



Restore

Reuse

Recycle

# Asset Recycling Centre

Set Up Guide

**NHS**

**Salisbury**  
NHS Foundation Trust





# Introduction to the Asset Recycling Centre at SDH

## Background

The Asset Recycling Centre (ARC) has been managed by Estates since 2013, The Centre has proved very successful in terms of the Trust maintaining excellent 'green' credentials and cost saving potential. Since the Trust's Cost improved savings plans the focus on reusing items & cutting waste has increased further. A team of talented and highly dedicated volunteers are the lifeblood of the recycling centre and their efforts enable the trust to recycle non-medical assets including furniture and ambulatory aids. The volunteers recycle, repair and reuse equipment and also provide a re-upholstery service for both clinical and office furniture.

Twenty volunteers work in the hospital's Recycling Centre on a Tuesday or Thursday and have a range of skills that benefit the hospital. Some are trained in upholstery, enabling them to refurbish furniture at a fraction of the cost of replacement. Others check, clean and refurbish walking aids and encourage patients and relatives to return them to one of the collection points in Physiotherapy, the Orthopaedic Clinic, Main Entrance or directly to the Recycling Centre. The centre also provides a 'hub' for books and DVDs available for a donation. Any items which cannot be used in the hospital are made available in return for a donation to the hospital from staff, members of the public and local businesses.

Our volunteers support the hospital as a thank you for their own care or that of their families, either by saving the Trust money through the recycling of old and used items or generating money that they can then give to the Stars Appeal as a direct donation to support patient care.



## Environmental Impact

Cost Avoidance savings of  
**£150,000+**





# Social Impact

## Benefits to Volunteers

“I joined 6 month ago as a means of passing on practical skills and to have myself occupied during retirement. I have met some really good friends here and each day I do has been and still is very satisfying. It is a great feeling to see something come into the workshop broken and then see it returned to service”.

Volunteer R

- Builds Bonds, Creates Friendships
- Improves Self-Esteem
- Helps Mental Health
- Supports Health and Fitness
- Provides Sense of Purpose
- Learning New Skills

## Contribution to improving patient environment

- Purchase of equipment eg SIM-MAN (see Stars Appeal)
- Upholstery and refurbishment of furniture help improve patient and staff environment, looks new and updated.
- Greener NHS



A vertical image on the left side of the page. It shows a silhouette of a hand with fingers spread, reaching upwards. The background is a soft-focus sunset or sunrise over a body of water, with a bright light source on the horizon and scattered clouds in the sky.

# Volunteer Quotes

“It gives me enjoyment in knowing that I can be of help to others, in giving something back to the NHS, the staff and doctors who give so much which without them we all would be a poorer country and individuals”.

“It is a way of helping the NHS, but it’s is also a way of benefiting the local community. We all work well together and are a friendly group. We have made quite an impact to the hospital and have become well known around the departments. On a personal basis, I have learnt new skills and gained many new friends.”

“To give up my time is my way of saying and doing my bit to benefit others, to help save expenditure both labour and resources for the NHS has to be my driving force in doing this.”

“I joined as a volunteer 6 years ago after I retired. I wanted to give something back after hospital saved my life on more than one occasion. I joined recycling as I liked the idea of not only saving money but also reducing landfill.”

“Since my retirement and loss of my wife I have time on my hands to have fun in a serious manner to work alongside fellow retirees restoring and recovering hospital furniture. I feel happy that i’m able to make a contribution towards helping the hospital to save money and thereby making their budget go further.”

“It’s a way of helping our community and our hospital. Also good to join others and keep fit. The idea of recycling is a very good way of saving money in general but in our case, for the hospital.”





# Volunteering at Salisbury NHS Foundation Trust

- 607 volunteers are currently registered for Salisbury District Hospital
- 120 additional volunteers are registered with our on-site Hospice.
- 91 of these volunteers are aged between 16 and 25 years of age
- 16 is the lowest age for a volunteer with no upper age limit
- 24 different roles are available
- 23 In-Patient Wards benefit from volunteer assistance
- Each and every one giving the gift of 'time'

## Recruitment includes

- Application Form
- Informal Interview
- References
- Health Declaration
- Disclosure & Barring Service check

## Training includes

- Volunteers Trust Induction which includes all statutory/mandatory training (as for all staff)
- Wheelchair Training (where appropriate)
- Dementia Training

## Thank you events held twice a year.

- Volunteers Day held June in National Volunteering week
- Mince & Mingle held in December as Christmas thank you



<https://helpforce.community>



# Financial Impact

Cost Savings  
Furniture

**£88,598**

2022/2023

Cost Savings  
Ambulatory Aids

**£14,086**

2022-2023

Cost Savings  
Upholstery & Repair

**£45,591**

2022-2023

Upholstery income

**£5,000+**

based on 2022-2023

Total Cost  
Savings

**£150,000+**

average based on 2022-2023





**Contribution to Trust Savings Plan**

“The upholstery service took some of our tired chairs and has given them a new lease of life. We have had the fabric covers removed and replaced with a wipe clean material which has made the maintenance much easier”.

