

Maintaining IUC Treatment Centres

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Maintaining IUC Treatment Centres

Introduction

It is important that premises are maintained to the requirements as outlined in this SOP to ensure that CQC standards are continuously met.

This includes Standard Operating Procedure outline the communication process to ensure that the Facilities Manager is aware of any maintenance issues and Operational staff know of any planned maintenance.

Our Treatment Centres within BNSSG are shared premises with other organisations, therefore we do not have the sole responsibility for the premises. We work closely with our landlords and the organisations we share space with and build good working relationships. Any maintenance issues are reported via the correct channels.

Objective

All co-owners have responsibility for ensuring that out of hours premises are kept clean and tidy. Any broken or damaged equipment or facilities should be reported to the Shift Manager on duty.

The Host or Host/Driver holds responsibility for ensuring that the required checks of premises are made as highlighted in the accompanying checklists. Host should report any facilities issues to the Shift Manager for inclusion on the Shift report.

Shift Managers are responsible for ensuring that the Host, Host/Driver are aware of the checks to be carried out at the correct frequency as determined in the checklists accompanying this SOP. Shift Managers should ensure any issues reported are included on the shift report.

Team Managers will review and manage the input from checklists acting where necessary.

The Facilities manager is responsible for identifying the issues raised and rectifying the problem. The Facilities Manager should feedback the completed work to the Team Managers.

When there is planned maintenance or the Facilities Manager is made aware of facilities issues the Team managers and Shift Managers should be notified. The Shift Manager should inform the Host of the site involved.

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System of Procedure details

As part of their general duties the Host and Host/Driver are responsible for the daily and also less frequent checks to be carried out at each of the Treatment Centres. These checks are in place to ensure the Treatment Centre premises maintain high standards that ensure patient safety.

These checklists can be found on RADAR. The checklist can be printed off to fill in while walking around the base, although it is asked that the completed form will be submitted electronically when RADAR has this facility.

During the session Shift Managers should be aware of the checks that may be required in that session and ensure that a Host or Host/Driver carries out the checks and completes the checklist.

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BRISDOC HEALTH & SAFETY CHECK SHEET

This form should be completed every WEEK by the Host and retained at the Base

Base	
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Area	Y/N	Action required /comments
Is the Health & Safety poster clearly on display		
Is the fire safety notice clearly on display		
Is the Employers Liability Insurance Certificate on display		
Is lighting adequate? (no broken bulbs or tubes)		
Is the flooring in good order? (no damaged tiles/carpets)		
Are all Paper Waste Bin in good working order		
Are all Clinical Waste Bins in good working order		
Are all Work Stations, including Chairs, in good condition		
Are there any sharp items on display (e.g. scissors)		
Are all toilet facilities clean and fit for purpose		

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Any other Safety Related Issues Identified?

Name:		Signature:		Date:	
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Monitoring

To be monitored and updated if procedures change.

Date	Version	Author	Change Details
25.10.2022	5	Sabrina Flew	Included Weekly Health and Safety Checklist