

Whittington Hospital NHS Trust DDCA Action Plan

Ref	Action No.	Risk (Responsibility)		Probability and Impact Criteria Values				Action	Review Date	
		JAS FM/WFL	Trust	High	Medium	Low	Score			
Electrical Systems										
1	Fault tripping occurs when the generator is tested on load. JAS FM working with Trust to resolve these issues			High			18		Dec '08	
2	Trust local rules: Disconnection certificates are provided by the Trust, It was reported by JAS FM that this was not always possible				High		12			Nov '08
3	JAS FM arranged local shutdowns for 5 year electrical testing by local agreement not all completed				High		12			Nov '08
4	L Block O&M manuals (electrical) were not up to date.				High		12			Nov '08
5	Modifications on circuits and room numbering had taken place and this has meant that the circuit identification labels were in correct in L Block			High			18		Dec '08	
6	Plant records and Permits to Work, Logs, in AP's folder? Not Presented.				High		12			Nov '08
7	No commissioning or orientation training undertaken				High		12			Nov '08
8	Main incoming supply is very difficult to test. Due to operational constraints.				High		12			Nov '08
9	On the 5 yearly test sheets the contractor reported that they were "Unable to locate circuits."				High		12			Nov '08
10	Following recent 5 yearly electrical tests in L Block a number of (Category 1 & Category+B152) the defects still remain				High		12			Nov '08
11	Generic risk assessments only				High		12			Nov '08
12	No calibration certificates for instruments			High			18		Dec '08	
13	Panel charts indicate 45 Amp live circuits with "unable to locate "in level 4 corridor			High			18		Dec '08	
14	New wire armoured cable penetration not fire stopped			High			18		Dec '08	
15	L Block Main LV Switch panel – Hoare Lea, Survey Report 21 st June 2007 still outstanding remedial works				High		12			Nov '08
16	To undertake a detailed inspection of all internal parts to establish the integrity of the LV switchboard. This needs to include, all small wiring, all connections and joints, CT's, etc.				High		12			Nov '08
17	Replace the existing old ACB's (ABB Novomax) with new ABB Megamax range. The retrofit work will not require primary busbar modifications and would require minimal down time for installation. The new ACB's can be fitted with replacement castell interlocks with same symbols.				High		12			Nov '08
18	Test and verify the condition of the changeover contactor mechanism and replace them if found to be defective.				High		12			Nov '08
19	Clean and test all internal parts and components e.g., Bus bar's, terminal connections, etc.				High		12			Nov '08
20	Undertake necessary repair paintwork of the switch covers				High		12			Nov '08
21	Control panel left open			High			18		Dec '08	
22	Electrical safety signage is on the floor plant room which requires cleaning				High		12			Nov '08
Ventilation										
23	No inspection reports				High		12			Nov '08
24	No commissioning data				High		12			Nov '08
25	PPM's for Legionella outstanding			High			18		Dec '08	
26	WFL cleaned and disinfected May 08 (only AHU's) – JAS FM to take onboard				High		12			Nov '08
27	Fire dampers were not maintained - i.d notices not in place – no markings on ductwork			High			18		Dec '08	
28	Commissioning – Don't know JAS FM still verifying information				High		12			Nov '08
29	Pressure differential switches hanging off				High		12			Nov '08
Water Management										
30	Issues – Roof water tanks main valves letting-by so unable to drain down and carry out tank cleaning/chlorination, repaint and refurbishment			High			18		Dec '08	
31	Log Book are across 3 volumes and the records are very confusing				High		12			Nov '08
32	PPM System and policy unavailable.				High		12			Nov '08
33	Command system software for PPM – little planning.				High		12			Nov '08
34	Responsible person – out of date due to vacancy - left Feb 2007.				High		12			Nov '08
35	Potable water training None found				High		12			Nov '08
36	Drinking water work on systems, UV PPM contracted out to GB Environmental no evidence of contract.				High		12			Nov '08
37	Medical monitoring of staff - no evidence found				High		6			Oct '08
38	Central Treatment – A Block by UV (switched off during visit) No confirmed service records or logs for GB Environmental				High		12			Nov '08
