to teach different subjects.   |

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|--|-----------|---|-----|---|-----------|---|---|---|
| ICT room (size based on number of computers required)    | HBN 03-02 | ✓ | 4   | 2 | <b>8</b>  | Equipped with computers to enable the teaching of a variety of subjects and computer skills.            | The number of computers will vary depending of young people and the subjects for which the room is used.  | QNIC standards suggest 1 computer for every 2 young people in school. Depending on the size of the unit these may be located within this room, in larger units they may be in other teaching areas. Secure web filtering will be required.  |
| Science room   | HBN 03-02 | ✓ | 12  | 2 | <b>24</b> | Teaching area for science subjects.   | COSHH cupboards and other lockable storage will be required. Equipment within the room will be a project specific decision based on what experiments and other practical work will be undertaken in here. | The GCSE curriculum requires entrants to undertake 9 practical experiments. Where it is anticipated that the length of stay within the unit would of such a length that the pupil would be disadvantaged by not being able to undertake these, consideration should be given to finding other options. A small specialist laboratory with vision and audio for pupils but teacher access only could be one possibility. |
| Science viewing room                                     | HBN 03-02 | ✓ | 6   | 1 | <b>6</b>  |   |   |   |
| Art room   | HBN 03-02 | ✓ | 20  | 1 | <b>20</b> |   |   |   |
| Learning resource area                                   | HBN 03-02 | ✓ | 10  | 1 | <b>10</b> |   |   |   |
| Staff room/office space (size based on number of spaces) | HBN 03-02 | ✓ | 6.6 | 5 | <b>33</b> | Space for administrative work, lesson preparation, marking, informal meetings with other staff members. | Desk / worktop space with computer access. Informal meeting area. Storage for files and educational equipment.  | The size of the unit will indicate whether any other office space is required.  |
| Secure Store with safe                                   | HBN 03-02 | ✓ | 4   | 1 | <b>4</b>  | To store external examination papers in a secure and safe environment.                                  | Safe.   | If external examinations are to be taken in the school then a secure store with safe will be required for the examination papers.   |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|                         |           |  |   |   |   |   |   |  |
|-------------------------|-----------|--|---|---|---|---|---|--|
| Office space - 1 person | HBN 00-03 |  | 8 | 1 | 8 | Undertaking administrative work including working on a computer, using the telephone, filing and other clerical tasks. Space for informal 1:1 meetings may be required. | Desk with space for an informal meeting, storage for files and other equipment. | Depending on the size of the school individual and shared officers may be required for head teacher, secretaries and for multi-disciplinary teams. |
|-------------------------|-----------|--|---|---|---|---|---|--|



**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| PROJECT-SPECIFIC BUILDING REQUIREMENTS |  |  |  |  |  |  |   |
|--|--|--|--|--|--|--|---|
| Plant                                  |  |  |  |  |  |  | Generally, some 12% of NIA is allowed (depending on the size and nature of the building, and the location of the plant - rooftop plant, for instance, will require negligible m <sup>2</sup> ). |
| EDC / Switch cupboard                  |  |  |  |  |  |  | Generally 2m <sup>2</sup> (depending on location): one unit per 2/3 departments, depending on local circumstances.  |
| Comms room                             |  |  |  |  |  |  | Modern comms can require significant space allocation. It is important to engage with the local IT team as early as possible.   |

|  |     |             |
|--|-----|-------------|
| <b>Net internal area (NIA) m<sup>2</sup></b>   |     | <b>1271</b> |
| <b>Circulation allowance</b>                   | 25% | 318         |
| <b>Communication</b>                           | 10% | 127         |
| <b>Engineering</b>                             | 25% | 318         |
| <b>Gross internal area (GIA) m<sup>2</sup></b> |     | <b>2034</b> |

This schedule of accommodation offers guidance on the rooms that may be required within a CAMHS unit.

Descriptions for some rooms, such as offices, indicate that the size required will be based on number of places and will be project-specific.

Further project-specific considerations are at the foot of the schedule.

|                 |                                |  |
|-----------------|--------------------------------|--|
| <b>Column B</b> | <b>HBN Reference</b>           | <b>HBN containing the full description of the room.</b>  |
| <b>Column C</b> | <b>HBN 03-02 specific room</b> | <b>Refers to rooms only described in this HBN.</b>   |
| <b>Column D</b> | <b>Functional Uses</b>         | <b>Completed for all HBN 03-02 rooms and where there are additional functions for CAMHS for rooms in other HBNS.</b> |
| <b>Column E</b> | <b>Description</b>             | <b>Completed for all HBN 03-02 rooms and where there are CAMHS-specific descriptions for rooms in other HBNS.</b>    |
| <b>Column F</b> | <b>Notes</b>                   | <b>Guidance notes specific to the activity space/room.</b>   |

**HBN 03-02 FACILITIES FOR CAMHS  
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| Activity Space | HBN Reference | HBN 03-02 specific room | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Functional Uses | Description (where CAMHS-specific) | Notes |
|----------------|---------------|-------------------------|------------------------------------|----------|---------------------------|-----------------|------------------------------------|-------|
|----------------|---------------|-------------------------|------------------------------------|----------|---------------------------|-----------------|------------------------------------|-------|

**EXAMPLE:** 12-bed ward, 100% single-bed rooms

The spreadsheet can be used to calculate local project-specific requirements by amending columns D & E (area allowance and quantity).  
Changing the circulation, communication and engineering percentages also updates the GIA.

| ENTRANCE AREA                                      | HBN 03-01<br>HBN 00-03 |  |     |   |    | Main entrance to the unit. May contain a reception desk, shop, café and other facilities depending on the size of the unit. | A warm and welcoming area that is not overly noisy and does not overpower young people is required. Space for waiting, parking of prams and buggies may be required.             | Age-appropriate (applies to all activity spaces).<br>Anti-ligature fixtures and fittings (applies to all patient accessible areas).  |
|--|------------------------|--|-----|---|----|---|--|--|
| Draught Lobby                                      | HBN 03-01              |  | 6   | 1 | 6  | To retain warmth within the reception area of the building.   |  |  |
| Main entrance/reception                            | HBN 03-01<br>HBN 00-03 |  | 20  | 1 | 20 |   | Sign-posting to CAMHS wards. Specific operational policy should be considered for CAMHS ward visitors where this is the main entrance to a unit containing other adult services. | This may be a main entrance for a CAMHS unit only; however, if it is the main entrance to a larger adult facility, then a smaller ward entrance may be required further into the building. |
| Reception desk. (Size based on number of places.)  | HBN 03-01<br>HBN 00-03 |  | 5.5 | 2 | 11 | As per HBN guidance.  |  |  |
| Reception office. (Size based on number of places) | HBN 03-01<br>HBN 00-04 |  | 6   | 2 | 12 |   |  |  |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|   |                        |  |     |    |      |                      |   |   |
|---|------------------------|--|-----|----|------|----------------------|---|---|
| Waiting area (5 places including wheelchair space). (Size based on number of places.) | HBN 03-01<br>HBN 00-03 |  | 1.8 | 12 | 21.6 |                      | Additional space may be required to accommodate baby buggies. | Increased to 12 spaces (Max number required)        |
| Waiting play area   | HBN 23                 |  | 13  | 0  | 0    |                      |   | Not required. Child visting policy to be reviewed.  |
| Café  | HBN 03-01<br>HBN 00-03 |  | 2   | 0  | 0    | As per HBN guidance. |   | Removed as café and shop available in Woodland View |
| Shop  | HBN 03-01<br>HBN 00-03 |  | 20  | 0  | 0    | As per HBN guidance. |   | Removed as café and shop available in Woodland View |

|   |                  |  |     |   |      |  |  |  |
|---|------------------|--|-----|---|------|--|--|--|
| <b>SANITARY FACILITIES</b>                | <b>HBN 00-02</b> |  |     |   |      | <b>Some or all of these may be required in the entrance area, communal space within the ward or in separate support space such as therapy and the school. In communal areas, consideration should be given as to whether or not these should be gender-specific. Equipment should be anti-ligature in all sanitary facilities.</b> |  |  |
| WC - ambulant                             | HBN 00-02        |  | 2   | 6 | 12   | As per HBN guidance.   |  | Notionally staff   |
| WC - semi-ambulant                        | HBN 00-02        |  | 2.5 | 6 | 15   | As per HBN guidance.   |  | Notionallt patient or visitor  |
| WC (independent wheelchair/semi-ambulant) | HBN 00-02        |  | 5.5 | 3 | 16.5 | As per HBN guidance.   |  | Mix of visitor and staff. HBN notes: The accessible WC should be kept locked when located in the reception area, to be opened upon request. The balance (2 to be |
| Nappy change                              | HBN 00-02        |  | 5   | 1 | 5    | As per HBN guidance.   |  | Normally located close to the visiting room.   |

|  |           |  |   |   |    |   |  |                               |
|--|-----------|--|---|---|----|---|--|-------------------------------|
| <b>OFFICE / MEETING ROOMS</b>  |           |  |   |   |    | <b>Some of the rooms identified below may be used for a number of purposes. Mobile working allows for more flexible use of office / administration space by staff. Technological solutions should be considered to allow for more flexible working.</b> |  |                               |
| Advocacy / Voluntary sector office. (Size based on number of workstations) | HBN 03-01 |  | 6 | 2 | 12 | As per HBN guidance.  |  | Now sized for 2 work-stations |

**HBN 03-02 FACILITIES FOR CAMHS  
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|  |           |  |    |   |    |                      |  |  |
|--|-----------|--|----|---|----|----------------------|--|--|
| Interview room   | HBN 03-01 |  | 12 | 1 | 12 | As per HBN guidance. |  | <p>Located within the entrance area this can offer a space for family / carers to meet with members of staff without advancing further into the unit.</p> <p>This room could also form part of the tribunal room.</p>  |
| Tribunal / Conference suite  | HBN 03-01 |  | 32 | 0 | 0  | As per HBN guidance. |  | <p>Full tribunal suite available at Woodlands View. Group meeting and adjacent interview rooms will double up for tribunals within the unit in exceptional circumstances. HBN Notes: If it is considered necessary to share accommodation with other facilities on-site, then care will need to be taken for issues of safeguarding, particularly when moving vulnerable and possibly distressed patients.</p> |
| Meeting room / Staff handover / group therapy / activities (Duty room) | HBN 03-01 |  | 16 | 1 | 16 | As per HBN guidance. |  | <p>These rooms should be multi-functional and offer the opportunity for other activities to take place, when not in use for meetings. Ideally a bookable facility will offer more flexibility. Furnishings and storage for unused furniture should be considered carefully to allow for the room layout to be changed.</p>   |

**HBN 03-02 FACILITIES FOR CAMHS  
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|                                  |           |   |    |   |    |   |   |   |
|----------------------------------|-----------|---|----|---|----|---|---|---|
| MDT Room                         |           |   | 20 | 1 | 20 |   |   | Supporting daily MDT meetings   |
| Multi-faith / contemplation room | HBN 03-01 |   | 16 | 0 | 0  | As per HBN guidance.  | Located in a quiet area, but easily accessible for patients.  | Available in Woodlands View   |
| Medical records store            | HBN 03-01 |   | 12 | 0 | 0  | As per HBN guidance.  |   | Assumes electronic records. HBN states: This room may not be required though this will depend whether electronic patient records are used rather than hard copy records.  |
| Ward entrance (Secure lobbies)   | HBN 03-02 | ✓ | 6  | 2 | 12 | Entrance to the ward when accessed through other service areas not associated with CAMHS. | Locked entrance will require buzzer / video and audio connection to ward office or other designated area. | The entrance to the CAMHS unit / ward should be monitored. Staff should be able to clearly see who is entering and / or leaving the ward.<br>In addition to the main entrance to the CAMHS unit, the entrance to the PICU should be via an airlock. An additional discrete vehicular entrance will be required to allow for the admission of distressed patients without the need for them to enter through a main public area. |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| VISITORS FACILITIES      |           |   |     |   |    |   |   |
|--------------------------|-----------|---|-----|---|----|---|---|
| Visiting room            | HBN 03-02 | ✓ | 16  | 1 | 16 | For visiting. When not in use may be used for informal meetings in a relaxed space. | <p>A range of seating should be provided to cater for adults and children, this could include bean bags and small chairs. Space for play should be available. Easy access to snacks and drinks should be available.</p> <p>This room should be large enough to accommodate a family including siblings with sufficient space for children to play. The location of the unit may mean that visitors travel long distances and stay for some hours, therefore depending on the size of the unit, more than one visiting room may be required. Consideration should also be given to enable the preparation of food and drinks by the visitors.</p> <p>Access to safe and secure external space which is not overlooked by any other areas should be considered.</p> |
| Kitchen / beverage area  | HBN 03-02 | ✓ | 6   | 1 | 6  | To prepare snacks and drinks.   | <p>An area where visitors may prepare a drink and snacks to consume in the visitors room with family members.</p> <p>If overnight accommodation is to be included within the building, depending on the location of the accommodation to the family visitors room then a cooker could be provided within this kitchen area to allow visitors to make a meal.</p>  |
| Overnight family bedroom | HBN 03-02 | ✓ | 18  | 0 | 0  | Sleeping accommodation for two adults and a child, with space for a cot.            | <p>Twin bedded room with space for a bed / settee or z-bed and a cot. A small wardrobe with drawers may be required. If a kitchen is not included in this area then tea / coffee making facilities within the room will be required.</p> <p><b>Not included. HBN states: If overnight accommodation is not included within the unit then information on the location of reasonably priced overnight accommodation nearby should be available.</b></p>   |
| En-suite                 | HBN 03-02 | ✓ | 4.5 | 0 | 0  |   | As above.   |

HBN 03-02 FACILITIES FOR CAMHS  
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|                       |           |   |    |   |   |  |  |           |
|-----------------------|-----------|---|----|---|---|--|--|-----------|
| Sitting / Dining area | HBN 03-02 | ✓ | 12 | 0 | 0 |  |  | As above. |
|-----------------------|-----------|---|----|---|---|--|--|-----------|



**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| PATIENT: BED AREAS          |           |  |      |    |     | In a mixed-gender ward, a swing-zone as described in HBN 03-01 should be considered. Design needs to consider carefully the issues of same-sex accommodation. |  |
|-----------------------------|-----------|--|------|----|-----|---|--|
| Single bedroom              | HBN 03-01 |  | 10.5 | 0  | 0   | As per HBN guidance.  | All rooms sized as larger/accessible to support additional functionality/flexibility.  |
| Single bedroom (Accessible) | HBN 03-01 |  | 12.5 | 12 | 150 | As per HBN guidance.  | Personalisation of the room by the patient would be advantageous. The opportunity to display posters and photographs. Lighting which can reflect mood, colour changing, dimmable and controlled from within the room would be advantageous.          |
| "Extra care" provision      |           |  | 10   | 10 |     |   | A notional additional allowance per bedroom to support additional/enhanced care needs. Final configuration still to be determined through developing COS.  |
| En-suite                    | HBN 03-01 |  | 4.5  | 12 | 54  | As per HBN guidance.  | A lockback door gives the opportunity for the door to be locked in the open or closed position by staff.   |
| Assisted bathroom           | HBN 03-01 |  | 15   | 1  | 15  | As per HBN guidance.  | Consider provision of a 'domestic'-type bathroom, feels like being at home.<br><br>Also consider DDA shower as young people often prefer showers to baths. (Reduced from 2)  |
| Mobile hoist storage        | HBN 03-01 |  | 2    | 1  | 2   | As per HBN guidance.  | Hoists may be stored within an dedicated lockable recess within the bathroom. If this is unavailable, the hoist should be stored in a locked store room within the area which may also contain weighing / sanitary chairs. (Reduced from 2 as above) |