**2400**  
Furniture Items Collected/  
Delivered  
Yearly

*A basic office swivel chair costs £120+ new, we can recover the seat from £6*

*Saving trust over*  
**£100**

*Examination bench recovered in navy vinyl costing £55 in materials*

*Cost to buy new ranging from £799-£2,950*

*Saving trust over*  
**£1,000**



Tuesdays and Thursdays are always busy at the Asset Recycling Centre. The monthly average is between 20-25 items re-upholstered, with a further 5-10 being repaired or refurbished by the team. The bulk of the upholstery work is vinyl patient chairs, office swivel chairs, waiting chairs and examination benches.





# The Stars Appeal

The Stars Appeal is Salisbury District Hospital's Charity and raises money to enhance care across all Wards and Departments. The extra funding helps thousands of local people get better faster, return home sooner and to have a more positive hospital experience. The Asset Recycling Centre along with every Ward and Department has a separate fund within the Stars Appeal.

Each year Stars Appeal has a 'wish list' of projects to benefit patients. So once enough revenue has been generated from showroom donations and the upholstery service a suitable project is identified. This is a great moment for the volunteers who can see the fruits of their labours. The last contribution in 2022 was a Paediatric Eye Autorefractor and the Sara Plus Rehab Standing Aid – total cost being £11,100. A previous donation of £10,000 in 2017 helped provide a "SimMan", a high-tech manikin used in clinical staff training (Pictured right).

The Stars Appeal is regulated by the Fundraising Regulator (FR), the independent regulator of charity fundraising. The FR sets and promotes the standards for all fundraising activity, known as the "Code of Fundraising Practice".

<http://www.starsappeal.org>



# The Model: People

## Volunteer Team

### Roles and Skills



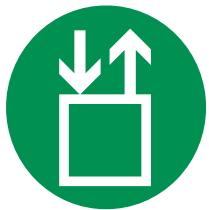
#### Showroom Duties

Displaying items, record keeping, customer service.  
One volunteer required. Team Leader.



#### Workshop & Upholstery

Furniture and equipment repairs, upholstery, cleaning ambulatory aids, manual handling. Two volunteers required, One experienced volunteer for upholstery.



#### Delivery and Collection

Manual handling requires physical fitness.  
Two to three volunteers required.



#### Administration

Data entry requires computer literacy. Supporting role for Team Leader. One volunteer required a couple of hours a month.





# The Model: People

## Asset Team Leader

Provide leadership and support to a team of Trust Volunteers in the Asset Recycling Centre under the supervision of the Business Support Manager and Volunteer Services.

Duties will include:

- Supervise the Recycling Volunteers to provide an effective recycling & refurbishment service at Salisbury District Hospital
- Liaise with Customers, Trust Staff, Charities & Contractors (Scrap Metal)
- Maintaining ARC records both electronically & in hard-copy ensuring an orderly, user-friendly system is achieved & archiving as required. To specifically maintain records of sales; income & expenditure for the Centre & management data on savings as required.
- Ensure compliance with Trust Policies & Standing Financial Instructions.

Appendix- Job description/application forms

### Staff

1 x Team Leader 3 days / 22.5hrs

(2 days a week during opening hours, 1 day administration)

Volunteer team minimum  
5 per day



# The Model: People

## Trust Links & Support





# The Model: Activities

## Upholstery

The ARC has established a re-upholstery service for chairs; patient seating & examination couches. This generates both profit and significant cost savings. The Department pay only the costs of the materials with the recovering work undertaken by the Volunteers. Where possible replacement items are provided for the short time the item is away. Many departments have benefited from this service & the Trust is not only able to reuse existing assets ~ saving purchase costs ~ but also avoids the landfill costs associated with disposal.