39	The Cold water booster pumps are triplex in parallel and could stagnate if not regularly switched on				High		6			Oct '08
40	HWS – temps checked weekly, there was little evidence of any records since February			High			18		Dec '08	
41	Calorifiers temp records were not up to date				High		12			Nov '08
42	L Block Phase 2 - Day Treatment Centre - at least 1 outlet not achieving temperature, no action taken?			High			18		Dec '08	
43	Couple of dead-leg issues – mainly from hand-over.				High		12			Nov '08
44	5th Floor L Block has no TMV's but signage was in place indicating that there were TMV's			High			18		Dec '08	
45	No LST radiators fitted in L Block, Risk Assessment required				High		12			Nov '08
46	1 medical bath – No Cat 5 break-tank				High		12			Nov '08
47	CWS – Tank room temperature an issue due to the thermal gains from medical air/vacuum plant. Mains water normally in-coming at temperatures greater than 20 Deg C + JASFM expressed concerns in the event of a hot summer				High		12			Nov '08
48	Tank through put was unknown				High		12			Nov '08
49	Tanks on roof low water was observed and the soft water were warm.			High			18		Dec '08	
50	Water softener observed dry (salt in bottom dry)			High			18		Dec '08	
51	Emergency Plans were not available				High		12			Nov '08
52	No calibration certificates for any temperature test instruments				High		12			Nov '08
53	No recent records of flushing little use outlets and shower head cleaning			High			18		Dec '08	
54	The Water Specialist sub-contractors have not been undertaking or recording a number of their maintenance tasks				High		12			Nov '08
55	CWS and Soft water tanks external on roof require cleaning and disinfection			High			18		Dec '08	
56	Schematic diagram has been manually altered and needs updating L Block Plant Room 10				High		6			Oct '08
57	Loose lids on CWS tanks			High			18		Dec '08	
58	Chem Aqua Service report indicating high TVC counts in 3 areas in Monkiski Ward no remedial works shown or recorded			High			18		Dec '08	
59	Contractor unable to drain break tanks in basement due to blocked drains no remedial works sited			High			18		Dec '08	
60	Microbiological readings high on Ifor Ward now results for recommended re-samples observed as indicated			High			18		Dec '08	
61	Last chlorination certificate observed 2005			High			18		Dec '08	
62	Bacteriological tests results indicated high reading for Nightingale Ward no remedial action noted			High			18		Dec '08	
63	Bacteriological tests results indicated high reading for reception Gents toilet no remedial action noted			High			18		Dec '08	
64	Large number of temperature checks omitted due to no access				High		12			Nov '08
65	Last legionella risk assessment shows action list no reports of any remedial actions			High			18		Dec '08	
66	High pressure alarm on CHW pressurisation unit				High		12			Nov '08
67	Plant room and water tank heavily dusted				High		12			Nov '08

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Medical gases and Bedhead services										
68	No evidence of PPM since 27/03/08			High			18		Dec '08	
69	No evidence of close out of recommended actions/faults				High		12			Nov '08
70	Trust Designated Person not known				High		12			Nov '08
71	Not all changes have been made to transfer to HTM 02-01				High		12			Nov '08
72	1 AGSS pump faulty removed and not repaired				High		12			Nov '08
73	Medical gas key cabinets unlocked				High		12			Nov '08
74	Condensate traps held on with insulation tape			High			18		Dec '08	
Lifts										
75	No written procedure for entrapment was available				High		12			Nov '08
76	Insurance recommendations were not being carried out and were still outstanding on the next annual inspection the insurance inspector had rendered the lift unusable by switching it off on the car top controls JASFM reported that the faults were subsequently repaired			High			18		Dec '08	
77	Weekly lift check were not recorded every week				High		12			Nov '08
78	Lifting beams – Yes. How are these managed for SWL? Not managed at present, suggested do not use notices and for lift engineers to certify if required to use.				High		12			Nov '08
79	Are all lifts compliant answer unknown				High		12			Nov '08
80	Inspection reports indicated a number of outstanding serious defects to be repaired in one month but no written confirmation was observed - ref Allianz Cornhill E31893005652 dated 11 th April 2007			High			18		Dec '08	