**HBN 03-02 FACILITIES FOR CAMHS  
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| <b>PATIENT:<br/>COMMUNAL AREAS</b>  |           |  |    |    |    | <b>Where the ward operate a day-service, for those young people, additional communal space may be required.</b>                           |  |   |
|---|-----------|--|----|----|----|---|--|---|
| Sitting area/room (size based on number of places) (Located within bedroom "clusters"). | HBN 03-01 |  | 4  | 12 | 48 | As per HBN guidance.  | An open plan area with access to an outside space. An assortment of comfortable seating, television and areas for activities such as electronic games.         | Assumes small sitting areas provided with 3 x bedroom "clusters". Also doubles as "quiet room provision through the day?"   |
| Dining area (size based on number of places)  | HBN 03-01 |  | 2  | 12 | 24 | As per HBN guidance.  | Open plan, possibly co-located to the sitting area to give a larger space for use outside of mealtimes for activities such as board games, jigsaw puzzles etc. |   |
| Quiet room  | HBN 03-01 |  | 8  | 0  | 0  | As per HBN guidance.  |  | Assumes small sitting areas provided with 3 x bedroom "clusters". Also doubles as "quiet room provision through the day?"   |
| Activities area   | HBN 03-01 |  | 16 | 1  | 16 | As per HBN guidance.  |  | This area should include appropriate activities for the age group. This may include electronic games.   |
| Games area / room (Fitness suite)   | HBN 03-01 |  | 24 | 1  | 24 | An area to play games which require more space to allow for movement, such as table tennis, pool or computer games / exercise programmes. |  | Space should be considered carefully if a table tennis and / or pool table is required. Lockable storage may also be required for the tables and other equipment. |
| Telephone booth   | HBN 03-01 |  | 2  | 1  | 2  | As per HBN guidance.  |  | Location of a telephone booth should be considered carefully. It should be away from the noise and bustle of the communal space but visible for staff.            |
| Staff "touch-down" bases  |           |  | 2  | 3  | 6  |   |  | As per HBN 00-02  |

HBN 03-02 FACILITIES FOR CAMHS  
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|   |           |  |     |   |    |                      |  |  |
|---|-----------|--|-----|---|----|----------------------|--|--|
| Staff communication base/ward base (size based on number of places) | HBN 03-01 |  | 5.5 | 2 | 11 | As per HBN guidance. |  |  |
|---|-----------|--|-----|---|----|----------------------|--|--|

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| UNIT SUPPORT AREAS                              |                        |  |    |   |    |  |  |
|---|------------------------|--|----|---|----|--|--|
| Unit kitchen / ward kitchen                     | HBN 03-01<br>HBN 00-03 |  | 20 | 1 | 20 | As per HBN guidance.   | Increased to suit local catering provision. (HBN states: The catering solution and the size of the unit will determine the requirements for either a kitchen for the unit and / or ward kitchens)  |
| Patients' beverage area                         | HBN 03-01<br>HBN 00-03 |  | 6  | 3 | 18 | As per HBN guidance.   | 18m2 is sufficient to provide a patient pantry or 3 x separate patient beverage areas. (1 per "cluster).   |
| Patients' property store (Personal goods store) | HBN 03-01              |  | 6  | 3 | 18 | Shelving will be required, this may include pigeon holes for each patient and some floor space if it is envisaged large pieces of property will be stored. | Storage of property required infrequently or not allowed to be in the patient's possession, not allowed within the unit or property which has to be controlled by staff (such as aerosol cans).<br><br>HBN notes: The size of this room may be smaller than previously as single bedrooms with lockable storage allows more property to be kept in a secure manner. The lockable storage can be mixed and some can be controlled by staff only within the bedroom. Local model assumes 3 "clusters" of rooms and need for storage space for larger personal items within clusters. (Cases, boxes, etc) |
| Patients' laundry                               | HBN 03-01              |  | 12 | 1 | 12 | As per HBN guidance.   | Inclusion of this room in the unit, can assist in developing life skills.  |
| Dirty utility (with bed pan processing)         | HBN 00-03              |  | 12 | 1 | 12 | As per HBN guidance.   |  |
| Disposal hold                                   | HBN 00-03              |  | 10 | 2 | 20 | As per HBN guidance.   | Increased to meet local needs.   |
| Cleaners' rooms                                 | HBN 00-03              |  | 10 | 2 | 20 | As per HBN guidance.   | Increased to meet local needs.   |

**HBN 03-02 FACILITIES FOR CAMHS  
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| STORAGE         |           |   |    |   |    | All storage should be lockable. A variety of storage solutions will be required. |   |  |
|-----------------|-----------|---|----|---|----|--|---|--|
| Linen storage   | HBN 03-01 |   | 5  | 3 | 15 | As per HBN guidance.   |   | This can be one linen store or could be small cupboard areas located in bedroom corridors. Increased to meet local needs - assumes 3 x "clusters"                            |
| Equipment       | HBN 03-01 |   | 12 | 1 | 12 | As per HBN guidance.   |   | Sockets may be required for equipment which requires charging.   |
| Outdoor storage | HBN 03-02 | ✓ | 12 | 0 | 0  |  | Large outdoor equipment such as bicycles, tents and sports equipment. Storage for gardening equipment may also be required. | Assumes an external structure: HBN states: This does not need to be located within the building but could be an unheated external structure such as a garden shed or garage. |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| <b>CLINICAL/THERAPY AREAS</b>   |                        |  |      |   |      |  |   |
|---|------------------------|--|------|---|------|--|---|
| Waiting area (5 places including wheelchair space). (Size based on number of places.) | HBN 03-01<br>HBN 00-03 |  | 1.8  | 4 | 7.2  |  | Additional space may be required to accommodate baby buggies.<br><br>Local to treatment/consulting areas.   |
| Treatment room  | HBN 00-03<br>HBN 03-01 |  | 16   | 1 | 16   | As per HBN guidance.   |   |
| Clinic room / drug storage  | HBN 03-01<br>HBN 03-02 |  | 8    | 1 | 8    | Storage of drugs and medicines. Space to prepare medications for administration to patients.               | Locked storage for drugs and medicines, clinical wash hand basin, computer access.<br><br>Allows for drugs to be administered in privacy allowing the patient to discuss their medication in a private environment. It also leaves the treatment room free to be used simultaneously. |
| Clinical consulting room  |                        |  | 13.5 | 3 | 40.5 |  | Supporting a range of clinical consulting activity. Equivalent to "single-sided consulting room areas)  |
| Small private room / area   | HBN 03-01<br>HBN 03-02 |  | 8    | 0 | 0    | To administer medicines to individual patients, allowing them to discuss the medication in a private area. | Chairs and a small table may be required. A space to place a jug of water and glasses.<br><br>Assumes treatment room is sufficient.   |

| <b>THERAPY ROOMS</b>   |  |  |    |   |   |                      |   |
|--|--|--|----|---|---|----------------------|---|
| A variety of activity rooms may be required. Where the ward operates a day-service, for those young people, additional communal space may be required. |  |  |    |   |   |                      |   |
| Arts and Crafts room   |  |  | 16 | 0 | 0 | As per HBN guidance. | Assumes all rooms are multi-functional! |

**HBN 03-02 FACILITIES FOR CAMHS  
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|   |           |   |     |   |    |  |   |  |
|---|-----------|---|-----|---|----|--|---|--|
| Group therapy rooms                             |           |   | 20  | 3 | 60 | As per HBN guidance.   |   | Assumes all rooms are multi-functional! Size per room increased from 16m <sup>2</sup> to support multi-functional element. Specific teaching rooms listed separately under education.                |
| Group therapy room store                        |           |   | 4   | 3 | 12 |  |   | En-suite to group rooms for local eqpt storage to support multi-functionality.   |
| Therapy kitchen                                 |           |   | 20  | 0 | 0  | As per HBN guidance.   |   | Assumes not required as patient pantry available for therapeutic activity.   |
| PE / Activity Hall                              | HBN 03-02 | ✓ | 306 | 0 | 0  | A space to allow for exercise to be undertaken, social events and other activities requiring larger space. | Suggested area for 1 Badminton court with run off (Sport England)* excluding any requirement for lockable storage.<br>* <a href="https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf">https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf</a> | (A very large area but for an important function. Serious thought will need to be given on these activities if this space is not provided!) HBN states: This could be a shared area with the school. |
| Gym   | HBN 03-01 |   | 30  | 1 | 30 | As per HBN guidance.   |   |  |
| Therapy office (size based on number of places) |           |   | 6   | 2 | 12 | As per HBN guidance.   |   |  |

**HBN 03-02 FACILITIES FOR CAMHS  
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| SECLUSION AND DE-ESCALATION            |           |  |     |   |   |                      |  |
|--|-----------|--|-----|---|---|----------------------|--|
| Lobby to seclusion room                | HBN 03-01 |  | 8   | 0 | 0 | As per HBN guidance. | Final model to be determined. Current bedroom areas include a notional allowance to support seclusion and de-escalation although options exists to create a separate area. |
| Seclusion room                         | HBN 03-01 |  | 15  | 0 | 0 | As per HBN guidance. | Access to safe and secure external space which is not overlooked by any other areas should be considered. As above.  |
| En-suite                               | HBN 03-01 |  | 4.5 | 0 | 0 | As per HBN guidance. | As above.  |
| De-escalation area                     | HBN 03-01 |  | 12  | 0 | 0 | As per HBN guidance. | Access to safe and secure external space which is not overlooked by any other areas should be considered. As above.  |
| Sensory room                           | HBN 03-01 |  | 12  | 0 | 0 | As per HBN guidance. | As above.  |
| Place of Safety (Section 136 facility) | HBN 03-01 |  |     |   | 0 | As per HBN guidance. | Refer to HBN 03-01 for room requirements if this suite is required.  |



**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| STAFF & OFFICE: ADMINISTRATION SPACE                 |                        |   |     |   |     |   |   |
|--|------------------------|---|-----|---|-----|---|---|
| Small waiting area                                   | HBN 03-01<br>HBN 00-03 |   | 1.8 | 4 | 7.2 | As per HBN guidance.  | If visitors to the administration area are anticipated then this may be required if the department is on a different level or some distance from the main reception waiting area.                     |
| Office - 1 person with informal meeting space        | HBN 00-03              |   | 12  | 3 | 36  | As per HBN guidance.  | Variety of office space may be required, ranging from single-person with informal meeting space to open plan mobile working offices.<br><b>SCN x1, visiting consultants x 2.</b>                      |
| Office - 1 person                                    | HBN 00-03              |   | 8   | 0 |     |   |   |
| Multi-person office (size based on number of places) | HBN 00-03              |   | 6.6 | 0 | 0   | As per HBN guidance.  | A variety of office space may be required, ranging from single-person with informal meeting space to open plan mobile working offices.<br><b>Assumes no additional office accommodation required.</b> |
| Office machine rooms                                 | HBN 00-03              |   | 6   | 1 | 6   | Accommodate printing, photocopying and scanning equipment. Shredding may also take place in this room. Storage for printing supplies and paper. | There may be one machine room to serve the whole unit or one per area may be required if there are no local printers within offices.  |
| Interview  | HBN 03-01              |   | 8   | 0 | 0   | As per HBN guidance.  | Rooms have sufficient space for private interviews and small meetings.  |
| Resource room / library                              | HBN 02-01              | ✓ | 12  | 0 | 0   | May contain journals and other reference books with space for staff to study these. Computer(s) may also be required.                           | <b>Library available at Woodlands View.</b>   |

**HBN 03-02 FACILITIES FOR CAMHS  
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| STAFF ACCOMMODATION   |                        |   |     |    |    |   |   |
|---|------------------------|---|-----|----|----|---|---|
| Staff rest room and mini-kitchen (size based on number of spaces) | HBN 03-01<br>HBN 00-03 |   | 1.8 | 15 | 27 | As per HBN guidance.                                | Assumes max of 15 staff at any one time?  |
| Staff WCs, changing rooms and showers (10 lockers)                | HBN 00-02              |   | 6   | 4  | 24 | As per HBN guidance.                                | Assumes 40 lockers required. HBN states: May include lockers and hanging space (see below).   |
| Lockers   | HBN 03-02              | ✓ | 5   | 0  | 0  | Storage of personal items for staff whilst on duty. | Lockers.<br><br>Assumes located in duty room. HBN states: These could be located in a number of places. The size of the locker will depend on the requirements. If there is a uniform policy and staff need to change, then the lockers should be half lockers located in the changing room. If they are only to contain handbags and rucksacks then cube lockers should be sufficient. These could be located in the rest room, the staff changing or another area. Consideration should be given to hanging wet outdoor clothing. |

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| CIRCULATION ROUTES  |                        |   |   |    |    |   |   |  |
|---|------------------------|---|---|----|----|---|---|--|
| Circulation space   | HBN 00-04<br>HBN 03-01 |   |   |    | 0  | Quiet seating areas, informal social activities; escort/restraint of children and young people. | Plan for purpose and likely function ensuring safe environment matching operational needs. Open and spacious quality to recreational and activity areas. Means of monitoring blind spots integrated into design. Natural light and external views maximised. Demarcation of routes – floor colours/finishes.  | Local widening, windows, door clustering, short sections. Recessed doors to bedrooms to maintain clear corridor width. Adequate width (corridor min 1800 mm), minimal physical obstructions. Good lines of sight. Avoid dead ends, long internal corridors. Annexes and small corridors off main routes to be avoided. |
| <b>SCHOOL AREA</b>  |                        |   |   |    |    | <b>An area for educational activities.</b>  | <b>The location of this area should be away from the ward area to allow a more normal environment for young people, leaving the ward to go to school. However, this will be dependent on the size of the unit and the number of teaching rooms required.</b><br><br><b>Some multi-purpose space may be required on the ward to allow for teaching of those young people who may be too ill to leave the ward.</b> | <b>Reference should be made to QNIC standards (2016), Ofsted and Department of Education guidance when planning this area. Teacher / pupil ratio is recommended at 1:4. Anyone teaching a young person under the age 16 is required to be Ofsted registered.</b>   |
| Teaching room (minimum recommended space for any teaching room is 3 persons) (size based on number of spaces) | HBN 03-02              | ✓ | 4 | 12 | 48 | For the study and teaching of subjects such as English and mathematics.                         | The room will have the appropriate spaces for pupils to sit at tables / desks to undertake written work. A blackboard, whiteboard or smart board may be required. Locked storage for books and other teaching equipment will be required.   | In smaller units this room could be shared to allow a number of staff members to teach different subjects.   |

