

Water Safety Group Meeting Action Log tracker - Closed Actions

| Agenda item number & topic | Meeting date | Detail and Action | Lead | Target Due Date | Status Not Started/No Update - Red In Progress - Amber Completed - Green | Status Update/Comments |
|----------------------------|-------------------|--|------|-----------------|---|--|
| Water Safety Report | 04.07.2018 | The Appleby centre is waiting to be resampled Action: results to be fed back to the WSG. | █ | 02.10.2018 | Completed | |
| Water Safety Report | 04.07.2018 | Resampling sites positive for legionella. Action: █ to liaise with contractors and feedback | █ | 02.10.2018 | Completed | |
| Water Safety Report | 04.07.2018 | Water schemes - Action: █ to liaise with contractors for updated water schemes. | █ | 02.10.2018 | Completed | |
| Water Safety Report | 04.07.2018 | Water Report - Action: █ add site/ locations water temperature issues. | █ | 02.10.2018 | Completed | |
| Water safety report | 3rd October 2018 | To speak to Director of Infection Prevention and Control - █ on the long term management of the shower issue at The Green. And to be discussed at next Infection Prevention & Control Committee meeting regarding the executive decision on removal of the staff shower room at The Green. | █ | 9th Jan 2019 | Completed | |
| Water safety report | 3rd October 2018 | Requested that Water Safety Report to include Luton and Bedfordshire Site. | █ | 9th Jan 2019 | Completed | |
| Water safety report | 09th January 2019 | █ with further information regarding rapid HC legionella testing. | █ | 3rd April 2019 | Completed | |
| Water safety report | 09th January 2019 | Review █ contract ensuring it meets IPC requirements | █ | 3rd April 2019 | Completed | |
| Water safety report | 09th January 2019 | █ copies of the existing contract and draft contract that is currently for review. | █ | 3rd April 2019 | Completed | |
| AOB | 09th January 2019 | █ to email Petra regarding low outlet flushing | █ | 3rd April 2019 | Completed | |
| AOB | 09th January 2019 | █ to attend Tower Hamlets Community Health Service Quality Meeting | █ | 28th Feb 2019 | Completed | |
| AOB | 09th January 2019 | █ to invite █ to next water safety Group meeting. | █ | 3rd April 2019 | Completed | |
| Water safety report | 09th January 2019 | KB to include contractor's legionella dates on Water Safety Report | █ | 3rd April 2019 | Completed | |
| Water safety report | 3rd October 2018 | To speak to █ RE: █ █ for decontamination and need a dedicated person to monitor showers at The Green. | █ | 9th Jan 2019 | Completed | Positive result was due to a crack found in the tank. █ raised for replacement tank, awaiting date. |
| Water Safety Report | 3rd April 2019 | Meeting to be arranged separately between Estates and Facilities and █ to discuss the remedial works that need completing with an action plan over the next 6 months to 1 year | █ | 1st July 2019 | Completed | █ has met with clear water and is ongoing |
| Water safety Report | 3rd April 2019 | To feedback from Responsible Person for Legionella Training | █ | 1st July 2019 | Completed | █ attended legionella training |
| AOB | 09th January 2019 | █ review Terms of Reference for WSG to include Service user representative | █ | 3rd April 2019 | Completed | 01/07/2019 - action ongoing for service user representative. Terms of reference updated to include █ Deputy Lead Nurse for Infection Prevention and Control. |
| Water Policy | 1st October 2019 | █ to send to █ for comments. | █ | 7th Jan 2020 | Completed | CLOSE. |
| Water Reports | 7th January 2020 | █ to find out about low outlets and unused bathrooms in Newham and Homerton | █ | 2nd April 2020 | Completed | |
| Water Reports | 7th January 2020 | █ attend the Homerton Service meeting and will raise this during the meeting to see if they are interested in taking part in the trail. | █ | 2nd April 2020 | Completed | |
