

**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 HBN Reference</b>	<b>HBN containing the full description of the room.</b>
<b>Column C HBN 03-02 specific room</b>	<b>Refers to rooms only described in this HBN.</b>
<b>Column D 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 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 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
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**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.

<b>ENTRANCE AREA</b>	<b>HBN 03-01 HBN 00-03</b>					<b>Main entrance to the unit. May contain a reception desk, shop, café and other facilities depending on the size of the unit.</b>	<b>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.</b>	<b>Age-appropriate (applies to all activity spaces). Anti-ligature fixtures and fittings (applies to all patient accessible areas).</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 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 HBN 00-03		5.5	1	5.5	As per HBN guidance.		

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Reception office. (Size based on number of places)	HBN 03-01 HBN 00-04		6	2				
Waiting area (5 places including wheelchair space). (Size based on number of places.)	HBN 03-01 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 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 HBN 00-03		20	1	20	As per HBN guidance.		

<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	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>						<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	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	<b>12</b>	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	<b>32</b>	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	<b>16</b>	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	<b>16</b>	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	<b>12</b>	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.

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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. 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	<b>16</b>	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.	<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	<b>6</b>	To prepare snacks and drinks.	An area where visitors may prepare a drink and snacks to consume in the visitors room with family members.	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.

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Overnight family bedroom	HBN 03-02	✓	18	1	<b>18</b>	Sleeping accommodation for two adults and a child, with space for a cot.	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.	If overnight accommodation is not included within the unit then information on the location of reasonably priced overnight accommodation nearby should be available.
En-suite	HBN 03-02	✓	4.5	1	<b>4.5</b>			
Sitting / Dining area	HBN 03-02	✓	12	1	<b>12</b>			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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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	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.  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 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.

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<b>PATIENT: 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 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 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 HBN 03-01		16	1	16	As per HBN guidance.	
Clinic room / drug storage	HBN 03-01 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.
Small private room / area	HBN 03-01 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.
							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.
							Co-located to the clinic room / treatment room.

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	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. * <a href="https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf">https://www.sportengland.org/media/4381/comparative-sizes-indoor.pdf</a>
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.	
							This could be a shared area with the school.

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<b>SECLUSION AND DE-ESCALATION</b>								
Lobby to seclusion room	HBN 03-01		8	1	<b>8</b>	As per HBN guidance.		
Seclusion room	HBN 03-01		15	1	<b>15</b>	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	<b>4.5</b>	As per HBN guidance.		
De-escalation area	HBN 03-01		12	1	<b>12</b>	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	<b>12</b>	As per HBN guidance.		
Place of Safety (Section 136 facility)	HBN 03-01				<b>0</b>	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 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, 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	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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<b>STAFF ACCOMMODATION</b>								
Staff rest room and mini-kitchen (size based on number of spaces)	HBN 03-01 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.	<p>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.</p> <p>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.</p> <p>Consideration should be given to hanging wet outdoor clothing.</p>

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CIRCULATION ROUTES								
Circulation space	HBN 00-04 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>  <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.

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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	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.

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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>