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|  |           |   |     |   |      |   |   |  |
|--|-----------|---|-----|---|------|---|---|--|
| ICT room (size based on number of computers required)    | HBN 03-02 | ✓ | 4   | 4 | 16   | Equipped with computers to enable the teaching of a variety of subjects and computer skills.            | The number of computers will vary depending of young people and the subjects for which the room is used.  | QNIC standards suggest 1 computer for every 2 young people in school. Depending on the size of the unit these may be located within this room, in larger units they may be in other teaching areas. Secure web filtering will be required.   |
| Science room   | HBN 03-02 | ✓ | 12  | 0 | 0    | Teaching area for science subjects.   | COSHH cupboards and other lockable storage will be required. Equipment within the room will be a project specific decision based on what experiments and other practical work will be undertaken in here. | The GCSE curriculum requires entrants to undertake 9 practical experiments. Where it is anticipated that the length of stay within the unit would of such a length that the pupil would be disadvantaged by not being able to undertake these, consideration should be given to finding other options. A small specialist laboratory with vision and audio for pupils but teacher access only could be one possibility. Not included - safety issue? |
| Science viewing room                                     | HBN 03-02 | ✓ | 6   | 0 | 0    |   |   |  |
| Art room   | HBN 03-02 | ✓ | 20  | 0 | 0    |   |   | Included within group room allowance. (Assumes all rooms are multi-functional!)  |
| Learning resource area                                   | HBN 03-02 | ✓ | 10  | 1 | 10   |   |   |  |
| Staff room/office space (size based on number of spaces) | HBN 03-02 | ✓ | 6.6 | 2 | 13.2 | Space for administrative work, lesson preparation, marking, informal meetings with other staff members. | Desk / worktop space with computer access. Informal meeting area. Storage for files and educational equipment.  | The size of the unit will indicate whether any other office space is required.   |

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|                         |           |   |   |   |   |   |   |  |
|-------------------------|-----------|---|---|---|---|---|---|--|
| Secure Store with safe  | HBN 03-02 | ✓ | 4 | 1 | 4 | To store external examination papers in a secure and safe environment.  | Safe.   | If external examinations are to be taken in the school then a secure store with safe will be required for the examination papers.                  |
| Office space - 1 person | HBN 00-03 |   | 8 | 0 | 0 | Undertaking administrative work including working on a computer, using the telephone, filing and other clerical tasks. Space for informal 1:1 meetings may be required. | Desk with space for an informal meeting, storage for files and other equipment. | Depending on the size of the school individual and shared officers may be required for head teacher, secretaries and for multi-disciplinary teams. |

|  |     |             |  |  |   |
|--|-----|-------------|--|--|---|
| <b>Sub-total</b>                             |     | <b>1089</b> |  |  |   |
| <b>Plant</b>                                 | 12% | 131         |  |  | Generally, some 12% of NIA is allowed (depending on the size and nature of the building, and the location of the plant - rooftop plant, for instance, will require negligible m <sup>2</sup> ). |
| <b>EDC/Switch Cupboard (x6 @2.5m2)</b>       |     | 15          |  |  |   |
| <b>Comms</b>                                 |     | 14          |  |  | Estimate based on historical projects   |
| <b>Net internal area (NIA) m<sup>2</sup></b> |     | <b>1249</b> |  |  |   |

|  |     |             |
|--|-----|-------------|
| <b>Net internal area (NIA) m<sup>2</sup></b>   |     | <b>1249</b> |
| <b>Circulation allowance</b>                   | 25% | 312         |
| <b>Communication</b>                           | 10% | 125         |
| <b>Engineering</b>                             | 25% | 312         |
| <b>Gross internal area (GIA) m<sup>2</sup></b> |     | <b>1998</b> |

HGHCP have utilised the HBN figure but are sceptical that it is sufficient. We would recommend 33% but see note re: engineering.

HGHCP have utilised the HBN figure but believe it is very high.

This schedule of accommodation offers guidance on the rooms that may be required within a CAMHS unit.

Descriptions for some rooms, such as offices, indicate that the size required will be based on number of places and will be project-specific.

Further project-specific considerations are at the foot of the schedule.

|                 |                                |  |
|-----------------|--------------------------------|--|
| <b>Column B</b> | <b>HBN Reference</b>           | <b>HBN containing the full description of the room.</b>  |
| <b>Column C</b> | <b>HBN 03-02 specific room</b> | <b>Refers to rooms only described in this HBN.</b>   |
| <b>Column D</b> | <b>Functional Uses</b>         | <b>Completed for all HBN 03-02 rooms and where there are additional functions for CAMHS for rooms in other HBNS.</b> |
| <b>Column E</b> | <b>Description</b>             | <b>Completed for all HBN 03-02 rooms and where there are CAMHS-specific descriptions for rooms in other HBNS.</b>    |
| <b>Column F</b> | <b>Notes</b>                   | <b>Guidance notes specific to the activity space/room.</b>   |

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| Activity Space | HBN Reference | HBN 03-02 specific room | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Functional Uses | Description (where CAMHS-specific) | Notes |
|----------------|---------------|-------------------------|------------------------------------|----------|---------------------------|-----------------|------------------------------------|-------|
|----------------|---------------|-------------------------|------------------------------------|----------|---------------------------|-----------------|------------------------------------|-------|

**EXAMPLE:** 12-bed ward, 100% single-bed rooms

The spreadsheet can be used to calculate local project-specific requirements by amending columns D & E (area allowance and quantity).  
Changing the circulation, communication and engineering percentages also updates the GIA.

| ENTRANCE AREA                                      | HBN 03-01<br>HBN 00-03 |  |     |   |    | Main entrance to the unit. May contain a reception desk, shop, café and other facilities depending on the size of the unit. | A warm and welcoming area that is not overly noisy and does not overpower young people is required. Space for waiting, parking of prams and buggies may be required.             | Age-appropriate (applies to all activity spaces).<br>Anti-ligature fixtures and fittings (applies to all patient accessible areas).  |
|--|------------------------|--|-----|---|----|---|--|--|
| Draught Lobby                                      | HBN 03-01              |  | 6   | 1 | 6  | To retain warmth within the reception area of the building.   |  |  |
| Main entrance/reception                            | HBN 03-01<br>HBN 00-03 |  | 20  | 1 | 20 |   | Sign-posting to CAMHS wards. Specific operational policy should be considered for CAMHS ward visitors where this is the main entrance to a unit containing other adult services. | This may be a main entrance for a CAMHS unit only; however, if it is the main entrance to a larger adult facility, then a smaller ward entrance may be required further into the building. |
| Reception desk. (Size based on number of places.)  | HBN 03-01<br>HBN 00-03 |  | 5.5 | 2 | 11 | As per HBN guidance.  |  |  |
| Reception office. (Size based on number of places) | HBN 03-01<br>HBN 00-04 |  | 6   | 2 | 12 |   |  |  |

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|   |                        |  |     |   |      |                      |   |   |
|---|------------------------|--|-----|---|------|----------------------|---|---|
| Waiting area (5 places including wheelchair space). (Size based on number of places.) | HBN 03-01<br>HBN 00-03 |  | 1.8 | 6 | 10.8 |                      | Additional space may be required to accommodate baby buggies. | Increased to 6 spaces (Max number required)         |
| Waiting play area   | HBN 23                 |  | 13  | 0 | 0    |                      |   | Not required. Child visting policy to be reviewed.  |
| Café  | HBN 03-01<br>HBN 00-03 |  | 2   | 0 | 0    | As per HBN guidance. |   | Removed as café and shop available in Woodland View |
| Shop  | HBN 03-01<br>HBN 00-03 |  | 20  | 0 | 0    | As per HBN guidance. |   | Removed as café and shop available in Woodland View |

|   |                  |  |     |   |      |  |  |   |
|---|------------------|--|-----|---|------|--|--|---|
| <b>SANITARY FACILITIES</b>                | <b>HBN 00-02</b> |  |     |   |      | <b>Some or all of these may be required in the entrance area, communal space within the ward or in separate support space such as therapy and the school. In communal areas, consideration should be given as to whether or not these should be gender-specific. Equipment should be anti-ligature in all sanitary facilities.</b> |  |   |
| WC - ambulant                             | HBN 00-02        |  | 2   | 6 | 12   | As per HBN guidance.   |  | Notionally staff  |
| WC - semi-ambulant                        | HBN 00-02        |  | 2.5 | 6 | 15   | As per HBN guidance.   |  | Notionallt patient or visitor   |
| WC (independent wheelchair/semi-ambulant) | HBN 00-02        |  | 5.5 | 3 | 16.5 | As per HBN guidance.   |  | Mix of visitor and staff. HBN notes: The accessible WC should be kept locked when located in the reception area, to be opened upon request. The balance (2 to be located in staff areas). Assumes patients requiring disabled access can use en-suites - subject to design. |
| Nappy change                              | HBN 00-02        |  | 5   | 0 | 0    | As per HBN guidance.   |  | No babies will be visiting the unit.  |

|  |           |  |   |   |   |   |  |   |
|--|-----------|--|---|---|---|---|--|---|
| <b>OFFICE / MEETING ROOMS</b>  |           |  |   |   |   | <b>Some of the rooms identified below may be used for a number of purposes. Mobile working allows for more flexible use of office / administration space by staff. Technological solutions should be considered to allow for more flexible working.</b> |  |   |
| Advocacy / Voluntary sector office. (Size based on number of workstations) | HBN 03-01 |  | 6 | 0 | 0 | As per HBN guidance.  |  | Advocacy will not require local office space, reflecting the service currently delivered at Woodlands View. |



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|  |           |  |    |   |    |                      |  |  |
|--|-----------|--|----|---|----|----------------------|--|--|
| Interview room   | HBN 03-01 |  | 12 | 1 | 12 | As per HBN guidance. |  | <p>Located within the entrance area this can offer a space for family / carers to meet with members of staff without advancing further into the unit.</p> <p>This room could also form part of the tribunal room and support searches on admission.</p>  |
| Tribunal / Conference suite  | HBN 03-01 |  | 32 | 0 | 0  | As per HBN guidance. |  | <p>Full tribunal suite available at Woodlands View. Group meeting and adjacent interview rooms will double up for tribunals within the unit in exceptional circumstances. HBN Notes: If it is considered necessary to share accommodation with other facilities on-site, then care will need to be taken for issues of safeguarding, particularly when moving vulnerable and possibly distressed patients.</p> |
| Meeting room / Staff handover / group therapy / activities (Duty room) | HBN 03-01 |  | 16 | 1 | 16 | As per HBN guidance. |  | <p>These rooms should be multi-functional and offer the opportunity for other activities to take place, when not in use for meetings. Ideally a bookable facility will offer more flexibility. Furnishings and storage for unused furniture should be considered carefully to allow for the room layout to be changed.</p>   |

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|                                  |           |   |    |   |    |   |   |   |
|----------------------------------|-----------|---|----|---|----|---|---|---|
| MDT Room                         |           |   | 20 | 1 | 20 |   |   | Supporting daily MDT meetings   |
| Multi-faith / contemplation room | HBN 03-01 |   | 16 | 0 | 0  | As per HBN guidance.  | Located in a quiet area, but easily accessible for patients.  | Available in Woodlands View   |
| Medical records store            | HBN 03-01 |   | 12 | 0 | 0  | As per HBN guidance.  |   | Assumes electronic records. HBN states: This room may not be required though this will depend whether electronic patient records are used rather than hard copy records.  |
| Ward entrance (Secure lobbies)   | HBN 03-02 | ✓ | 6  | 2 | 12 | Entrance to the ward when accessed through other service areas not associated with CAMHS. | Locked entrance will require buzzer / video and audio connection to ward office or other designated area. | The entrance to the CAMHS unit / ward should be monitored. Staff should be able to clearly see who is entering and / or leaving the ward.<br>In addition to the main entrance to the CAMHS unit, the entrance to the PICU should be via an airlock. An additional discrete vehicular entrance will be required to allow for the admission of distressed patients without the need for them to enter through a main public area. |

**HBN 03-02 FACILITIES FOR CAMHS  
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| VISITORS FACILITIES      |           |   |     |   |    |   |   |
|--------------------------|-----------|---|-----|---|----|---|---|
| Visiting room            | HBN 03-02 | ✓ | 16  | 1 | 16 | For visiting. When not in use may be used for informal meetings in a relaxed space. | <p>A range of seating should be provided to cater for adults and children, this could include bean bags and small chairs. Space for play should be available. Easy access to snacks and drinks should be available.</p> <p>This room should be large enough to accommodate a family including siblings with sufficient space for children to play. The location of the unit may mean that visitors travel long distances and stay for some hours, therefore depending on the size of the unit, more than one visiting room may be required. Consideration should also be given to enable the preparation of food and drinks by the visitors.</p> <p>Access to safe and secure external space which is not overlooked by any other areas should be considered.</p> |
| Kitchen / beverage area  | HBN 03-02 | ✓ | 6   | 0 | 0  | To prepare snacks and drinks.   | <p>An area where visitors may prepare a drink and snacks to consume in the visitors room with family members.</p> <p>Tea and coffee will be brought to the area. If overnight accommodation is to be included within the building, depending on the location of the accommodation to the family visitors room then a cooker could be provided within this kitchen area to allow visitors to make a meal.</p>  |
| Overnight family bedroom | HBN 03-02 | ✓ | 18  | 0 | 0  | Sleeping accommodation for two adults and a child, with space for a cot.            | <p>Twin bedded room with space for a bed / settee or z-bed and a cot. A small wardrobe with drawers may be required. If a kitchen is not included in this area then tea / coffee making facilities within the room will be required.</p> <p>Not included. HBN states: If overnight accommodation is not included within the unit then information on the location of reasonably priced overnight accommodation nearby should be available.</p>  |
| En-suite                 | HBN 03-02 | ✓ | 4.5 | 0 | 0  |   | As above.   |

HBN 03-02 FACILITIES FOR CAMHS  
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|                       |           |   |    |   |   |  |  |           |
|-----------------------|-----------|---|----|---|---|--|--|-----------|
| Sitting / Dining area | HBN 03-02 | ✓ | 12 | 0 | 0 |  |  | As above. |
|-----------------------|-----------|---|----|---|---|--|--|-----------|