| Water Reports | 7th January 2020 | █ to send █ details to █ | █ | 2nd April 2020 | Completed | |
| Scalding Risk Assessment | 7th January 2020 | █ will raise the Scalding Risk Assessment Policy with local DMT's | █ | 2nd April 2020 | Completed | |
| Scalding Risk Assessment | 7th January 2020 | █ to raise at the local DMT in Luton and Bedfordshire | █ | 2nd April 2020 | Completed | |
| AOB | 7th January 2020 | Mile End - sinks. █ will discuss with █. | █ | 2nd April 2020 | Completed | |

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| Water Reports | 1st October 2019 | Thermostat keeps being turned up and down at Passmore Edwards. ■ will discuss this with the BT contractors. | ■ | 7th Jan 2020 | Completed | Ongoing issue. ■ to update |
| York House | 3rd April 2019 | To work together to come up with a solution for risk at york house, short term, medium term and long term. To Liaise with ■ | ■ | 7th Jan 2020 | Completed | 01/07/2019 - Subcontractor to arrange survey, Action ongoing. ■ to update at the next WSG meeting. 7/1/20 ■ to attend York House - quotation by 16th Jan but this is an ongoing issue. |
| Water Reports | 1st July 2019 | ■ to send scheme of control and water safety plan drafts to Infection Prevention and Control Team once complete to be reviewed | ■ | 7th Jan 2020 | Completed | Awaiting comments from ■ 07/01/20 - ■ has sent comments ■ will check and update ■ will email Homerton Hospital for monthly report on pseudomonas. |
| Water Reports | 7th January 2020 | ■ are to update on working being done at Robinson Centre by Barts | ■ | 6th October 2020 | Completed | |
| Water Reports | 7th July 2020 | ■ get a list of sites due to re-open to arrange flushing | ■ | 6th October 2020 | Completed | |
| Water Reports | 7th July 2020 | ■ to discuss the the replacement of flexi-hoses | ■ | 6th October 2020 | Completed | |
| Water Safety Plan | 7th July 2020 | ■ will include a list of properties maintained by ■ and amend the WSP with comments | ■ | 6th October 2020 | Completed | |
| Water Safety Plan | 05/10/2021/ 11/10/2022 | To raise amendment works with ■ directly. Update required | ■ | 11th January 2022 | Completed | This is an item on the agenda to be discuss, changes have been made, ■ has commented on the content of the document. ■ has not had a chance to update the document. Update document will be sent to the group for comments by the end of the week. |
| Review of TOR | 05/10/2021 | To discuss a procedure for ensuring the primary care building are compliant with water safety and informing the E&F staff of these buildings | ■ | 11th January 2022 | Completed | ■ that she has had discussions with ■, to notify ■ on any new building the trust moves into, new contact for Leyton Road ■, who should have the compliance they have on site. |
| Review of TOR | 05/10/2021 | To add a section to the TOR on the water safety plan (water hygiene policy) | ■ | 11th January 2022 | Completed | |
| Flushing Flow chart | 11/01/2022 | To update flushing flowchart to be reviewed at the next meeting | ■ | Next meeting | Completed | 12.10.22 Flushing flowchart sent to Borough Leads. No comments received. |
| Scalding Risk Policy - draft | 11/01/2022 | To update the draft policy ■ - to be reviewed at the next meeting | ■ | Next meeting | Completed | 12.10.22 Sent to ■ No comments received. |
| Mapping of sites | 11/01/2022 | Send the list of building and contractors managing it to the group | ■ | Next meeting | Completed | |
| Report | 11/01/2022 | Sent report to the group | ■ | After meeting | Completed | |
| Water Safety Plan | 14/04/2022 | <ul style="list-style-type: none"> To be updated & circulated before IPCC Committee in May 2022 To be approved by ■, The Service Delivery Board, Quality Committee and Health & Saefy Committees | ■ | May | Completed | |
