

# NHS North Central London CCG Staff and Visitor Guide

## North London Business Park

**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 North London Business Park (NLBP)**

The easiest way to reach North London Business Park by public transport is via

- London Underground at Arnos Grove station (Piccadilly Line)
  - Buses 34, 251 from Arnos Grove
- Overground services at New Southgate.
  - 382 from New Southgate

Walking from the stations to the NLBP is approx. 12-15 minutes' walk from main site entrance.

The NLBP is 1.5 miles away from North Circular Road, which can be used to reach the site from east or west London. Alternatively, drivers can use Junction 25 of the M25 or the A111, both of which are within 5 miles of the site.

**Use the Entrance via Building 3 Reception** (image below) – the CCG office is on the **1<sup>st</sup> Floor, Building 4**. You will need to walk through the building to access the CCG office.

Access to the office is via Building 3; it is open Monday to Friday, excluding Bank Holidays. NCL CCG standard work hours are 7am to 7pm Monday to Friday. Core business hours are 9am to 5pm.



## Entrance to Car Park



Additional on-site amenities include a coffee shop, a gym, a canteen, meeting space, an auditorium, open air communal seating areas, and a number of small retail units. There is also a hairdresser's onsite.

## Parking permits

If you are visiting NLBP by car, you will need a parking permit to park in the car park. Please email [nclccg.businessservices@nhs.net](mailto:nclccg.businessservices@nhs.net) who will provide you with a permit and assist in the collection of your permit. The CCG parking spaces are on the first floor of the multi-storey car park. The CCG parking spaces are marked with red squares on the floor. Your parking permit must be displayed in your car, at all times, as fines are issued by the local parking warden if not displayed – please see posters in the car park for further information.

## Security Pass

In order to gain access to the CCG office, you will need a swipe card. Please email [nclccg.businessservices@nhs.net](mailto:nclccg.businessservices@nhs.net) for a swipe card to access the office on the first floor. The swipe cards also gain you access to the turnstile entrance at Building 2 if entering the building that route. If you attend via Building 3 reception, a swipe card will only be needed at the point of entering the CCG office.

## Fire Evacuation

The Assembly Point for all NCL CCG staff and those visiting the CCG office is beside the multi-storey car park by Building 2 (image below).



**Fire Wardens:** Shamila Galaiya, Jon Robson, Christina Fadipe and Laura Andrews  
There is a fire alarm test every **Monday** at **9.30am**

The office has **two** fully stocked First Aid boxes and a First Aid room.

### **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 [nclccg.businessservices@nhs.net](mailto:nclccg.businessservices@nhs.net) immediately. Please then refer to the process as outlined in the “Non-clinical incident and Near Miss reporting Policy and Procedure” (<https://intranet.northcentrallondonccg.nhs.uk/downloads/HR%20policies/NCL%20CCG%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.  
[nclccg.businessservices@nhs.net](mailto:nclccg.businessservices@nhs.net)

### **Stationery**

If you require stationery or notice that stock is low, please contact:  
[nclccg.businessservices@nhs.net](mailto:nclccg.businessservices@nhs.net)

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