**HBN 03-02 FACILITIES FOR CAMHS  
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| <b>PATIENT: BED AREAS</b>               |           |  |      |    |       | <b>In a mixed-gender ward, a swing-zone as described in HBN 03-01 should be considered. Design needs to consider carefully the issues of same-sex accommodation.</b> |  |   |
|---|-----------|--|------|----|-------|--|--|---|
| Single bedroom                          | HBN 03-01 |  | 10.5 | 0  | 0     | As per HBN guidance.   |  | All rooms sized as larger/accessible to support additional functionality/flexibility.   |
| Single bedroom (Accessible)             | HBN 03-01 |  | 12.5 | 9  | 112.5 | As per HBN guidance.   |  | Personalisation of the room by the patient would be advantageous. The opportunity to display posters and photographs. Lighting which can reflect mood, colour changing, dimmable and controlled from within the room would be advantageous. |
| Lobby to seclusion room                 | HBN 03-01 |  | 8    | 3  | 24    | As per HBN guidance.   |  | Final model to be determined. Current notional allowance is for 3 bedrooms (1 per "cluster") to be able to support seclusion/extra care needs.  |
| Single bedroom for extra care/seclusion | HBN 03-01 |  | 15   | 3  | 45    | As per HBN guidance.   |  | As above. Access to safe and secure external space which is not overlooked by any other areas should be considered. As above.   |
| De-escalation area                      | HBN 03-01 |  | 12   | 3  | 36    | As per HBN guidance.   |  | Access to safe and secure external space which is not overlooked by any other areas should be considered. As above.   |
| En-suite                                | HBN 03-01 |  | 4.5  | 12 | 54    | As per HBN guidance.   |  | A lockback door gives the opportunity for the door to be locked in the open or closed position by staff.  |
| Assisted bathroom                       | HBN 03-01 |  | 15   | 1  | 15    | As per HBN guidance.   |  | Consider provision of a 'domestic'-type bathroom, feels like being at home.<br><br>Also consider DDA shower as young people often prefer showers to baths. (Reduced from 2)   |

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|                      |           |  |   |   |   |                      |  |  |
|----------------------|-----------|--|---|---|---|----------------------|--|--|
| Mobile hoist storage | HBN 03-01 |  | 2 | 1 | 2 | As per HBN guidance. |  | Hoists may be stored within an dedicated lockable recess within the bathroom. If this is unavailable, the hoist should be stored in a locked store room within the area which may also contain weighing / sanitary chairs. (Reduced from 2 as above) |
|----------------------|-----------|--|---|---|---|----------------------|--|--|

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| <b>PATIENT:<br/>COMMUNAL AREAS</b>  |           |  |    |    |    | <b>Where the ward operate a day-service, for those young people, additional communal space may be required.</b>                           |  |   |
|---|-----------|--|----|----|----|---|--|---|
| Sitting area/room (size based on number of places) (Located within bedroom "clusters"). | HBN 03-01 |  | 3  | 12 | 36 | As per HBN guidance.  | An open plan area with access to an outside space. An assortment of comfortable seating, television and areas for activities such as electronic games.         | Assumes small sitting areas provided with 3 x bedroom "clusters". Also doubles as "quiet room provision through the day?"   |
| Dining area (size based on number of places)  | HBN 03-01 |  | 2  | 18 | 36 | As per HBN guidance.  | Open plan, possibly co-located to the sitting area to give a larger space for use outside of mealtimes for activities such as board games, jigsaw puzzles etc. |   |
| Quiet room  | HBN 03-01 |  | 8  | 0  | 0  | As per HBN guidance.  |  | Assumes small sitting areas provided with 3 x bedroom "clusters". Also doubles as "quiet room provision through the day?"   |
| Activities area   | HBN 03-01 |  | 16 | 1  | 16 | As per HBN guidance.  |  | This area should include appropriate activities for the age group. This may include electronic games.   |
| Games area / social room  | HBN 03-01 |  | 24 | 1  | 24 | An area to play games which require more space to allow for movement, such as table tennis, pool or computer games / exercise programmes. |  | Space should be considered carefully if a table tennis and / or pool table is required. Lockable storage may also be required for the tables and other equipment. |
| Telephone booth   | HBN 03-01 |  | 2  | 0  | 0  | As per HBN guidance.  |  | Location of a telephone booth should be considered carefully. It should be away from the noise and bustle of the communal space but visible for staff.            |
| Staff "touch-down" bases  |           |  | 2  | 3  | 6  |   |  | As per HBN 00-02  |

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|   |           |  |     |   |    |                      |  |  |
|---|-----------|--|-----|---|----|----------------------|--|--|
| Staff communication base/ward base (size based on number of places) | HBN 03-01 |  | 5.5 | 2 | 11 | As per HBN guidance. |  |  |
|---|-----------|--|-----|---|----|----------------------|--|--|



**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| UNIT SUPPORT AREAS                                 |                        |  |    |   |    |  |  |
|--|------------------------|--|----|---|----|--|--|
| Unit kitchen / ward kitchen                        | HBN 03-01<br>HBN 00-03 |  | 20 | 1 | 20 | As per HBN guidance.   | Increased to suit local catering provision. (HBN states: The catering solution and the size of the unit will determine the requirements for either a kitchen for the unit and / or ward kitchens)  |
| Patients' beverage area                            | HBN 03-01<br>HBN 00-03 |  | 6  | 1 | 6  | As per HBN guidance.   | Located within the shared day space.   |
| Patients' property store<br>(Personal goods store) | HBN 03-01              |  | 12 | 1 | 12 | Shelving will be required, this may include pigeon holes for each patient and some floor space if it is envisaged large pieces of property will be stored. | Storage of property required infrequently or not allowed to be in the patient's possession, not allowed within the unit or property which has to be controlled by staff (such as aerosol cans).<br><br>HBN notes: The size of this room may be smaller than previously as single bedrooms with lockable storage allows more property to be kept in a secure manner. The lockable storage can be mixed and some can be controlled by staff only within the bedroom. Local model assumes 3 "clusters" of rooms and need for storage space for larger personal items within clusters. (Cases, boxes, etc) |
| Patients' laundry                                  | HBN 03-01              |  | 12 | 1 | 12 | As per HBN guidance.   | Inclusion of this room in the unit, can assist in developing life skills.  |
| Dirty utility                                      | HBN 00-03              |  | 10 | 1 | 10 | As per HBN guidance.   | No requirement for bed pan processing.   |
| Disposal hold                                      | HBN 00-03              |  | 10 | 1 | 10 | As per HBN guidance.   | Increased to meet local needs.   |
| Cleaners' rooms                                    | HBN 00-03              |  | 10 | 2 | 20 | As per HBN guidance.   | Increased to meet local needs.   |

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| STORAGE         |           |   |    |   |    | All storage should be lockable. A variety of storage solutions will be required. |   |  |
|-----------------|-----------|---|----|---|----|--|---|--|
| Linen storage   | HBN 03-01 |   | 5  | 3 | 15 | As per HBN guidance.   |   | This can be one linen store or could be small cupboard areas located in bedroom corridors. Increased to meet local needs - assumes 3 x "clusters"                            |
| Equipment       | HBN 03-01 |   | 12 | 1 | 12 | As per HBN guidance.   |   | Sockets may be required for equipment which requires charging.   |
| Outdoor storage | HBN 03-02 | ✓ | 12 | 0 | 0  |  | Large outdoor equipment such as bicycles, tents and sports equipment. Storage for gardening equipment may also be required. | Assumes an external structure: HBN states: This does not need to be located within the building but could be an unheated external structure such as a garden shed or garage. |

**HBN 03-02 FACILITIES FOR CAMHS  
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| CLINICAL/THERAPY AREAS           |                        |   |      |   |      |  |   |   |
|----------------------------------|------------------------|---|------|---|------|--|---|---|
| Discrete entrance (Secure lobby) | HBN 03-02              | ✓ | 6    | 1 | 6    |  | Locked entrance will require buzzer / video and audio connection to ward office or other designated area. | Separate discrete side entrance for prisoners, etc.   |
| Treatment room/clinic utility    | HBN 00-03<br>HBN 03-01 |   | 16   | 1 | 16   | As per HBN guidance.   |   |   |
| Clinic room / drug storage       | HBN 03-01<br>HBN 03-02 |   | 8    | 0 | 0    | Storage of drugs and medicines. Space to prepare medications for administration to patients.               | Locked storage for drugs and medicines, clinical wash hand basin, computer access.                        | Not required. Allows for drugs to be administered in privacy allowing the patient to discuss their medication in a private environment. It also leaves the treatment room free to be used simultaneously. |
| Clinical consulting room         |                        |   | 13.5 | 3 | 40.5 |  |   | Supporting a range of clinical consulting activity and patient searches for clients admitted via the discrete entrance, e.g. From custody..(Equivalent to "single-sided consulting room areas)            |
| Small private room / area        | HBN 03-01<br>HBN 03-02 |   | 8    | 0 | 0    | To administer medicines to individual patients, allowing them to discuss the medication in a private area. | Chairs and a small table may be required. A space to place a jug of water and glasses.                    | Assumes treatment room is sufficient.   |

| THERAPY ROOMS  |  |  |    |   |   |                      |  |   |
|--|--|--|----|---|---|----------------------|--|---|
| A variety of activity rooms may be required. Where the ward operates a day-service, for those young people, additional communal space may be required. |  |  |    |   |   |                      |  |   |
| Arts and Crafts room   |  |  | 16 | 0 | 0 | As per HBN guidance. |  | Assumes all rooms are multi-functional! |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|   |           |   |     |   |    |  |   |  |
|---|-----------|---|-----|---|----|--|---|--|
| Group therapy rooms                             |           |   | 20  | 3 | 60 | As per HBN guidance.   |   | Assumes all rooms are multi-functional! Size per room increased from 16m <sup>2</sup> to support multi-functional element. Specific teaching rooms listed separately under education.                |
| Group therapy room store                        |           |   | 4   | 3 | 12 |  |   | En-suite to group rooms for local eqpt storage to support multi-functionality.   |
| Therapy kitchen                                 |           |   | 20  | 1 | 20 | As per HBN guidance.   |   | Assumes not required as patient pantry available for therapeutic activity.   |
| PE / Activity Hall                              | HBN 03-02 | ✓ | 306 | 0 | 0  | A space to allow for exercise to be undertaken, social events and other activities requiring larger space. | Suggested area for 1 Badminton court with run off (Sport England)* excluding any requirement for lockable storage.<br>* <a href="https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf">https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf</a> | (A very large area but for an important function. Serious thought will need to be given on these activities if this space is not provided!) HBN states: This could be a shared area with the school. |
| Gym   | HBN 03-01 |   | 30  | 1 | 30 | As per HBN guidance.   |   |  |
| Therapy office (size based on number of places) |           |   | 6   | 2 | 12 | As per HBN guidance.   |   |  |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| SECLUSION AND DE-ESCALATION            |           |  |     |   |   |                      |  |
|--|-----------|--|-----|---|---|----------------------|--|
| Lobby to seclusion room                | HBN 03-01 |  | 8   | 0 | 0 | As per HBN guidance. | Final model to be determined. Current notional allowance is for 3 bedrooms (1 per "cluster") to be able to support seclusion/extra care needs. |
| Seclusion room                         | HBN 03-01 |  | 15  | 0 | 0 | As per HBN guidance. | As above.  |
| En-suite                               | HBN 03-01 |  | 4.5 | 0 | 0 | As per HBN guidance. | As above.  |
| De-escalation area                     | HBN 03-01 |  | 12  | 0 | 0 | As per HBN guidance. | Access to safe and secure external space which is not overlooked by any other areas should be considered. As above.                            |
| Sensory room                           | HBN 03-01 |  | 12  | 0 | 0 | As per HBN guidance. | As above.  |
| Place of Safety (Section 136 facility) | HBN 03-01 |  |     |   | 0 | As per HBN guidance. | Refer to HBN 03-01 for room requirements if this suite is required.  |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| STAFF & OFFICE: ADMINISTRATION SPACE                 |                        |   |     |   |    |   |   |
|--|------------------------|---|-----|---|----|---|---|
| Small waiting area                                   | HBN 03-01<br>HBN 00-03 |   | 1.8 | 0 | 0  | As per HBN guidance.  | If visitors to the administration area are anticipated then this may be required if the department is on a different level or some distance from the main reception waiting area.                     |
| Office - 1 person with informal meeting space        | HBN 00-03              |   | 12  | 3 | 36 | As per HBN guidance.  | Variety of office space may be required, ranging from single-person with informal meeting space to open plan mobile working offices.<br><b>SCN x1, visiting consultants x 2.</b>                      |
| Office - 1 person                                    | HBN 00-03              |   | 8   | 0 |    |   |   |
| Multi-person office (size based on number of places) | HBN 00-03              |   | 6.6 | 0 | 0  | As per HBN guidance.  | A variety of office space may be required, ranging from single-person with informal meeting space to open plan mobile working offices.<br><b>Assumes no additional office accommodation required.</b> |
| Office machine rooms                                 | HBN 00-03              |   | 6   | 0 | 0  | Accommodate printing, photocopying and scanning equipment. Shredding may also take place in this room. Storage for printing supplies and paper. | There may be one machine room to serve the whole unit or one per area may be required if there are no local printers within offices.  |
| Interview  | HBN 03-01              |   | 8   | 0 | 0  | As per HBN guidance.  | Rooms have sufficient space for private interviews and small meetings.  |
| Resource room / library                              | HBN 02-01              | ✓ | 12  | 0 | 0  | May contain journals and other reference books with space for staff to study these. Computer(s) may also be required.                           | Library available at Woodlands View.  |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| STAFF ACCOMMODATION   |                        |   |     |    |    |   |   |
|---|------------------------|---|-----|----|----|---|---|
| Staff rest room and mini-kitchen (size based on number of spaces) | HBN 03-01<br>HBN 00-03 |   | 1.8 | 15 | 27 | As per HBN guidance.                                | Assumes max of 15 staff at any one time?  |
| Staff WCs, changing rooms and showers (10 lockers)                | HBN 00-02              |   | 6   | 4  | 24 | As per HBN guidance.                                | Assumes 40 lockers required. HBN states: May include lockers and hanging space (see below).   |
| Lockers   | HBN 03-02              | ✓ | 5   | 0  | 0  | Storage of personal items for staff whilst on duty. | Lockers.<br><br>Assumes located in duty room. HBN states: These could be located in a number of places. The size of the locker will depend on the requirements. If there is a uniform policy and staff need to change, then the lockers should be half lockers located in the changing room. If they are only to contain handbags and rucksacks then cube lockers should be sufficient. These could be located in the rest room, the staff changing or another area. Consideration should be given to hanging wet outdoor clothing. |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| CIRCULATION ROUTES  |                        |   |   |   |           |   |   |  |
|---|------------------------|---|---|---|-----------|---|---|--|
| Circulation space   | HBN 00-04<br>HBN 03-01 |   |   |   | <b>0</b>  | Quiet seating areas, informal social activities; escort/restraint of children and young people. | Plan for purpose and likely function ensuring safe environment matching operational needs. Open and spacious quality to recreational and activity areas. Means of monitoring blind spots integrated into design. Natural light and external views maximised. Demarcation of routes – floor colours/finishes.  | Local widening, windows, door clustering, short sections. Recessed doors to bedrooms to maintain clear corridor width. Adequate width (corridor min 1800 mm), minimal physical obstructions. Good lines of sight. Avoid dead ends, long internal corridors. Annexes and small corridors off main routes to be avoided. |
| <b>SCHOOL AREA</b>  |                        |   |   |   |           | <b>An area for educational activities.</b>  | <b>The location of this area should be away from the ward area to allow a more normal environment for young people, leaving the ward to go to school. However, this will be dependent on the size of the unit and the number of teaching rooms required.</b><br><br><b>Some multi-purpose space may be required on the ward to allow for teaching of those young people who may be too ill to leave the ward.</b> | <b>Reference should be made to QNIC standards (2016), Ofsted and Department of Education guidance when planning this area. Teacher / pupil ratio is recommended at 1:4. Anyone teaching a young person under the age 16 is required to be Ofsted registered.</b>   |
| Teaching room (minimum recommended space for any teaching room is 3 persons) (size based on number of spaces) | HBN 03-02              | ✓ | 4 | 8 | <b>32</b> | For the study and teaching of subjects such as English and mathematics.                         | The room will have the appropriate spaces for pupils to sit at tables / desks to undertake written work. A blackboard, whiteboard or smart board may be required. Locked storage for books and other teaching equipment will be required.   | In smaller units this room could be shared to allow a number of staff members to teach different subjects.   |



