

NHS North Central London ICB Staff and Visitor Guide

48 Station Road, Haringey

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

Getting to 48 Station Road

The easiest way to reach 48 Station Road by public transport is via train or bus as follows:

- Wood Green (Piccadilly Line)
- Alexandra Palace Station (National Rail)
- Buses 29, 67, 121, 123, 141, 144, 184, 221, 230 and 232 all stop a short walk from main site entrance

The ICB office can be found on the 2nd Floor, 48 Station Road, London N22 7TY

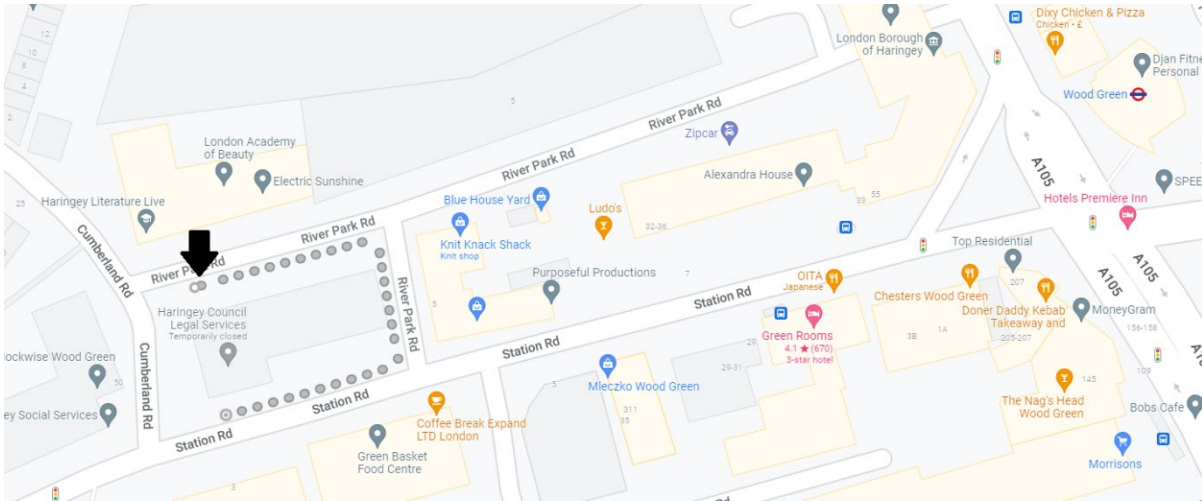
Staff access to the building is via the rear of the building on **River Park Road**.

The office is open from 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.

(Rear entrance of 48 Station Road - **River Park Road Entrance**)



There is a card reader (see yellow arrow) which will give you access to the building.



48 Station Road – General Public entrance



Bike shed

Access to the bike storage is via the rear entrance of Alexandra House. Cyclists should wait by the shutters and security will open the door to provide you with access.

Security passes

All previous security passes for this office will have been deactivated during the lockdown period, so you will need to request that your pass is either reactivated or a new pass issued.

In order to do this, staff need to complete the Haringey ID badge application form and email it to the Council Facilities Management Support Team at: fmsupport@haringey.gov.uk.

On the day of collection, staff need to take a hard copy of the form (this is the Council process), and attend the ID office at Alexandra House. The ID office is temporarily

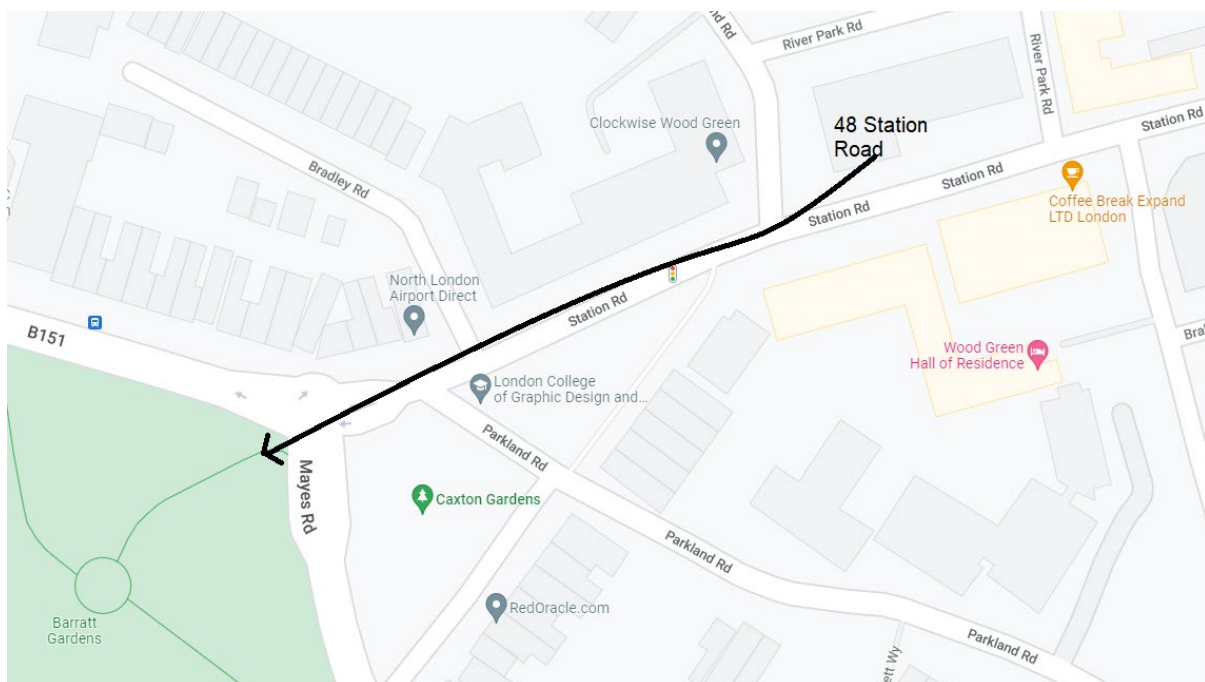
based on the South Podium in Alexandra House (near the link corridor between River Park House and Alexandra House).

No appointment is necessary to obtain an ID badge/access pass, the Council provide a walk-in service and the ID office is open from Monday to Thursday 10am to 3pm only. The FM Support Team will take your photo and print your pass – this takes place on the same day.

The ID badge/access pass provided to gain access to 48 Station Road, is not an NHS ID badge and will contain the Haringey Council logo.

Fire Evacuation

The Assembly Point for NCL ICB is on Wood Green Common, just off Station Road.



Fire Wardens: TBC and Julie Sujeewon

First Aider: TBC and Julie Sujeewon

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%20Procedu
re.pdf](#)) and complete the incident form.

Maintenance Issues

Please report any maintenance concerns to Business Services via nclimb.businessservices@nhs.net who will raise the concerns directly with the landlord to ensure the issues are resolved quickly.

Stationery

If you require stationery or notice that stock is low, please contact Business Services via nclimb.businessservices@nhs.net

For all IT queries, please call the IT Service Desk on: 0204 506 6006