| Scalding Risk Policy | 14/04/2022 | <ul style="list-style-type: none"> Scalding Risk Policy to be updated & circulated before IPCC Committee in May 2022 Training/e-learning around water safety to be reviewed | ■ | May | Completed | |
| Water Safety Policy | 14/04/2022 | <ul style="list-style-type: none"> Details of relevant persons in post to be added An equality risk assessment is to be included Relevant comments from Ventilation Policy to be included | ■ | Next meeting | Completed | |
| Rainwater collection at John Howard Centre | 14/04/2022 | Local Health & Safety team at Forensics are to review & approve Rainwater collection at John Howard Centre | ■ | Next meeting | Completed | 12.10.22 - Completed. |
| Terms of Reference | 14/04/2022 | TOR to be updated with relevant persons in post & Health & Safety | ■ | Next meeting | Completed | |
| Meeting Invite | 12/10/2022 | ■ send names to MG of Service Providers to add to this meeting going forward. | ■ | 01/01/2023 | Completed | ■ has emailed names to add. They have been invited. |
| Meeting Invite | 12/10/2022 | ■ details of ■ from Bart's. | ■ | 31/11/22 | Completed | ■ ■ ■ ■ ■ ■ ■ ■ |
| Meeting Invite | 12/10/2022 | New premises should become a standing agenda point at this meeting under E&F update. | ■ | 01/01/2023 | Completed | Added to Agenda. |
| Scalding Risk Policy | 12/10/2022 | ■ o liaise with ■ to determine the pathway for ratification of the Scalding risk Policy. | ■ | 31/12/2022 | Completed | was taking to Health and Safety committee 18/01/23, there were a number of questions raised seeking clarity from ■ that needs to responded to and then resubmit. ■ to contact ■ |

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| Water Safety Plan for EHCC | 14/04/2022 | Water safety plan & operational management structure for EHCC is to be shared to [REDACTED] | [REDACTED] | 01/05/2022 | Completed | |
| E&F Update/New Premises | 12/10/2022 | [REDACTED] to carry-out Legionella sampling at Evergreen unit in December. | [REDACTED] | 03/08/2023 | Completed | |
| EHCC - Swan-neck taps | 12/10/2022 | [REDACTED] to carry-out sampling at EHCC on swan-neck taps. | [REDACTED] | 31/11/22 | Completed | 20/04/2023 - Sampling completed with reactive changes of degraded taps to continue. |
| Newham - Swan-neck taps | 12/10/2022 | [REDACTED] to link-in with [REDACTED] regarding water-sampling regime in Newham to gather sufficient information to decide on further actions on swan-neck taps in clinical rooms | [REDACTED] | 31/11/22 | Completed | |
| EHCC - Swan-neck taps | 12/10/2022 | [REDACTED] send a summary email answering [REDACTED] queries after the meeting. [REDACTED] to include details about the repeat positive on Fothergill ward | [REDACTED] | 31/10/2022 | Completed | |
| Closed remedial work records from Luton and Beds | 31/01/2023 | To send all closed remedial work reports to [REDACTED] for her records | [REDACTED] | 28/02/2023 | Completed | |
| Water risk assessment records for Evergreen | 31/01/2023 | To be sent to [REDACTED] for records | [REDACTED] | 28/02/2023 | Completed | |
| AE monthly report | 31/01/2023 | To ensure the AE's monthly report is attached as papers for the meeting | [REDACTED] | | Completed | |
| Water safety reports from [REDACTED] n | 31/01/2023 | To trial monthly reporting from [REDACTED] compliance data in relation to Water hygiene | [REDACTED] | 28/02/2023 | In Progress | Action Replaced. [REDACTED] to feedback to [REDACTED] regarding temperature testing reports for [REDACTED] will provide statutory monthly compliance for all sites managed across the Trust going forward. All reports should be dated, signed & legible or typed-up. |
| Current Water safety group Agenda | 31/01/2023 | To review the Water safety group agenda in line with low voltage agenda that [REDACTED] is working on and the age back that currently in place. | [REDACTED] | | In Progress | Action Replaced. [REDACTED] to meet with MG on agenda before circulating. [REDACTED] provide feedback on agenda. |