**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|  |           |   |     |   |      |   |   |  |
|--|-----------|---|-----|---|------|---|---|--|
| ICT room (size based on number of computers required)    | HBN 03-02 | ✓ | 4   | 4 | 16   | Equipped with computers to enable the teaching of a variety of subjects and computer skills.            | The number of computers will vary depending of young people and the subjects for which the room is used.  | QNIC standards suggest 1 computer for every 2 young people in school. Depending on the size of the unit these may be located within this room, in larger units they may be in other teaching areas. Secure web filtering will be required.   |
| Science room   | HBN 03-02 | ✓ | 12  | 0 | 0    | Teaching area for science subjects.   | COSHH cupboards and other lockable storage will be required. Equipment within the room will be a project specific decision based on what experiments and other practical work will be undertaken in here. | The GCSE curriculum requires entrants to undertake 9 practical experiments. Where it is anticipated that the length of stay within the unit would of such a length that the pupil would be disadvantaged by not being able to undertake these, consideration should be given to finding other options. A small specialist laboratory with vision and audio for pupils but teacher access only could be one possibility. Not included - safety issue? |
| Science viewing room                                     | HBN 03-02 | ✓ | 6   | 0 | 0    |   |   |  |
| Art room   | HBN 03-02 | ✓ | 20  | 0 | 0    |   |   | Included within group room allowance. (Assumes all rooms are multi-functional!)  |
| Learning resource area                                   | HBN 03-02 | ✓ | 10  | 1 | 10   |   |   |  |
| Staff room/office space (size based on number of spaces) | HBN 03-02 | ✓ | 6.6 | 2 | 13.2 | Space for administrative work, lesson preparation, marking, informal meetings with other staff members. | Desk / worktop space with computer access. Informal meeting area. Storage for files and educational equipment.  | The size of the unit will indicate whether any other office space is required.   |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|                         |           |   |   |   |   |   |   |  |
|-------------------------|-----------|---|---|---|---|---|---|--|
| Secure Store with safe  | HBN 03-02 | ✓ | 4 | 0 | 0 | To store external examination papers in a secure and safe environment.  | Safe.   | If external examinations are to be taken in the school then a secure store with safe will be required for the examination papers.                  |
| Office space - 1 person | HBN 00-03 |   | 8 | 0 | 0 | Undertaking administrative work including working on a computer, using the telephone, filing and other clerical tasks. Space for informal 1:1 meetings may be required. | Desk with space for an informal meeting, storage for files and other equipment. | Depending on the size of the school individual and shared officers may be required for head teacher, secretaries and for multi-disciplinary teams. |

|  |     |             |  |  |   |
|--|-----|-------------|--|--|---|
| <b>Sub-total</b>                             |     | <b>1069</b> |  |  |   |
| <b>Plant</b>                                 | 12% | 128         |  |  | Generally, some 12% of NIA is allowed (depending on the size and nature of the building, and the location of the plant - rooftop plant, for instance, will require negligible m <sup>2</sup> ). |
| <b>EDC/Switch Cupboard (x6 @2.5m2)</b>       |     | 15          |  |  |   |
| <b>Comms</b>                                 |     | 14          |  |  | Estimate based on historical projects   |
| <b>Net internal area (NIA) m<sup>2</sup></b> |     | <b>1226</b> |  |  |   |

|  |     |             |
|--|-----|-------------|
| <b>Net internal area (NIA) m<sup>2</sup></b>   |     | <b>1226</b> |
| <b>Circulation allowance</b>                   | 25% | 306         |
| <b>Communication</b>                           | 0%  | 0           |
| <b>Engineering</b>                             | 25% | 306         |
| <b>Gross internal area (GIA) m<sup>2</sup></b> |     | <b>1839</b> |

|  |
|--|
|  |
| HGHCP have utilised the HBN figure but are sceptical that it is sufficient. We would recommend 33% but see note re: engineering. |
| Not required in a single unit of this size.  |
| HGHCP have utilised the HBN figure but believe this to be high.  |
|  |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

**NSAMHIS DRAFT SCHEDULE OF ACCOMMODATION**

| Activity Space  | HBN Reference                  | HBN 03-02 specific room | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Functional Uses   | Description (where CAMHS-specific)   | Notes                             |
|---|--------------------------------|-------------------------|------------------------------------|----------|---------------------------|---|--|-----------------------------------|
| <b>MAIN ENTRANCE HUB &amp; ADMIN</b>  | <b>HBN 03-01<br/>HBN 00-03</b> |                         |                                    |          |                           |   |  |                                   |
| Draught Lobby   | HBN 03-01                      |                         | 6                                  | 1        | 6                         | To retain warmth within the reception area of the building. |  |                                   |
| Main entrance/reception   | HBN 03-01<br>HBN 00-03         |                         | 20                                 | 1        | 20                        |   | Sign-posting to CAMHS wards. Specific operational policy should be considered for CAMHS ward visitors where this is the main entrance to a unit containing other adult services. |                                   |
| Reception desk. (Size based on number of places.)                                     | HBN 03-01<br>HBN 00-03         |                         | 5.5                                | 2        | 11                        | As per HBN guidance.  |  |                                   |
| Reception office. (Size based on number of places)                                    | HBN 03-01<br>HBN 00-04         |                         | 6                                  | 2        | 12                        |   |  |                                   |
| Waiting area (5 places including wheelchair space). (Size based on number of places.) | HBN 03-01<br>HBN 00-03         |                         | 1.8                                | 6        | 10.8                      |   | Additional space may be required to accommodate baby buggies.  |                                   |
| Interview room  | HBN 03-01                      |                         | 12                                 | 1        | 12                        | As per HBN guidance.  |  |                                   |
| Office - 1 person with informal meeting space   | HBN 00-03                      |                         | 12                                 | 3        | 36                        | As per HBN guidance.  | Variety of office space may be required, ranging from single-person with informal meeting space to open plan mobile working offices.   | SCN x1, visiting consultants x 2. |
| WC - semi-ambulant  | HBN 00-02                      |                         | 2.5                                | 1        | 2.5                       | As per HBN guidance.  |  |                                   |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|   |                        |  |     |    |     |                      |  |   |
|---|------------------------|--|-----|----|-----|----------------------|--|---|
| WC (independent wheelchair/semi-ambulant)                         | HBN 00-02              |  | 5.5 | 1  | 5.5 | As per HBN guidance. |  | Visitor toilet. HBN notes: The accessible WC should be kept locked when located in the reception area, to be opened upon request. |
| <b>STAFF AREA</b>   |                        |  |     |    |     |                      |  |   |
| Staff rest room and mini-kitchen (size based on number of spaces) | HBN 03-01<br>HBN 00-03 |  | 1.8 | 15 | 27  | As per HBN guidance. |  | Assumes max of 15 staff at any one time.  |
| WC - ambulant   | HBN 00-02              |  | 2   | 4  | 8   | As per HBN guidance. |  |   |
| WC (independent wheelchair/semi-ambulant)                         | HBN 00-02              |  | 5.5 | 1  | 5.5 | As per HBN guidance. |  |   |
| Staff WCs, changing rooms and showers (10 lockers)                | HBN 00-02              |  | 6   | 4  | 24  | As per HBN guidance. |  | Assumes 40 lockers required. HBN states: May include lockers and hanging space (see below).                                       |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| VISITING AREA   |                        |   |     |    |    |   |  |   |
|---|------------------------|---|-----|----|----|---|--|---|
| Visiting room   | HBN 03-02              | P | 16  | 1  | 16 | For visiting. When not in use may be used for informal meetings in a relaxed space.   | A range of seating should be provided to cater for adults and children, this could include bean bags and small chairs. Space for play should be available. Easy access to snacks and drinks should be available. | Accesses toilets in the entrance hub.   |
| DAY, DINING & LOCAL ACTIVITY AREAS                                  |                        |   |     |    |    |   |  |   |
| Ward entrance (Secure lobbies)                                      | HBN 03-02              | P | 6   | 2  | 12 | Entrance to the ward when accessed through other service areas not associated with CAMHS.   | Locked entrance will require buzzer / video and audio connection to ward office or other designated area.  |   |
| Dining area (size based on number of places)                        | HBN 03-01              |   | 2   | 18 | 36 | As per HBN guidance.  | Open plan, possibly co-located to the sitting area to give a larger space for use outside of mealtimes for activities such as board games, jigsaw puzzles etc.   |   |
| Unit kitchen / ward kitchen   | HBN 03-01<br>HBN 00-03 |   | 20  | 1  | 20 | As per HBN guidance.  |  | Increased to suit local catering provision. (HBN states: The catering solution and the size of the unit will determine the requirements for either a kitchen for the unit and / or ward kitchens) |
| Activities area   | HBN 03-01              |   | 16  | 1  | 16 | As per HBN guidance.  |  | This area should include appropriate activities for the age group. This may include electronic games.   |
| Games area / social room  | HBN 03-01              |   | 24  | 1  | 24 | An area to play games which require more space to allow for movement, such as table tennis, pool or computer games / exercise programmes. |  | Space should be considered carefully if a table tennis and / or pool table is required. Lockable storage may also be required for the tables and other equipment.                                 |
| Patients' beverage area   | HBN 03-01<br>HBN 00-03 |   | 6   | 1  | 6  | As per HBN guidance.  |  |   |
| Patients' laundry   | HBN 03-01              |   | 12  | 1  | 12 | As per HBN guidance.  |  | Inclusion of this room in the unit, can assist in developing life skills.   |
| Staff communication base/ward base (size based on number of places) | HBN 03-01              |   | 5.5 | 2  | 11 | As per HBN guidance.  |  |   |
| WC - semi-ambulant  | HBN 00-02              |   | 2.5 | 2  | 5  | As per HBN guidance.  |  |   |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| PATIENT: BEDROOM AREAS  |           |  |      |    |       | Assumes 3 x "clusters". Notionally 1 male, 1 female and 1 "swing" beds |  |   |
|---|-----------|--|------|----|-------|--|--|---|
| Sitting area/room (size based on number of places) (Located within bedroom "clusters"). | HBN 03-01 |  | 3    | 12 | 36    | As per HBN guidance.   | An open plan area with access to an outside space. An assortment of comfortable seating, television and areas for activities such as electronic games. | Assumes small sitting areas provided with 3 x bedroom "clusters". Also doubles as "quiet room provision through the day?  |
| Staff "touch-down" bases  |           |  | 2    | 3  | 6     |  |  | As per HBN 00-02  |
| Single bedroom (Accessible)   | HBN 03-01 |  | 12.5 | 9  | 112.5 | As per HBN guidance.   |  | Personalisation of the room by the patient would be advantageous. The opportunity to display posters and photographs. Lighting which can reflect mood, colour changing, dimmable and controlled from within the room would be advantageous. |
| Single bedroom for extra care/seclusion   | HBN 03-01 |  | 15   | 3  | 45    | As per HBN guidance.   |  | Final model to be determined. Current notional allowance is for 3 bedrooms (1 per "cluster") to be able to support seclusion/extra care needs.  |
| Lobby to seclusion room   | HBN 03-01 |  | 8    | 3  | 24    | As per HBN guidance.   |  | As above.   |
| De-escalation area  | HBN 03-01 |  | 12   | 3  | 36    | As per HBN guidance.   |  | As above.   |
| En-suite  | HBN 03-01 |  | 4.5  | 12 | 54    | As per HBN guidance.   |  | A lockback door gives the opportunity for the door to be locked in the open or closed position by staff.  |
| Linen storage   | HBN 03-01 |  | 5    | 3  | 15    | As per HBN guidance.   |  | This can be one linen store or could be small cupboard areas located in bedroom corridors. Increased to meet local needs - assumes 3 x "clusters"   |
| Assisted bathroom   | HBN 03-01 |  | 15   | 1  | 15    | As per HBN guidance.   |  | Consider provision of a 'domestic'-type bathroom, feels like being at home.<br><br>Also consider DDA shower as young people often prefer showers to baths. (Reduced from 2)   |

HBN 03-02 FACILITIES FOR CAMHS  
 SCHEDULE OF ACCOMMODATION TOOL

|                      |           |  |   |   |   |                      |  |  |
|----------------------|-----------|--|---|---|---|----------------------|--|--|
| Mobile hoist storage | HBN 03-01 |  | 2 | 1 | 2 | As per HBN guidance. |  | Hoists may be stored within an dedicated lockable recess within the bathroom. If this is unavailable, the hoist should be stored in a locked store room within the area which may also contain weighing / sanitary chairs. (Reduced from 2 as above) |
|----------------------|-----------|--|---|---|---|----------------------|--|--|

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| UNIT SUPPORT & STORAGE AREAS                       |           |  |    |   |    |  |   |   |
|--|-----------|--|----|---|----|--|---|---|
| Patients' property store<br>(Personal goods store) | HBN 03-01 |  | 12 | 1 | 12 | Shelving will be required, this may include pigeon holes for each patient and some floor space if it is envisaged large pieces of property will be stored. | Storage of property required infrequently or not allowed to be in the patient's possession, not allowed within the unit or property which has to be controlled by staff (such as aerosol cans). | HBN notes: The size of this room may be smaller than previously as single bedrooms with lockable storage allows more property to be kept in a secure manner. The lockable storage can be mixed and some can be controlled by staff only within the bedroom. Local model assumes 3 "clusters" of rooms and need for storage space for larger personal items within clusters. (Cases, boxes, etc) |
| Equipment store                                    | HBN 03-01 |  | 12 | 1 | 12 | As per HBN guidance.   |   | Sockets may be required for equipment which requires charging.  |
| Dirty utility                                      | HBN 00-03 |  | 10 | 1 | 10 | As per HBN guidance.   |   | No requirement for bed pan processing.  |
| Disposal hold                                      | HBN 00-03 |  | 10 | 1 | 10 | As per HBN guidance.   |   | Increased to meet local needs.  |
| Cleaners' rooms                                    | HBN 00-03 |  | 10 | 2 | 20 | As per HBN guidance.   |   | Increased to meet local needs.  |



