

NHS North Central London ICB Staff and Visitor Guide

Laycock Street

Please only attend this site, if you have pre-booked a desk or a meeting room/space. To maintain staff safety, please do not use a desk or meeting room if you have not booked.

Getting to Laycock Street

The easiest way to reach Laycock Street by public transport is via train at

- Highbury and Islington (Victoria Line and Overground).
- Buses 4, 19, 30 & 43 all stop a short walk from main site entrance.

Please enter the office via either Highbury Station Road or Laycock Street. The ICB office can be found on the 2nd Floor. To use the lift, you must enter the code **11234** and then press the button for Floor 2.

Entrance via Highbury Station Road



Entrance via Laycock Street



Access to the building is via the main entrance and it is open Monday to Friday, excluding Bank Holidays. NCL ICB standard work hours are 7am to 7pm Monday to Friday. Core business hours are 9am to 5pm.

Bike shed keys

There are outdoor bike stands within the grounds. A key to the bike shed can be requested via email to nclpcb.businessservices@nhs.net

Parking

The ICB has limited parking spaces at Laycock Street. Please email nclpcb.businessservices@nhs.net if you wish to check availability and book a space in advance. Please include your name, make and vehicle registration number when emailing Business Services.

Security passes

In order to gain access to the ICB office, you will need a fob. All previous security passes for this office will no longer work, and staff previously based at Laycock Street should request a fob via the Business Services email.

nclpcb.businessservices@nhs.net

The fob contains no NHS logo, and therefore if you require a NHS ID, please ensure you inform the Business Services team when making your request.

ID Pass only

If you require an ID pass only please send the following information to nclpcb.businessservices@nhs.net

- Name
- Job title
- Email
- Telephone
- Directorate
- Electronic photo (must be a colour photo headshot, facing forward)

Fire Evacuation

The Assembly Point for NCL ICB is within the basketball court on Laycock Street. The fire alarm is tested every **Wednesday morning**.



Fire Wardens: Victoria Creamer, Sarah Soan and Nicola Sage
First Aider: Victoria Creamer, Clare Driscoll and Nicola Sage

The office has **two** fully stocked First Aid boxes.

Incident / accident reporting

All staff have a duty to report incidents or near misses. If there is an incident, an accident or a near miss, please inform your line manager and Business Services at nclpcb.businessservices@nhs.net immediately. Please then refer to the process as outlined in the “Non-clinical incident and Near Miss reporting Policy and Procedure” (found on the Intranet <https://intranet.northcentrallondonICB.nhs.uk/downloads/HR%20policies/NCL%20ICB%20Non-Clinical%20Incident%20Near%20Miss%20Reporting%20Policy%20and%20Procedure.pdf>) and complete the incident form.

Maintenance Issues

Please report any maintenance concerns to the Business Services Team who will raise directly with the landlord to ensure the issues are resolved quickly.

nclimb.businessservices@nhs.net

Stationery

If you require stationery or notice that stock is low, please contact:

nclimb.businessservices@nhs.net

For all IT queries, please call the IT helpdesk on: 020 3049 0611

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