

Appendix 3 - HSE Response Action Plan

<u>Action to be Taken</u>	<u>Lead</u>	<u>Target Date</u>	<u>Progress</u>	<u>RAG</u>
Alerts process updated in policy and procedure	FS/NJ	January March Sept Oct 2020	<p>Tool has been reviewed further information needed in the procedure will be completed by the end of March 2020.</p> <p>17.06.2020 the policy is under review and will be presented to LRRG this month and HSSC in July can we please have an extension to this date. QC sign off will be August/September. Delay incurred due to Covid-19.</p> <p>21.07.2020 alert process included in procedure and draft out for consultation. Policy went to LRRG in July 2020. Sent out to admin for HSSC and CGQC today for consultation and will be presented at HSSC 27 July 2020.</p> <p>16.09.2020 on agenda at the September HSSC and ratification at the October Quality Committee.</p> <p>26.10.20 Complete, policy and procedure ratified</p>	
Review response rates for MDSO Safety alerts on Datix	FS/CK	January 2020	<p>A Task and Finish Group was held to decide a way forward to improve response rates, the distribution list has been reviewed and responses are now required from the matrons who gather the information, response and actions for their areas and update the Datix accordingly. Previous system was direct responses from ward managers and team leaders to. PS is currently reviewing the response rates will be completed by the end of January 2020 and presented as part of the risk management report in February 2020.</p>	

			Response rate has improved and is reported each month in the risk management report. Alerts do remain outstanding for some areas and these are followed up on a weekly basis by the risk management team in addition to a monthly overview at HSSC. Overdue alerts are also flagged on the dashboards.	
Review ligature inspection tool to ensure that when an alert is received and cascaded the maps are being updated.	FS/NJ	January March Sept 2020	<p>The ligature inspection tool is being updated to ensure safety alerts received are included as part of the inspection.</p> <p>Safety alerts received are discussed at the HSSC and Operational Managers are tasked with cascading this information to their Teams, who are then expected to ensure their heats are updated.</p> <p>Will be completed by the end of March 2020.</p> <p>Completed and all alerts are now mapped onto the Ligature risk Assessment Tool, therefore any potential risks following alerts are picked up through inspection process.</p>	
Review the names of the Groups in the response to ensure consistency	GB/LB	January 2020	Completed. Review of group names undertaken and details held for future reference and showing with the legal representatives as required.	
Ligature inspection tool to be updated to ensure compliance with alerts received (estates and facilities alerts received and HBNs where applicable)	FS/CK	February 2020	Completed. Piece of work currently being undertaken to ensure all current completed ligature inspections are reviewed and cross referenced with alerts received. Alerts will be included in the ligature tool; best way for this is under review and due for completion at the end of January 2020. Presented and approved at HSSC on 24.02.20.	

Window replacement at the Lakes, Linden Centre, Peter Bruff, Henneage, Rainbow Unit and Christopher Unit.	MM/RC	March 2020	Completed. All completed in January and February 2020.	
Implement/review the process for recording whether HBNs are being complied with when considering new builds or significant changes to building, and the rationale for the decisions made.	MM/RC	March 2020	HBNs are best practice guidance and where possible we would always try to meet those standards with new build or major refurbishment projects. Where any particular HBN cannot be met then that issue will be reported to CPPG with an explanation for approval / noting.	
A new Trust wide maintenance contract for all collapsible rails in place.	MM/RC	March 2020	A one year contract for maintenance / audit was awarded at the end of January.	
Oxehealth pilot completed.	LW/SW /JL	October 2020	<p>Currently being piloted on Ardleigh and Peter Bruff. Hadleigh Ward to become part of the pilot in July 2020.</p> <p>Paper regarding outcomes during the pilot, and patient and staff experience being written in August / September 2020 for presentation at relevant Committee.</p> <p>Paper presented at Trust Board and approval given to rollout on 17 wards.</p>	
EPUT has a further ten internal audits taking place or planned during 2019/20 covering (for example) CQC action implementation, ligature risk reduction processes, observation and engagement and health and safety). During 2018/19, nine internal audits were undertaken. EPUT has a further ten internal audits taking place or planned during 2019/20.	FS/NH	April 2020	<p>All audits applicable to the HSE investigation were undertaken in 2019/20. Those deferred into 2020/21 were:</p> <p>Business continuity Operational Performance QIA Process STP Stakeholder Engagement and Management; STP Achievement</p>	
Windows programme for 2019/20 (another 75 replacements).	MM/RC	April July 2020	The window programme as part of Trust Risk Stratification Standards is almost complete. Windows are currently being installed on Kelvedon Ward at Basildon Mental Health Unit which is scheduled to be completed on the 26 th	

			June 2020. The last ward in the programme is Woodlea Unit in Bedford with installation due to commence on the 6 th July 2020. This work has now been completed.	
The rollout of Perfect Ward completed.	NH/GM	April 2020	This is complete. However, it continues to develop and following a meeting with matrons it was agreed to develop a weekly ward managers audit to be added to Perfect Wards	
Replacement windows at Basildon Mental Health Unit (MHU) as part of the extensive refurbishment project planned to eliminate dormitory accommodation.	MM/RC	March 2021	Cherrydown Unit was completed on the 4 th May 2020 with new windows currently being installed on Kelvedon Ward with completion scheduled for the 26 th June 2020. This work has now been completed	
Eliminate remaining dormitory accommodation by 2021.	TS/RC	July 2021	Phases 1 and 2 of the project are now complete and work has started on phase 3 – conversion of Kelvedon and Cherrydown to provide single bedroom accommodation. As a result of a successful bid through NHSE/I for central funding for eliminating dormitories we are now also able to convert Grangewater ward to single bedroom space. The first 2 wards at BMHU will be completed by the end of March and Grangewater by the end of September 2021.	