**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

| <b>CLINICAL SUPPORT &amp; CONSULTING AREAS WITH DISCRETE ENTRANCE</b>  |                        |   |      |   |      |                      |   |   |
|--|------------------------|---|------|---|------|----------------------|---|---|
| Discrete entrance (Secure lobby)                                       | HBN 03-02              | P | 6    | 1 | 6    |                      | Locked entrance will require buzzer / video and audio connection to ward office or other designated area. | Separate discrete side entrance for prisoners, etc.   |
| Treatment room/clinic utility  | HBN 00-03<br>HBN 03-01 |   | 16   | 1 | 16   | As per HBN guidance. |   |   |
| Clinical consulting room   |                        |   | 13.5 | 3 | 40.5 |                      |   | Supporting a range of clinical consulting activity and patient searches for clients admitted via the discrete entrance, e.g. From custody..(Equivalent to "single-sided consulting room areas)  |
| Meeting room / Staff handover / group therapy / activities (Duty room) | HBN 03-01              |   | 16   | 1 | 16   | As per HBN guidance. |   | These rooms should be multi-functional and offer the opportunity for other activities to take place, when not in use for meetings. Ideally a bookable facility will offer more flexibility. Furnishings and storage for unused furniture should be considered carefully to allow for the room layout to be changed. |
| WC - ambulant  | HBN 00-02              |   | 2    | 6 | 12   | As per HBN guidance. |   | Notionally staff  |
| MDT Room   |                        |   | 20   | 1 | 20   |                      |   | Supporting daily MDT meetings   |

| <b>GROUP/ THERAPY AREA</b> |  |  |    |   |    | <b>A variety of activity rooms may be required. Where the ward operates a day-service, for those young people, additional</b> |  |   |
|----------------------------|--|--|----|---|----|---|--|---|
| Group therapy rooms        |  |  | 20 | 3 | 60 | As per HBN guidance.  |  | Assumes all rooms are multi-functional! Size per room increased from 16m2 to support multi-functional element. Specific teaching rooms listed separately under education. |
| Group therapy room store   |  |  | 4  | 3 | 12 |   |  | En-suite to group rooms for local eqpt storage to support multi-functionality.  |

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|   |           |  |     |   |    |                      |  |  |
|---|-----------|--|-----|---|----|----------------------|--|--|
| Therapy kitchen                                 |           |  | 20  | 1 | 20 | As per HBN guidance. |  | Assumes not required as patient pantry available for therapeutic activity. |
| Gym   | HBN 03-01 |  | 30  | 1 | 30 | As per HBN guidance. |  |  |
| WC (independent wheelchair/semi-ambulant)       | HBN 00-02 |  | 5.5 | 2 | 11 | As per HBN guidance. |  | Shared with school area.   |
| WC - ambulant                                   | HBN 00-02 |  | 2   | 2 | 4  | As per HBN guidance. |  | Notionally staff   |
| Therapy office (size based on number of places) |           |  | 6   | 2 | 12 | As per HBN guidance. |  |  |

| <b>SCHOOL AREA</b>  |           |   |     |   |      |   |   |  |
|---|-----------|---|-----|---|------|---|---|--|
| Teaching room (minimum recommended space for any teaching room is 3 persons) (size based on number of spaces) | HBN 03-02 | P | 4   | 8 | 32   | For the study and teaching of subjects such as English and mathematics.                                 | The room will have the appropriate spaces for pupils to sit at tables / desks to undertake written work. A blackboard, whiteboard or smart board may be required. Locked storage for books and other teaching equipment will be required. | In smaller units this room could be shared to allow a number of staff members to teach different subjects.   |
| ICT room (size based on number of computers required)   | HBN 03-02 | P | 4   | 4 | 16   | Equipped with computers to enable the teaching of a variety of subjects and computer skills.            | The number of computers will vary depending of young people and the subjects for which the room is used.  | QNIC standards suggest 1 computer for every 2 young people in school. Depending on the size of the unit these may be located within this room, in larger units they may be in other teaching areas. Secure web filtering will be required. |
| Learning resource area  | HBN 03-02 | P | 10  | 1 | 10   |   |   |  |
| Staff room/office space (size based on number of spaces)  | HBN 03-02 | P | 6.6 | 2 | 13.2 | Space for administrative work, lesson preparation, marking, informal meetings with other staff members. | Desk / worktop space with computer access. Informal meeting area. Storage for files and educational equipment.  | The size of the unit will indicate whether any other office space is required.   |

|                  |  |  |             |  |  |  |  |  |
|------------------|--|--|-------------|--|--|--|--|--|
| <b>Sub-total</b> |  |  | <b>1079</b> |  |  |  |  |  |
|------------------|--|--|-------------|--|--|--|--|--|

**HBN 03-02 FACILITIES FOR CAMHS  
SCHEDULE OF ACCOMMODATION TOOL**

|  |     |             |  |  |  |
|--|-----|-------------|--|--|--|
| <b>Plant</b>                                 | 12% | 129         |  |  | HBN recommends 12% of NIA is allowed (depending on the size and nature of the building, and the location of the plant - rooftop plant, for instance, will require negligible m <sup>2</sup> ). |
| <b>EDC/Switch Cupboard (x6 @2.5m2)</b>       |     | 15          |  |  |  |
| <b>Comms</b>                                 |     | 14          |  |  | Estimate based on historical projects  |
| <b>Net internal area (NIA) m<sup>2</sup></b> |     | <b>1237</b> |  |  |  |

|  |     |             |  |  |   |
|--|-----|-------------|--|--|---|
| <b>Net internal area (NIA) m<sup>2</sup></b>   |     | <b>1237</b> |  |  |   |
| <b>Circulation allowance</b>                   | 25% | 309         |  |  | HBN figure used.                            |
| <b>Communication</b>                           | 0%  | 0           |  |  | Not required in a single unit of this size. |
| <b>Engineering</b>                             | 25% | 309         |  |  | HBN figure used.                            |
| <b>Gross internal area (GIA) m<sup>2</sup></b> |     | <b>1855</b> |  |  |   |

## NSAMHIS DRAFT SCHEDULE OF ACCOMMODATION

| Activity Space | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes |
|----------------|---------------|------------------------------------|----------|---------------------------|-------|
|----------------|---------------|------------------------------------|----------|---------------------------|-------|

| MAIN ENTRANCE HUB & ADMIN   |                        |     |   |      |   |
|---|------------------------|-----|---|------|---|
| Draught Lobby   | HBN 03-01              | 6   | 1 | 6    |   |
| Main entrance/reception   | HBN 03-01<br>HBN 00-03 | 20  | 1 | 20   |   |
| Reception desk. (Size based on number of places.)                                     | HBN 03-01<br>HBN 00-03 | 5.5 | 2 | 11   |   |
| Reception office. (Size based on number of places)                                    | HBN 03-01<br>HBN 00-04 | 6   | 2 | 12   |   |
| Waiting area (5 places including wheelchair space). (Size based on number of places.) | HBN 03-01<br>HBN 00-03 | 1.8 | 6 | 10.8 |   |
| Interview room  | HBN 03-01              | 12  | 1 | 12   |   |
| Office - 1 person with informal meeting space   | HBN 00-03              | 12  | 3 | 36   | SCN x1, visiting consultants x 2.   |
| WC - semi-ambulant  | HBN 00-02              | 2.5 | 1 | 2.5  |   |
| WC (independent wheelchair/semi-ambulant)   | HBN 00-02              | 5.5 | 1 | 5.5  | Visitor toilet. HBN notes: The accessible WC should be kept locked when located in the reception area, to be opened upon request. |

| Activity Space  | HBN Reference          | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|------------------------|------------------------------------|----------|---------------------------|---|
| <b>STAFF AREA</b>   |                        |                                    |          |                           |   |
| Staff rest room and mini-kitchen (size based on number of spaces) | HBN 03-01<br>HBN 00-03 | 1.8                                | 15       | 27                        | Assumes max of 15 staff at any one time.  |
| WC - ambulant   | HBN 00-02              | 2                                  | 4        | 8                         |   |
| WC (independent wheelchair/semi-ambulant)                         | HBN 00-02              | 5.5                                | 1        | 5.5                       |   |
| Staff WCs, changing rooms and showers (10 lockers)                | HBN 00-02              | 6                                  | 4        | 24                        | Assumes 40 lockers required. HBN states: May include lockers and hanging space (see below). |

| Activity Space       | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes                                 |
|----------------------|---------------|------------------------------------|----------|---------------------------|---------------------------------------|
| <b>VISITING AREA</b> |               |                                    |          |                           |                                       |
| Visiting room        | HBN 03-02     | 16                                 | 1        | 16                        | Accesses toilets in the entrance hub. |

| Activity Space  | HBN Reference          | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|------------------------|------------------------------------|----------|---------------------------|---|
| <b>DAY, DINING &amp; LOCAL ACTIVITY AREAS</b>                       |                        |                                    |          |                           |   |
| Ward entrance (Secure lobbies)                                      | HBN 03-02              | 6                                  | 2        | 12                        |   |
| Dining area (size based on number of places)                        | HBN 03-01              | 2                                  | 18       | 36                        |   |
| Unit kitchen / ward kitchen   | HBN 03-01<br>HBN 00-03 | 20                                 | 1        | 20                        | Increased to suit local catering provision. (HBN states: The catering solution and the size of the unit will determine the requirements for either a kitchen for the unit and / or ward kitchens) |
| Activities area   | HBN 03-01              | 16                                 | 1        | 16                        | This area should include appropriate activities for the age group. This may include electronic games.   |
| Games area / social room  | HBN 03-01              | 24                                 | 1        | 24                        | Space should be considered carefully if a table tennis and / or pool table is required. Lockable storage may also be required for the tables and other equipment.                                 |
| Patients' beverage area   | HBN 03-01<br>HBN 00-03 | 6                                  | 1        | 6                         |   |
| Patients' laundry   | HBN 03-01              | 12                                 | 1        | 12                        | Inclusion of this room in the unit, can assist in developing life skills.   |
| Staff communication base/ward base (size based on number of places) | HBN 03-01              | 5.5                                | 2        | 11                        |   |
| WC - semi-ambulant  | HBN 00-02              | 2.5                                | 2        | 5                         |   |

| Activity Space  | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|---------------|------------------------------------|----------|---------------------------|---|
| <b>PATIENT: BEDROOM AREAS</b>   |               |                                    |          |                           |   |
| Sitting area/room (size based on number of places) (Located within bedroom "clusters"). | HBN 03-01     | 3                                  | 12       | 36                        | Assumes small sitting areas provided with 3 x bedroom "clusters". Also doubles as "quiet room provision through the day?  |
| Staff "touch-down" bases  |               | 2                                  | 3        | 6                         | As per HBN 00-02  |
| Single bedroom (Accessible)   | HBN 03-01     | 12.5                               | 9        | 112.5                     | Personalisation of the room by the patient would be advantageous. The opportunity to display posters and photographs. Lighting which can reflect mood, colour changing, dimmable and controlled from within the room would be advantageous. |
| Single bedroom for extra care/seclusion   | HBN 03-01     | 15                                 | 3        | 45                        | Final model to be determined. Current notional allowance is for 3 bedrooms (1 per "cluster") to be able to support seclusion/extra care needs.  |
| Lobby to seclusion room   | HBN 03-01     | 8                                  | 3        | 24                        | As above.   |
| De-escalation area  | HBN 03-01     | 12                                 | 3        | 36                        | As above.   |
| En-suite  | HBN 03-01     | 4.5                                | 12       | 54                        | A lockback door gives the opportunity for the door to be locked in the open or closed position by staff.  |
| Linen storage   | HBN 03-01     | 5                                  | 3        | 15                        | This can be one linen store or could be small cupboard areas located in bedroom corridors. Increased to meet local needs - assumes 3 x "clusters"   |
| Assisted bathroom   | HBN 03-01     | 15                                 | 1        | 15                        | Consider provision of a 'domestic'-type bathroom, feels like being at home.<br><br>Also consider DDA shower as young people often prefer showers to baths. (Reduced from 2)   |



| Activity Space       | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes  |
|----------------------|---------------|------------------------------------|----------|---------------------------|--|
| Mobile hoist storage | HBN 03-01     | 2                                  | 1        | 2                         | Hoists may be stored within an dedicated lockable recess within the bathroom. If this is unavailable, the hoist should be stored in a locked store room within the area which may also contain weighing / sanitary chairs. (Reduced from 2 as above) |

| Activity Space                                  | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|---------------|------------------------------------|----------|---------------------------|---|
| <b>UNIT SUPPORT &amp; STORAGE AREAS</b>         |               |                                    |          |                           |   |
| Patients' property store (Personal goods store) | HBN 03-01     | 12                                 | 1        | 12                        | HBN notes: The size of this room may be smaller than previously as single bedrooms with lockable storage allows more property to be kept in a secure manner. The lockable storage can be mixed and some can be controlled by staff only within the bedroom. Local model assumes 3 "clusters" of rooms and need for storage space for larger personal items within clusters. (Cases, boxes, etc) |
| Equipment store                                 | HBN 03-01     | 12                                 | 1        | 12                        | Sockets may be required for equipment which requires charging.  |
| Dirty utility                                   | HBN 00-03     | 10                                 | 1        | 10                        | No requirement for bed pan processing.  |
| Disposal hold                                   | HBN 00-03     | 10                                 | 1        | 10                        | Increased to meet local needs.  |
| Cleaners' rooms                                 | HBN 00-03     | 10                                 | 2        | 20                        | Increased to meet local needs.  |

| Activity Space   | HBN Reference          | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|--|------------------------|------------------------------------|----------|---------------------------|---|
| <b>CLINICAL SUPPORT &amp; CONSULTING AREAS WITH DISCRETE ENTRANCE</b>  |                        |                                    |          |                           |   |
| Discrete entrance (Secure lobby)                                       | HBN 03-02              | 6                                  | 1        | 6                         | Separate discrete side entrance for prisoners, etc.   |
| Treatment room/clinic utility  | HBN 00-03<br>HBN 03-01 | 16                                 | 1        | 16                        |   |
| Clinical consulting room   |                        | 13.5                               | 3        | 40.5                      | Supporting a range of clinical consulting activity and patient searches for clients admitted via the discrete entrance, e.g. From custody..(Equivalent to "single-sided consulting room areas)  |
| Meeting room / Staff handover / group therapy / activities (Duty room) | HBN 03-01              | 16                                 | 1        | 16                        | These rooms should be multi-functional and offer the opportunity for other activities to take place, when not in use for meetings. Ideally a bookable facility will offer more flexibility. Furnishings and storage for unused furniture should be considered carefully to allow for the room layout to be changed. |
| WC - ambulant  | HBN 00-02              | 2                                  | 6        | 12                        | Notionally staff  |
| MDT Room   |                        | 20                                 | 1        | 20                        | Supporting daily MDT meetings   |

