

Theatre Ceiling void Access SOP

| Issue Date | Review Date | Version |
|--------------|--------------|---------|
| October 2019 | October 2022 | 1.2 |

Purpose

This procedure identifies the process through which the Trust gains assurance that the operational effectiveness and cleanliness of Theatres is not compromised by Estates maintenance and installation works requiring theatre ceiling void access

Who should read this document?

All Staff groups and contractors who require access to theatre ceiling voids.

Key Messages

The Trust needs to be assured that theatre accommodation will not be contaminated by works accessing the ceiling void.

Core accountabilities

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|--|--|
| Owner | Director of Planning and Site Services |
| Review | Senior Management Team |
| Ratification | Director of Planning and Site Services |
| Dissemination (Raising Awareness) | Head of Estates Engineering |
| Compliance | Director of Planning and Site Services |

Links to other policies and procedures

Health and Safety Policy
 Risk Management Framework
 Preventing Slips Trips and Falls SOP
 Infection Control Policy
 Trust wide Policy on Estates Services Provision

Version History

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|------------|----------------|--|
| 1.0 | September 2016 | Approved by the Senior Management Team and ratified by Director of Planning and Site Services. |
| 1.1 | October 2017 | Transferred to new template |
| 1.2 | October 2019 | Transferred to new template |

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

**An electronic version of this document is available on Trust Documents.
Larger text, Braille and Audio versions can be made available upon
request.**

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

| Section | Description | Page |
|-------------------|--|-------------|
| 1 | Introduction | |
| 2 | Definitions | |
| 3 | Regulatory Background | |
| 4 | Key Duties | |
| 5 | Procedure to Follow | |
| 6 | Document Ratification Process | |
| 7 | Dissemination and Implementation | |
| 8 | Monitoring and Assurance | |
| 9 | Reference Material | |
| Appendices | | |
| | Required Documentation (example) | |
| | Electronic Processes and Records (example) | |
| | Specialised Processes (example) | |

Standard Operating Procedure (SOP)

Theatre Ceiling void Access Standard Operating Procedure

1 Introduction

This procedure recognises the need to sustain a safe and hygienic environment within the Theatre accommodation when accessing the ceiling voids.

This procedure sets out how the Trust will ensure compliance with its legal and statutory obligations.

Estates Engineering Staff are to be fully conversant with the contents of this SOP. For the wider staff group, please note the Procedure in Section 2

2 Definitions

See procedure to follow.

3 Regulatory Background

Health and Safety at Work etc. Act 1974

Workplace Health and Safety and Welfare Approved Code of Practice.

Control of Substances Hazardous to Health Regulations

4 Key Duties

See procedure to follow.

5 Procedure to Follow

Main step 1

- Tradesmen identify the need to access the ceiling void above theatres suite accommodation and issue RAMS for works.
- Tradesmen to notify Estates ventilation authorised person (AP) – contactable via Estates helpdesk.
- Ventilation AP to notify Infection Control and agree that access is appropriate.
- Ventilation AP to agree with theatre staff a period of access to the theatre in question.
- Ventilation AP to ensure Theatre air handling plant is running in full speed providing a positive pressure regime with respect to the surrounding environment.
- Tradesmen to gown up and protect tooling as required.
- Tradesmen to carefully remove **one** ceiling tile / access door only.
- Ventilation AP to check using micromanometer / hot wire anemometer that there is a net movement of air from theatre to void.
- Ventilation AP to instruct tradesmen to proceed with works.
- On completion of works Tradesmen to request QA inspection from Estates.

- Tradesmen to replace ceiling tile / access door and reseal with clear sanitary standard silicon sealant.

Main step 2

- Tradesmen to present sealed ceiling to Ventilation AP for inspection.
- Ventilation AP to complete validation of airflow and pressure regime.
- Ventilation AP to inform Incumbent cleaning contractor that theatre is available for cleaning theatre as required.
- Ventilation AP to instruct Infection Control and Theatre staff that theatre can be returned to use.

6 Document Ratification Process

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of three years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be reviewed by the Ventilation Safety Group and ratified by the Director of Planning and Site Services

Non-significant amendments to this document may be made, under delegated authority from the Director of Planning and Site Services, by the nominated author. These must be ratified by the Director of Planning and Site Services and should be reported, retrospectively, to the Ventilation Safety Group.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

7 Dissemination and Implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Director of Planning and Site Services and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring and Assurance

- Monitoring of air pressure regime, accommodation cleanliness and ventilation performance
- Monitoring will be performed by Ventilation AP

- Monitoring will be performed throughout the works.
- If shortfalls are identified works will be completed, the theatre will then be subject to a full deep clean programme and microbial air quality testing.
- The results of monitoring will be reported to Infection Control via email.
- DEL staff will be trained to apply this SOP - contractors will be issued this SOP prior to the commencement of any works.

9

Reference Material

- Health and Safety at Work etc. Act 1974.
- Control of Substances Hazardous to Health Regulations 2002
- Fire Regulations
- The Heath Act 2006