

Reporting to:	Trust Board - 30th July 2015
Title	Estates Statutory Update
Sponsoring Director	Neil Nisbet, Finance Director
Author(s)	
Previously considered by	
Executive Summary	<p>Following concerns that emerged at the June Board meeting with regard to the management of asbestos, Board members requested assurance regarding core health and safety requirements.</p> <p>This paper provides a brief description of the position and progress being made with regard to health and safety requirements within the Estates Department as at the end of June 2015.</p>
Strategic Priorities	
1. Quality and Safety	<input checked="" type="checkbox"/> Reduce harm, deliver best clinical outcomes and improve patient experience. <input type="checkbox"/> Address the existing capacity shortfall and process issues to consistently deliver national healthcare standards <input type="checkbox"/> Develop a clinical strategy that ensures the safety and short term sustainability of our clinical services pending the outcome of the Future Fit Programme <input type="checkbox"/> To undertake a review of all current services at specialty level to inform future service and business decisions <input type="checkbox"/> Develop a sustainable long term clinical services strategy for the Trust to deliver our vision of future healthcare services through our Future Fit Programme
2. People	<input type="checkbox"/> Through our People Strategy develop, support and engage with our workforce to make our organisation a great place to work
3. Innovation	<input type="checkbox"/> Support service transformation and increased productivity through technology and continuous improvement strategies
4. Community and Partnership	<input type="checkbox"/> Develop the principle of 'agency' in our community to support a prevention agenda and improve the health and well-being of the population <input type="checkbox"/> Embed a customer focussed approach and improve relationships through our stakeholder engagement strategies
5. Financial Strength: Sustainable Future	<input checked="" type="checkbox"/> Develop a transition plan that ensures financial sustainability and addresses liquidity issues pending the outcome of the Future Fit Programme
Board Assurance Framework (BAF) Risks	<input checked="" type="checkbox"/> If we do not deliver safe care then patients may suffer avoidable harm and poor clinical outcomes and experience <input type="checkbox"/> If we do not implement our falls prevention strategy then patients may suffer serious injury <input type="checkbox"/> If the local health and social care economy does not reduce the Fit To Transfer (FTT) waiting list from its current unacceptable levels then patients may suffer serious harm <input type="checkbox"/> Risk to sustainability of clinical services due to potential shortages of key clinical staff <input type="checkbox"/> If we do not achieve safe and efficient patient flow and improve our processes and capacity and demand planning then we will fail the national quality and performance standards <input type="checkbox"/> If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale and patient outcomes may not improve <input type="checkbox"/> If we do not have a clear clinical service vision then we may not deliver the best services to patients <input type="checkbox"/> If we are unable to resolve our (historic) shortfall in liquidity and the structural imbalance in the Trust's Income & Expenditure position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment

Care Quality Commission (CQC) Domains	<input checked="" type="checkbox"/> Safe <input type="checkbox"/> Effective <input type="checkbox"/> Caring <input checked="" type="checkbox"/> Responsive <input type="checkbox"/> Well led
<input type="checkbox"/> Receive <input type="checkbox"/> Review <input checked="" type="checkbox"/> Note <input type="checkbox"/> Approve	Recommendation Trust Board is asked to NOTE the position and progress being made with regard to the health and safety requirements within the Estates Department.

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Estates Statutory Update – June 2015

In October 2014, the Estates Department conducted a full review of its working practices, particularly focusing upon a number of key health and safety areas. As a consequence of the review, programmes of work were constructed aimed at addressing issues identified, supported by a ‘high level’ review report which aims to track the level of progress being made.

At the June Board meeting, because of concerns that emerged with regard to the management of asbestos, Board members requested assurance as regards core health and safety requirements.

The table below provides a brief description of the position as at the end of June 2015.