| <b>GROUP/ THERAPY AREA</b> |           |    |   |    |   |
|----------------------------|-----------|----|---|----|---|
| Group therapy rooms        |           | 20 | 3 | 60 | Assumes all rooms are multi-functional! Size per room increased from 16m <sup>2</sup> to support multi-functional element. Specific teaching rooms listed separately under education. |
| Group therapy room store   |           | 4  | 3 | 12 | En-suite to group rooms for local eqpt storage to support multi-functionality.  |
| Therapy kitchen            |           | 20 | 1 | 20 | Assumes not required as patient pantry available for therapeutic activity.  |
| Gym                        | HBN 03-01 | 30 | 1 | 30 |   |

| Activity Space                                  | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes                    |
|---|---------------|------------------------------------|----------|---------------------------|--------------------------|
| WC (independent wheelchair/semi-ambulant)       | HBN 00-02     | 5.5                                | 2        | 11                        | Shared with school area. |
| WC - ambulant                                   | HBN 00-02     | 2                                  | 2        | 4                         | Notionally staff         |
| Therapy office (size based on number of places) |               | 6                                  | 2        | 12                        |                          |

| SCHOOL AREA   |           |     |   |      |  |
|---|-----------|-----|---|------|--|
| Teaching room (minimum recommended space for any teaching room is 3 persons) (size based on number of spaces) | HBN 03-02 | 4   | 8 | 32   | In smaller units this room could be shared to allow a number of staff members to teach different subjects. |
| ICT room (size based on number of computers required)   | HBN 03-02 | 4   | 4 | 16   |  |
| Learning resource area  | HBN 03-02 | 10  | 1 | 10   |  |
| Staff room/office space (size based on number of spaces)  | HBN 03-02 | 6.6 | 2 | 13.2 |  |

|   |     |             |  |
|---|-----|-------------|--|
| <b>Sub-total</b>                                  |     | <b>1079</b> |  |
| <b>Plant</b>                                      | 12% | 129         | HBN recommends 12% of NIA is allowed (depending on the size and nature of the building, and the location of the plant - rooftop plant, for instance, will require negligible m <sup>2</sup> ). |
| <b>EDC/Switch Cupboard (x6 @2.5m<sup>2</sup>)</b> |     | 15          |  |
| <b>Comms</b>                                      |     | 14          | Estimate based on historical projects  |
| <b>Net internal area (NIA) m<sup>2</sup></b>      |     | <b>1237</b> |  |

|  |     |             |                  |
|--|-----|-------------|------------------|
| <b>Net internal area (NIA) m<sup>2</sup></b> |     | <b>1237</b> |                  |
| <b>Circulation allowance</b>                 | 25% | 309         | HBN figure used. |

| Activity Space | HBN Reference                                  | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes                                       |
|----------------|--|------------------------------------|----------|---------------------------|---|
|                | Communication                                  | 0%                                 |          | 0                         | Not required in a single unit of this size. |
|                | Engineering                                    | 25%                                |          | 309                       | HBN figure used.                            |
|                | <b>Gross internal area (GIA) m<sup>2</sup></b> |                                    |          | <b>1855</b>               |   |

**Notes:**

Baseline guidance SofA Based on HBN 03-02 (12 beds)

Modified by N Sutherland (HGHP) to reflect local service planning & client comments (11/5/18)

Does not include external areas (Outdoor storage, secure garden areas and secure vehicular/ambulance compound)

Still being developed and modified as COS discussions are on-going.

Comments removed from this version for inclusion in IA documentation.

This version re-aligned to reflect notional zonal/area relationships and flow. (See relationship diagram)

## NSAMHIS DRAFT SCHEDULE OF ACCOMMODATION

| Activity Space | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes |
|----------------|---------------|------------------------------------|----------|---------------------------|-------|
|----------------|---------------|------------------------------------|----------|---------------------------|-------|

| MAIN ENTRANCE HUB & ADMIN   |                        |     |   |      |   |
|---|------------------------|-----|---|------|---|
| Draught Lobby   | HBN 03-01              | 6   | 1 | 6    |   |
| Main entrance/reception   | HBN 03-01<br>HBN 00-03 | 20  | 1 | 20   |   |
| Reception desk. (Size based on number of places.)                                     | HBN 03-01<br>HBN 00-03 | 5.5 | 2 | 11   |   |
| Reception office. (Size based on number of places)                                    | HBN 03-01<br>HBN 00-04 | 6   | 2 | 12   |   |
| Waiting area (5 places including wheelchair space). (Size based on number of places.) | HBN 03-01<br>HBN 00-03 | 1.8 | 6 | 10.8 |   |
| Interview room  | HBN 03-01              | 12  | 1 | 12   |   |
| Office - 1 person with informal meeting space   | HBN 00-03              | 12  | 3 | 36   | SCN x1, visiting consultants x 2.   |
| WC - semi-ambulant  | HBN 00-02              | 2.5 | 1 | 2.5  |   |
| WC (independent wheelchair/semi-ambulant)   | HBN 00-02              | 5.5 | 1 | 5.5  | Visitor toilet. HBN notes: The accessible WC should be kept locked when located in the reception area, to be opened upon request. |

| Activity Space  | HBN Reference          | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|------------------------|------------------------------------|----------|---------------------------|---|
| <b>STAFF AREA</b>   |                        |                                    |          |                           |   |
| Staff rest room and mini-kitchen (size based on number of spaces) | HBN 03-01<br>HBN 00-03 | 1.8                                | 12       | 21.6                      | Assumes max of 15 staff at any one time.  |
| WC - ambulant   | HBN 00-02              | 2                                  | 4        | 8                         |   |
| WC (independent wheelchair/semi-ambulant)                         | HBN 00-02              | 5.5                                | 1        | 5.5                       |   |
| Staff WCs, changing rooms and showers (10 lockers)                | HBN 00-02              | 6                                  | 4        | 24                        | Assumes 40 lockers required. HBN states: May include lockers and hanging space (see below). |

| Activity Space       | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes                                 |
|----------------------|---------------|------------------------------------|----------|---------------------------|---------------------------------------|
| <b>VISITING AREA</b> |               |                                    |          |                           |                                       |
| Visiting room        | HBN 03-02     | 16                                 | 1        | 16                        | Accesses toilets in the entrance hub. |



| Activity Space  | HBN Reference          | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|------------------------|------------------------------------|----------|---------------------------|---|
| <b>DAY, DINING &amp; LOCAL ACTIVITY AREAS</b>                       |                        |                                    |          |                           |   |
| Ward entrance (Secure lobbies)                                      | HBN 03-02              | 6                                  | 2        | 12                        |   |
| Dining area (size based on number of places)                        | HBN 03-01              | 2                                  | 15       | 30                        |   |
| Unit kitchen / ward kitchen   | HBN 03-01<br>HBN 00-03 | 20                                 | 1        | 20                        | Increased to suit local catering provision. (HBN states: The catering solution and the size of the unit will determine the requirements for either a kitchen for the unit and / or ward kitchens) |
| Activities area   | HBN 03-01              | 16                                 | 1        | 16                        | This area should include appropriate activities for the age group. This may include electronic games.   |
| Games area / social room  | HBN 03-01              | 24                                 | 1        | 24                        | Space should be considered carefully if a table tennis and / or pool table is required. Lockable storage may also be required for the tables and other equipment.                                 |
| Patients' beverage area   | HBN 03-01<br>HBN 00-03 | 6                                  | 1        | 6                         |   |
| Patients' laundry   | HBN 03-01              | 12                                 | 1        | 12                        | Inclusion of this room in the unit, can assist in developing life skills.   |
| Staff communication base/ward base (size based on number of places) | HBN 03-01              | 5.5                                | 2        | 11                        |   |
| WC - semi-ambulant  | HBN 00-02              | 2.5                                | 2        | 5                         |   |

| Activity Space  | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|---------------|------------------------------------|----------|---------------------------|---|
| <b>PATIENT: BEDROOM AREAS</b>   |               |                                    |          |                           |   |
| Sitting area/room (size based on number of places) (Located within bedroom "clusters"). | HBN 03-01     | 3                                  | 12       | 36                        | Assumes small sitting areas provided with 3 x bedroom "clusters". Also doubles as "quiet room provision through the day?  |
| Staff "touch-down" bases  |               | 2                                  | 3        | 6                         | As per HBN 00-02  |
| Single bedroom (Accessible)   | HBN 03-01     | 12.5                               | 6        | 75                        | Personalisation of the room by the patient would be advantageous. The opportunity to display posters and photographs. Lighting which can reflect mood, colour changing, dimmable and controlled from within the room would be advantageous. |
| Single bedroom for extra care/seclusion   | HBN 03-01     | 15                                 | 3        | 45                        | Final model to be determined. Current notional allowance is for 3 bedrooms (1 per "cluster") to be able to support seclusion/extra care needs.  |
| Lobby to seclusion room   | HBN 03-01     | 8                                  | 3        | 24                        | As above.   |
| De-escalation area  | HBN 03-01     | 12                                 | 3        | 36                        | As above.   |
| En-suite  | HBN 03-01     | 4.5                                | 9        | 40.5                      | A lockback door gives the opportunity for the door to be locked in the open or closed position by staff.  |
| Linen storage   | HBN 03-01     | 5                                  | 3        | 15                        | This can be one linen store or could be small cupboard areas located in bedroom corridors. Increased to meet local needs - assumes 3 x "clusters"   |
| Assisted bathroom   | HBN 03-01     | 15                                 | 1        | 15                        | Consider provision of a 'domestic'-type bathroom, feels like being at home.<br><br>Also consider DDA shower as young people often prefer showers to baths. (Reduced from 2)   |

| Activity Space       | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes  |
|----------------------|---------------|------------------------------------|----------|---------------------------|--|
| Mobile hoist storage | HBN 03-01     | 2                                  | 1        | 2                         | Hoists may be stored within an dedicated lockable recess within the bathroom. If this is unavailable, the hoist should be stored in a locked store room within the area which may also contain weighing / sanitary chairs. (Reduced from 2 as above) |

| Activity Space                                  | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|---|---------------|------------------------------------|----------|---------------------------|---|
| <b>UNIT SUPPORT &amp; STORAGE AREAS</b>         |               |                                    |          |                           |   |
| Patients' property store (Personal goods store) | HBN 03-01     | 12                                 | 1        | 12                        | HBN notes: The size of this room may be smaller than previously as single bedrooms with lockable storage allows more property to be kept in a secure manner. The lockable storage can be mixed and some can be controlled by staff only within the bedroom. Local model assumes 3 "clusters" of rooms and need for storage space for larger personal items within clusters. (Cases, boxes, etc) |
| Equipment store                                 | HBN 03-01     | 12                                 | 1        | 12                        | Sockets may be required for equipment which requires charging.  |
| Dirty utility                                   | HBN 00-03     | 10                                 | 1        | 10                        | No requirement for bed pan processing.  |
| Disposal hold                                   | HBN 00-03     | 10                                 | 1        | 10                        | Increased to meet local needs.  |
| Cleaners' rooms                                 | HBN 00-03     | 10                                 | 2        | 20                        | Increased to meet local needs.  |

| Activity Space   | HBN Reference          | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes   |
|--|------------------------|------------------------------------|----------|---------------------------|---|
| <b>CLINICAL SUPPORT &amp; CONSULTING AREAS WITH DISCRETE ENTRANCE</b>  |                        |                                    |          |                           |   |
| Discrete entrance (Secure lobby)                                       | HBN 03-02              | 6                                  | 1        | 6                         | Separate discrete side entrance for prisoners, etc.   |
| Treatment room/clinic utility  | HBN 00-03<br>HBN 03-01 | 16                                 | 1        | 16                        |   |
| Clinical consulting room   |                        | 13.5                               | 3        | 40.5                      | Supporting a range of clinical consulting activity and patient searches for clients admitted via the discrete entrance, e.g. From custody..(Equivalent to "single-sided consulting room areas)  |
| Meeting room / Staff handover / group therapy / activities (Duty room) | HBN 03-01              | 16                                 | 1        | 16                        | These rooms should be multi-functional and offer the opportunity for other activities to take place, when not in use for meetings. Ideally a bookable facility will offer more flexibility. Furnishings and storage for unused furniture should be considered carefully to allow for the room layout to be changed. |
| WC - ambulant  | HBN 00-02              | 2                                  | 6        | 12                        | Notionally staff  |
| MDT Room   |                        | 20                                 | 1        | 20                        | Supporting daily MDT meetings   |

| <b>GROUP/ THERAPY AREA</b> |           |    |   |    |   |
|----------------------------|-----------|----|---|----|---|
| Group therapy rooms        |           | 20 | 3 | 60 | Assumes all rooms are multi-functional! Size per room increased from 16m <sup>2</sup> to support multi-functional element. Specific teaching rooms listed separately under education. |
| Group therapy room store   |           | 4  | 2 | 8  | En-suite to group rooms for local eqpt storage to support multi-functionality.  |
| Therapy kitchen            |           | 20 | 1 | 20 | Assumes not required as patient pantry available for therapeutic activity.  |
| Gym                        | HBN 03-01 | 30 | 1 | 30 |   |

| Activity Space                                  | HBN Reference | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes                    |
|---|---------------|------------------------------------|----------|---------------------------|--------------------------|
| WC (independent wheelchair/semi-ambulant)       | HBN 00-02     | 5.5                                | 2        | 11                        | Shared with school area. |
| WC - ambulant                                   | HBN 00-02     | 2                                  | 2        | 4                         | Notionally staff         |
| Therapy office (size based on number of places) |               | 6                                  | 2        | 12                        |                          |

| SCHOOL AREA   |           |     |   |      |  |
|---|-----------|-----|---|------|--|
| Teaching room (minimum recommended space for any teaching room is 3 persons) (size based on number of spaces) | HBN 03-02 | 4   | 6 | 24   | In smaller units this room could be shared to allow a number of staff members to teach different subjects. |
| ICT room (size based on number of computers required)   | HBN 03-02 | 4   | 3 | 12   |  |
| Learning resource area  | HBN 03-02 | 10  | 1 | 10   |  |
| Staff room/office space (size based on number of spaces)  | HBN 03-02 | 6.6 | 2 | 13.2 |  |

|   |     |             |  |
|---|-----|-------------|--|
| <b>Sub-total</b>                                  |     | <b>1000</b> |  |
| <b>Plant</b>                                      | 12% | 120         | HBN recommends 12% of NIA is allowed (depending on the size and nature of the building, and the location of the plant - rooftop plant, for instance, will require negligible m <sup>2</sup> ). |
| <b>EDC/Switch Cupboard (x6 @2.5m<sup>2</sup>)</b> |     | 15          |  |
| <b>Comms</b>                                      |     | 14          | Estimate based on historical projects  |
| <b>Net internal area (NIA) m<sup>2</sup></b>      |     | <b>1149</b> |  |

|  |     |             |                  |
|--|-----|-------------|------------------|
| <b>Net internal area (NIA) m<sup>2</sup></b> |     | <b>1149</b> |                  |
| <b>Circulation allowance</b>                 | 25% | 287         | HBN figure used. |

| Activity Space | HBN Reference                                  | Unit area allowance m <sup>2</sup> | Quantity | Total area m <sup>2</sup> | Notes                                       |
|----------------|--|------------------------------------|----------|---------------------------|---|
|                | <b>Communication</b>                           | 0%                                 |          | 0                         | Not required in a single unit of this size. |
|                | <b>Engineering</b>                             | 25%                                |          | 287                       | HBN figure used.                            |
|                | <b>Gross internal area (GIA) m<sup>2</sup></b> |                                    |          | <b>1724</b>               |   |