81	Landing door guides were found to be missing and slack rope switch missing to be remedied within one month no indication of remedial work - ref Allianz Cornhill E31893007531			High			18		Dec '08	
Health and Safety and Statutory Compliance										
82	No confined space register				High		12			Nov '08
83	Mark Woodham has H&S training No others.				High		12			Nov '08
84	No written policy/procedure for lone working				High		12			Nov '08
85	No Occupational medical screening carried out other than initial induction sign-off					Low	6			Oct '08
86	No emergency stops for machinery in workshops				High		12			Nov '08
87	No Cleaning policy/procedure in workshops				High		12			Nov '08
88	Reg 14 – glazing in L. Block needs assessment				High		12			Nov '08
89	Manual Handling – not all staff trained				High		12			Nov '08
90	Medical Air Compliance – no PPM since March 08				High		12			Nov '08
91	No Contingency/Disaster recovery plan				High		12			Nov '08
92	Engineering Procedure Policy statement not signed				High		12			Nov '08
Gas										
93	No permits to work used on gas systems however pressure systems permits used on gas boiler used.				High		12			Nov '08
94	Training Matrix being developed as data base for all essential training					Low	6			Oct '08
95	No close out for modifications to systems and update of drawings					Low	6			Oct '08
96	No formal contract specification document				High		12			Nov '08
Pressure Systems										
97	The insurance inspections identified a number of risk assessments with associated recommendations for improvement, during the audit it was not apparent that these recommendations had been acted on. JAS FM to check and provide confirmation that they had noted and actioned these recommendations					Low	6			Oct '08
Fire										
98	Fire Risk Assessments completed for JAS FM Areas only, this needs to be coordinated with the Trust					Low	6			Oct '08
99	Fixed wiring in progress outstanding in theatres and main LV switch panel.				High		12			Nov '08
100	JAS FM have not seen the Trust Fire Policy				High		12			Nov '08
101	Generally housekeeping in the hospital was reported as poor by JAS FM				High		12			Nov '08
102	No signage in lifts (DO NOT USE IN THE EVENT OF FIRE)				High		12			Nov '08
103	No emergency lighting on Wards in L Block			High			18		Dec '08	
104	Hose reels still installed, but supply tank etc disconnected could lead to confusion for fire fighters as notices were still displayed			High			18		Dec '08	
105	No records of fire awareness training				High		12			Nov '08
106	Emergency light testing – not entered in Fire Log Book			High			18		Dec '08	
107	Fire door/exit maintenance – not entered in Fire Log Book				High		12			Nov '08
108	Fire door/exit PPM – not entered in Fire Log Book No PPM carried out				High		12			Nov '08
109	Fire Extinguishers maintenance – not entered in Fire Log Book				High		12			Nov '08
110	Fire doors removed and not repaired immediately			High			18		Dec '08	
General										
111	No formal indexing and referencing system for recording and safekeeping of PPM records.				High		12			Nov '08
112	Little or no evidence of written specific site procedures/signed task sheets;				High		12			Nov '08
113	Little or no evidence of specific persons signed off to work on a particular element;				High		12			Nov '08
114	No evidence of current contracts with external contractors; (one exception – PMG)				High		12			Nov '08
115	Little or no evidence of recent PPM's;				High		12			Nov '08
116	Little or no evidence of recent work sheets/log sheets/closed off work;				High		12			Nov '08
117	Little or no evidence of external contractors work, verified and signed off by JAS FM;				High		12			Nov '08
118	No plant room log books;				High		12			Nov '08
119	No evidence of plant room checks;				High		12			Nov '08
120	No procedure for recording system modifications/updating drawings;					Low	6			Oct '08
121	No evidence of staff training matrix;				High		12			Nov '08
122	General condition of flooring very poor and hazardous in some areas			High			18		Dec '08	
123	Lead flashing detail to flat roof children's area present a risk from failure				High		12			Nov '08
124	Drainage blocked by discarded toys and footballs thrown from play area				High		12			Nov '08
125	Flashing detail detached on flat roof				High		12			Nov '08