KEY																	
Red = Not started																	
Amber = Commenced																	
Green = Complete																	
TD = Target Date																	
RTD = Revised Target Date																	
Asbestos Management	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Up to date policy in place	Red	Red	Red	Red	Red	Red	Red	Amber	TD								
In house SOP's in place	Red	Red	Red	Red	Red	Red	Red	Amber	TD								
Control of contractor SOP in place	Red	Red	Red	Red	Red	Red	Red	Amber	TD								
Up to date management survey in place	Red	Red	Red	Red	Red	Red	Red	Amber	TD			RTD					
Management plan in place	Red	Red	Red	Red	Red	Red	Red	Amber		TD		RTD					
Micad system populated with man survey data	Red	Red	Red	Red	Red	Red	Red	Amber								TD	
All estates staff trained in asbestos awareness	Red	Red	Red	Red	Red	Red	Amber	TD									
Review contractor induction pack for content	Red	Red	Red	Red	Red	Red	Red	Amber	TD								
Responsible person 1 trained to BOHS P405	Red	Red	Red	Red	Red	Red	Red	Red					TD				
Responsible person 2 trained to BOHS P405	Red	Red	Red	Red	Red	Red	Red	Red						TD			
Responsible person 3 trained to BOHS P405	Red	Red	Red	Red	Red	Red	Red	Red							TD		
Management of asbestos training for man sup admin	Red	Red	Red	Red	Red	Red	Red	Red			TD						
Fire Safety	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Survey Fire Doors	Amber	TD															
Survey Fire Alarm Systems	Amber	TD															
Develop phased capital programme from survey findings	Amber		TD														
Compile Specification Phase 1 of Capital	Amber		TD														
Tender Phase 1	Red	Red	TD														
Evaluate and award Tender for Phase 1	Red	Red	Red	TD													
Phase 1 on site	Red	Red	Red	Red	Red												
Appoint Fire Officer	Red	Red	Red	Red	Red	Amber	TD										
Compile Specification Phase 2 of Capital	Red	Red	Red	Red	Red	Red	Red	Amber									
Review fire risk register entries	Red	Red	Red	Red	Red	Red	Amber	TD									
Tender Phase 2	Red	Red	Red	Red	Red	Red	Red	Red	Amber	TD							
Evaluate and award Tender for Phase 2	Red	Red	Red	Red	Red	Red	Red	Red	Amber	TD							
Review and consolidate fire safety policy and procedures	Red	Red	Red	Red	Red	Red	Red	Red	Amber	TD							
Start on site Phase 2	Red	Red	Red	Red	Red	Red	Red	Red	Amber		TD						
Inspect fire compartmentation	Red	Red	Red	Red	Red	Red	Red	Red	Amber	TD	RTD						
Review departmental risk assessments and convert to RRO format	Red	Red	Red	Red	Red	Red	Red	Red	Amber			TD					
Develop remedial programme for compartmentation	Red	Red	Red	Red	Red	Red	Red	Red	Amber					TD			
Establish funding requirements for remedial works	Red	Red	Red	Red	Red	Red	Red	Red	Amber						TD		
Review fire fighting equipment	Red	Red	Red	Red	Red	Red	Red	Red	Amber		TD						
Review fire safety training programme	Red	Red	Red	Red	Red	Red	Red	Red	Amber	TD							

	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
6 Facet Survey																	
Establish budget costs																	
Allocation of funds																	
Develop scope																	
Select procurement route and Evaluation criteria																	
Tender and evaluate survey proposal and award contract																	
Survey Complete																	
Develop property management plan																	
HTM Compliance																	
Review appointment of Authorising Engineers																	
Review AE appointment brief																	
Review appointment of Authorised Persons																	
Review appointment of Competent persons																	
Review training of appointed staff																	
Appoint AE's based on the developed brief																	
Commission AE's to assess AP's for competency																	
Estate Management Information Systems																	
Review and refresh Apollo database																	
Obtain funding for MICAD system																	
Commission MICAD system																	
Review autocad drawings for both sites																	
Update MICAD drawings phase 1																	
Update MICAD drawings phase 2																	
Implement link from MICAD to Apollo																	
Due Diligence Compliance Audit																	
Develop Scope																	
Select procurement route and Evaluation criteria																	
Tender for DDCA																	
Evaluate tenders and award contract																	
Audit on site																	
Receive draft audit report																	
Review completed audit report																	
Develop action plan to address outcomes of audit																	
Implement action plan																	
Water Quality (Legionella)																	
Develop Scope for water safety risk assessments																	
Select procurement route and Evaluation criteria																	
Tender for water safety risk assessments																	
Evaluate tenders and award contract																	
Survey on site																	
Receive water safety risk assessment draft report																	
Develop water safety management plan.																	
Implement safety management plan																	
Internal Health and Safety Audit																	
Trust H&S carry out audit of estates																	
Review draft audit report																	
Issue completed report and action plan																	
Implement actions from audit report																	

As can be seen the Trust has made considerable progress. It is however anticipated that full compliance will not be achieved until December 2015.

Neil Nisbet
Finance Director
23rd July 2015