**Notes:**

Baseline guidance SofA Based on HBN 03-02 (12 beds)

Modified by N Sutherland (HGHCPC) to reflect local service planning & client comments (11/5/18)

Does not include external areas (Outdoor storage, secure garden areas and secure vehicular/ambulance compound)

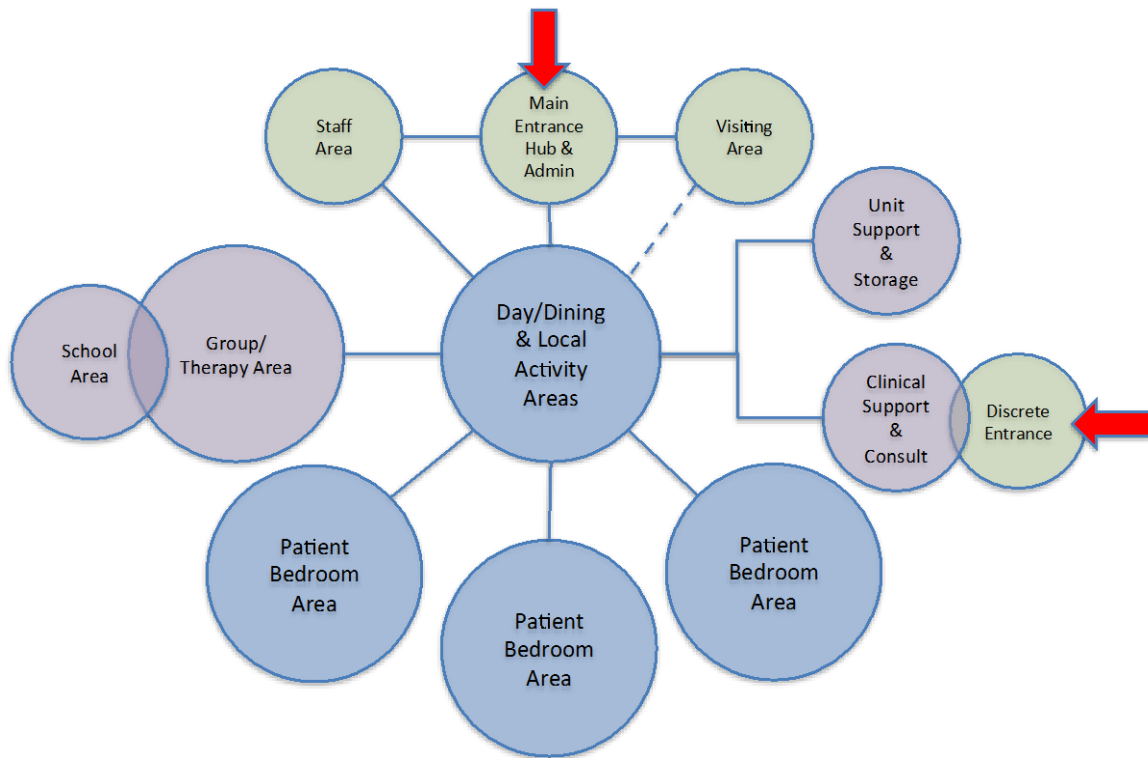
Still being developed and modified as COS discussions are on-going.

Comments removed from this version for inclusion in IA documentation.

This version re-aligned to reflect notional zonal/area relationships and flow. (See relationship diagram)

This version intended to reflect requirements for a 9 bed unit in 3 x "clusters"

# NSAMHIS Core Areas & Relationships





## Appendix P – References for Model of Care

### References

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# **Budget and Impact on FCI Report**

**Strategy Name:**

Capital Investment Priorities: NHSS Capital Investment Priorities

**Inflation:**

3.00

**Board:**

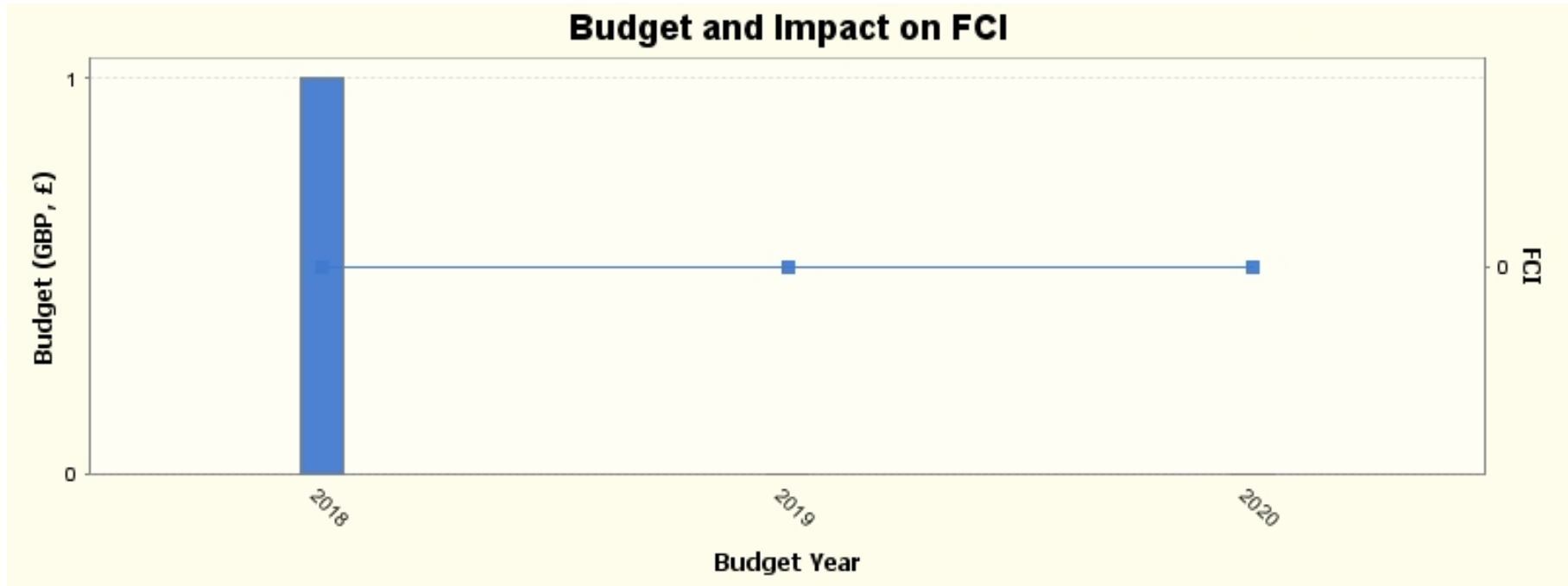
5. NHS A&A Capital Investment Projects

**Site:**

National Secure Adolescent Inpatient Service

**Block Name:**

National Secure Adolescent Inpatient Service



■ Specific Annual

**Note: Contingency Costs not shown in graph.**

*Specific Annual*

| Year | Requirement Cost | Override Cost | Soft Cost | Total Cost | FCI   | Total Budget | Total Contingency | Total Available Budget | Total Over/Under Budget |
|------|------------------|---------------|-----------|------------|-------|--------------|-------------------|------------------------|-------------------------|
| 2018 | 1                | 0             | 0         | 1          | 0.000 | 50,000       | 0                 | 50,000                 | 49,999                  |
| 2019 | 0                | 0             | 0         | 0          | 0.000 | 450,000      | 0                 | 450,000                | 450,000                 |
| 2020 | 0                | 0             | 0         | 0          | 0.000 | 5,000,000    | 0                 | 5,000,000              | 5,000,000               |

**Note:** Columns 'Requirement Cost', 'Override Cost', 'Soft Cost', 'Total Cost' and 'FCI' represent the costs and FCI of the 'drill-down' selection criteria. All other columns represent the initial 'full' selection criteria.

VFA.facility is configured with the following exchange rates:

1 GBP =

1.548947 CAD

1.548947 USD

*Exchange Rates*





# **Budget Scenario Ranked Requirements Report**

**Strategy Name:**

Capital Investment Priorities: NHSS Capital Investment Priorities

**Inflation:**

3.00

**Board:**

5. NHS A&A Capital Investment Projects

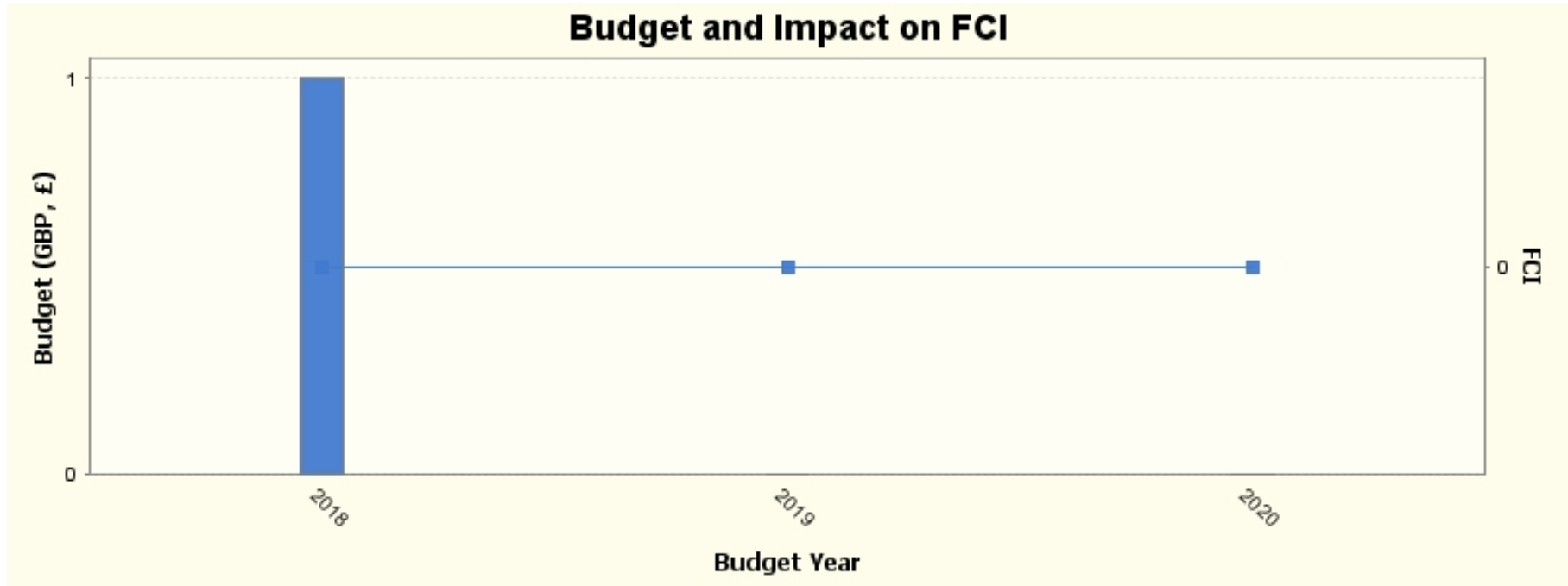
**Site:**

National Secure Adolescent Inpatient Service

**Block Name:**

National Secure Adolescent Inpatient Service

**Note: The "ID" column in the ranking table displays the ID of the associated Requirement if 1) the Record Locator feature is enabled for Requirements and 2) the ID field is included in the Budgets table column layout. Otherwise, no ID value will be displayed.**



■ Specific Annual

**Note: Contingency Costs not shown in graph.**

*Specific Annual*

| Year | Requirement Cost | Override Cost | Soft Cost | Total Cost | FCI   | Total Budget | Total Contingency | Total Available Budget | Total Over/Under Budget |
|------|------------------|---------------|-----------|------------|-------|--------------|-------------------|------------------------|-------------------------|
| 2018 | 1                | 0             | 0         | 1          | 0.000 | 50,000       | 0                 | 50,000                 | 49,999                  |
| 2019 | 0                | 0             | 0         | 0          | 0.000 | 450,000      | 0                 | 450,000                | 450,000                 |
| 2020 | 0                | 0             | 0         | 0          | 0.000 | 5,000,000    | 0                 | 5,000,000              | 5,000,000               |

**Note:** Columns 'Requirement Cost', 'Override Cost', 'Soft Cost', 'Total Cost' and 'FCI' represent the costs and FCI of the 'drill-down' selection criteria. All other columns represent the initial 'full' selection criteria.

*Specific Annual*

| Rank | Score | Budget Year | Override | Name   | Est Cost (GBP) | Board                                | Site   | Block Name                                   | ID |
|------|-------|-------------|----------|--|----------------|--------------------------------------|--|--|----|
| 1    | 98    | 2018        | FALSE    | National Secure Adolescent Inpatient Service | 1              | 5. NHS A Capital Investment Projects | National Secure Adolescent Inpatient Service | National Secure Adolescent Inpatient Service |    |

VFA.facility is configured with the following exchange rates:

1 GBP =

1.548947 CAD

1.548947 USD

*Exchange Rates*

# Strategic Assessment

**What are the current arrangements:** There are no arrangements for this service within Scotland. NHS England National Secure Forensic Mental Health for Young People service provide the current service.

**Project:** National Forensic Adolescent Service for Scotland

**What is the need for change?**

**What benefits will be gained**  
From addressing these needs?

**How do these benefits link to NHS Scotland's Strategic Investment Priorities?**

**What solution is being considered?**

Very delayed access to effective intervention for chronic, disabling mental disorder young people

Interventions to meet clinical, forensic and developmental needs

Person Centred

Prioritisation score  
5

**Service scope/size**  
8 - 12 bedded secure inpatient unit with associated assessment and consultation service for all of Scotland

Risks not managed in available child care or hospital settings

Provide and develop effective evidence-based treatments

Safe

5

**Service Arrangement**  
NHS Ayrshire & Arran and the Health and Social Care Partnerships

Delayed treatment far from community of origin

Interventions to be delivered as close as possible to community of origin

Effective Quality of Care

Health of Population

**Service Providers**  
health and social care providers from across Scotland including paediatrics, CAMHS, youth justice, secure care, young offenders, institutions, Police Scotland, secure schools, Forensic Network

Serious disruption to schooling and adolescent social development

Treatments to be provided promptly in least restrictive manner within robust settings

Value & sustainability

5

**Impact on Assets**  
Expansion of Acute Ayrshire Mental Health and Community Hospital

Clear care pathways to minimise disruptions

4

**Total Score**

**98**

**Value & Procurement**  
Capital – c. £4.5m