## Furniture

A large number of desks, tables, chairs, filing cabinets and assorted assets pass through the Centre each year. Items surplus to requirement are collected from wards & offices and repaired, cleaned & displayed in the Showroom for delivery when required. ARC works with Procurement so that a check is first made for suitable existing assets before new furniture is ordered. Items are also available to staff & the public for a suitable donation to Stars Appeal. Cost avoidance is calculated on notional replacement costs and the potential landfill costs.

The Team Leader liaises with the Space Planning Manager & other Trust staff to receive & assess items, sometimes in large numbers for re-use.

## Ambulatory Aids

The team leader organises the collect of ambulatory aids (crutches, walking frames & sticks); these are sanitised; refurbished & returned to service. Aids not up to standard are stored for dispatch to developing countries collected by a charity called Physionet. <http://www.physionet.org.uk>  
Redundant medical equipment is temporarily stored and then sent to the developing countries of Africa such as Cameroon & the Gambia. The ARC's team leader liaises with individuals & other charitable bodies in order to achieve this at no cost to the Trust.

## Asset Recycling Centre

Restore Reuse Recycle







### Stationery & Office Equipment

The Centre encourages Departments to forward surplus stationery & office equipment. Re-use in the Trust is free and items are available to individuals for a donation. Procurement again supports this initiative by directing would-be purchasers to the centre before buying new.

### Books

The Centre receives 2nd hand books from staff and individuals which are displayed outside the Centre. The system works on trust that suitable donations are made for the books using the Stars Appeal collecting boxes which are chained to the shelves. Money raised from books is paid directly to the Stars appeal office.



### The Hub and The Wall of Kindness

The Hub and The Wall of Kindness was set up in late 2022 for staff to donate food and non-food items (coats and school uniform for the Wall of Kindness) for staff to access who are experiencing financial challenges. The Facility is run by a small team of volunteers and is open 9:30-15:00, Tuesdays and Thursday in the Centre.



### Metal Recycling

Over the years the volunteers have cleared most of the waste metal from around the hospital & this revenue stream is now negligible; exacerbated by the low cost elicited for scrap metal. A licensed Scrap Metal Dealer is contacted for collections when required.

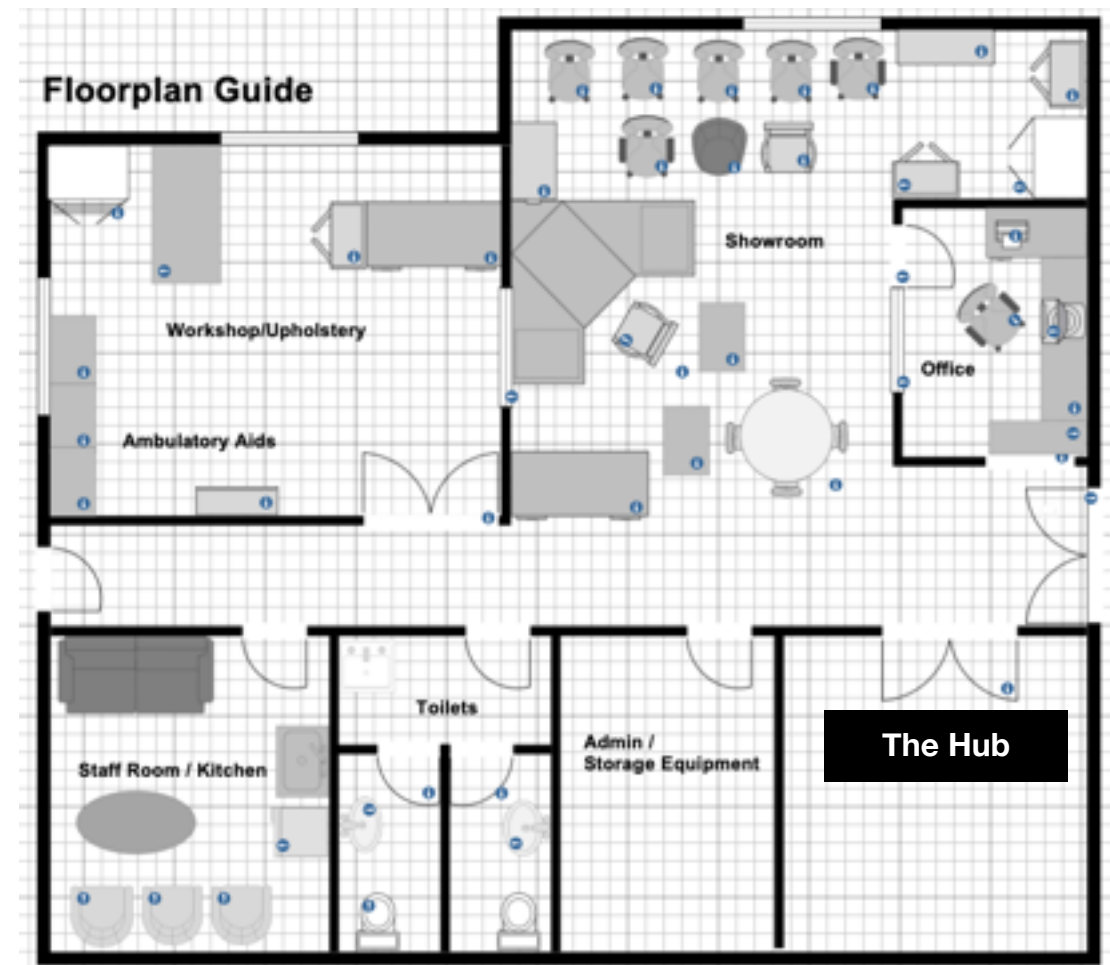
### Clearing Corridors

Unwanted items are collected from corridors and Departments they are assessed and either skipped or taken into the Asset Recycling Centre for recycling in the Trust. The Team Leader liaises with the Fire Safety Officer, Facilities Staff and other Trust Staff to collect items in a timely manner.



# The Model: Resources

The Recycling Centre at Salisbury District Hospital is located in a disused ward which is a larger area than you would need to start off with, but allows ample storage. The minimum size needed would be approximately 1,000 sq feet with allocated areas for workshop, showroom and ideally a staff room.



# The Model: Equipment

## Basic Set up Costs

Manual Handling Equipment Tractive Power £3,500 (optional)

Airmate Compressor 21025/ Tornado + Installation £600

Cage and Lifting Equipment minimum required £500- £750

(Arco £50-75 Sack Truck, Distribution Cage £400-700)

Computer & Printer £350

Heat Gun £20

Staple Gun £60

Fabric Rolls Stock between £260-£320 including VAT

Camira Blue Fabric / Frank Pine Navy or Mid Blue Vinyl Roll / Corovin

Upholstery Repair Tools £25-£100 (BeA 20,000 Industrial Upholstery Staples £16.99)

Parkside cordless Drill PABS 16AZ. £35.99-£89.99

Cost Per Volunteer Uniform est £75

(Trojan T Shirt £11, Trousers Pair Arco £12, Jumper/Fleece £15, Gloves £5, Safety Trainers/Boots £32)







# Ambulatory Aids Recycling

Supported by Therapy Services and Estates.

What you need:

Gloves / Wipes / Cable Ties / User Information Leaflet / Label Printer/  
Ferrules 23 and 25mm

**£14,086**  
**saving**

**1020**

Crutches / Walking Aids  
Collected, Refurbished and  
Delivered

Average 2022-2023

The team check, clean and refurbish walking aids and crutches and encourage patients and relatives to return them to one of the collection points in Physiotherapy, the Orthopaedic clinic, Main Entrance or directly to the Asset Recycling Centre.





# Workshop & Upholstery



**£45,591**  
average cost savings 2023



**360**

*Estimated Furniture Items  
Repaired or Re-Upholstered  
each year*







"The re-upholstery team have recovered several chairs for us which saved us having to completely replace chairs which would have had a cost implication for our department. They have been really helpful and come to collect the chairs immediately and returned them a week later – a great and very friendly service – thank you!"

# Before / After

## Average Cost Savings

### Dining / Waiting chair

Replacement cost **£45-70** Material Cost **£7-15**

**£50+**

### Armchair / Easy / Lounge Chair

Replacement cost **£240** Material cost **£25-35**

**£200+**

### Examination Couch

Replacement cost **£750-£2950** Material Cost **£50-75**

**£1000+**

### Patient Chair

Replacement cost **£195** Material Cost **£12-£24**

**£150+**

### Swivel Office Chair

Replacement cost **£75-200** Material Cost **£8-20**

**£100+**

**Per Item based on 2023 Charges**





# Showroom

## Asset Recycling Centre







## Appendices

1. Branding for Asset Recycling Centre
2. Collection & Upholstery forms
3. Asset Team Leader Job Description / Application forms
4. User Feedback
5. Uniform Logo attachment
6. Cost Avoidance Exel template / Replacement cost
7. Upholstery Suppliers / Information
8. Ambulatory Aids forms
9. Charity Information



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**The Asset Recycling Centre**

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