



FOCUS

Facilities Directorate Newsletter

www.wsufftrust.org.uk/facilities

Director's Message



Having read Focus, it is very impressive to consider the number of replacement/new staff taken on and a warm welcome to you all. Congratulations to Mariella and Katie on a good recruitment drive. We do still struggle to recruit to SSD posts and currently have four vacancies.

If you know of anyone who may be interested call Jayne-Anne or Katie on 01284 712396 or 01284 712623

Enjoy the summer holiday time and take care in the sun.

Pool Car



The Trust spends over £400,000 per year on staff travel. One of Green & Kassab's cost saving proposals was to introduce the use of pool cars to reduce this figure. Fiat UK and Desira of Bury have agreed to partnership with the Trust to trial this proposal. To facilitate this we have been given the free use of a Fiat Idea until October 2004 to be used by staff, employed by the

Trust and holding a full UK driving licence, travelling on Trust business. The trial started this month and staff from Facilities & Clinical Support Directorate have been asked to participate. The usage of this car will be recorded for evaluation at the end of the trial.

If you are going on any courses, site visits, conferences, meetings etc then please contact Helen Lawes on extension 3170 to book the pool car.

Paintings for Schools

Local schools are providing artwork which will be displayed along the rear entrance corridor. We would like to thank all of the students who have contributed to the exhibition. The display shows the high standard of artwork produced in Suffolk Schools as well as enhancing the environment for patients, visitors and staff.


Bury in Bloom

Congratulations and a big thank you to our gardeners, Ron Lockwood, Michael Hayhoe and David Cracknell who with their efforts and hard work secured 2nd Place in this years 'Best Industrial Frontage' Bury in Bloom. "This was an improvement from last years 3rd Place and next year we aim for 1st Place" Ron commented.

Also a big thank you needs to go out to

Geraldine Debenham and the Volunteers who assisted by watering and weeding of the pots and tubs along the front.

Your efforts are much appreciated by the public and staff for creating a pleasant atmosphere for us all.

West Suffolk Hospitals 
NHS Trust



Estates give a helping hand to relocate E.B.M.E

West Suffolk Hospitals E.B.M.E (Electro BioMedical Equipment) has been located on the Hospital Road Site (HRS) since the late 1970's. An opportunity arose at the end of last year to relocate the department from the HRS to a new designed facility on the WSH site.

The new home for EBME would be housed in the recently constructed 'Medical Equipment Store Building' (located to the rear of the kitchen). One third of the building has now been converted for use by EBME Department.

The work was carried out by the Estates Departments own in-house works team. For some of the staff it was the first time that they had worked on 'new works' as they usually concentrate on maintaining properties rather than building them. It was this challenge that inspired the staff to really 'get stuck in' and provide a facility that met the cost restraints, the required time scale and produced a facility that has gone a long way to fulfilling the needs of the EBME Department. There is a proposed future extension to the building to meet the expansion of the Trust, this is subject to design approval and availability of funding.

The project was finished on time. EBME moved in on the 10th May. Credit should go to the EBME team who helped to reduce costs by relocating themselves. EBME had a week's down-time (except for emergencies) while they packaged up all their sensitive equipment and relocated it to their new home.

With every new experience there is a learning curve and

without exception this project also had its challenges, which we were able to overcome, learn from, and apply to our next projects.

Thanks must go to all the staff involved for their endeavours in achieving the goal. David Wilson, EBME Manager commented on how the Department is now more responsive since the relocation. Ian and David would also like to thank their team who pulled out all the stops during the construction/move.

Contact Numbers: The Departments contact numbers have changed to the following:

Electronics 2867

Anaesthetics 2869

Mr. D Wilson, Manager 2856

Fax 01284 712892

For reporting faults and breakdowns out-of-hours, please call ext 2867 (answer phone) or use the EBME Mailbox and leave following details:

- Your department and/or location
- Your name
- Hospital equipment number (WSHA)
- Nature of fault

All technicians can be paged during normal working hours, Monday to Thursday 8:00am to 5:00pm and Friday 8:00am to 4:30pm.

Katie Bowen: Personnel & Training Advisor



A bit about myself: I was born in Pembrokeshire, Wales, where I have lived most of my life. I am a new resident to the county of Suffolk and have so far enjoyed the wealth of Farmer's markets, friendly people and breath taking countryside. So far, my favourite

places to visit in the region is the East Coast with Southwold and Walberswick Bay being my most enjoyable and pleasant places. My interests are playing team tennis matches, cycling and visiting art exhibitions.

Educational and Professional background:

I graduated from Leeds, in Marketing and French BA Hons and then worked in Central London in a Marketing post for a couple of years. Following this, I then decided to do a Post Graduate Certificate in Education

with Nottingham University, where I trained to teach primary children across both Key Stages 1 and 2.

For the past two years I have taught in a couple of Primary and Middle Schools on a supply basis and have taught across a range of subjects. In particular I have enjoyed teaching Math's, Art and Physical Education.

I joined the Trust in June 2004; to cover Mariella Giancola's maternity leave as the Personnel and Training Advisor for the Directorate. This means I am here to look after all of facilities staff and to support you through your personal development. If you have any queries or concerns please feel free to contact me.

Contact details:

I am in the office between 8.30 to 4.30, ext: 2623 and email: katie.bowen@wsh.nhs.co.uk

Welcoming Victor Cruz to the Trust



A bit about myself:

I was born in Lisbon, Portugal and have resided in Norfolk for the past seven years. I am 40 years old and married to Jeanette, with the recent addition of a bonny baby boy to the family.

Educational and Professional Background – My management and professional courses have included a Certificate in Management Studies (1996), Diploma in Management Studies (1998), as well as a Masters in Small Business Enterprise (1999).

In October 2001 I formed my own Ltd. company that dealt with outside event catering, with a restaurant coming on line later on in 2002. The business was initially based in Dereham, but with the acquisition of the restaurant it later moved to Swaffham. The company was then sold off in March 2004 and the new owners are still using the same service format and menus, which is of seafood orientated.

Prior to my self-employment status, I worked at

University College London Hospitals NHS Trust for most of my management life, starting as Administration Assistant through to Senior Operations Manager dealing with Porterage, Domestic, Security, Waste Management and Car Parking services. In May 2004 I was offered the opportunity of joining WSH NHS Trust, as their Housekeeping Services Manager. The challenges and opportunities that the role itself presents, as well as the proximity to home and quality of life were the main reasons for embracing this change.

The prime objectives of my post are to ensure that the Trust meets government cleanliness targets, keeps in line with the proposed Ward Housekeeping service, Agenda for Change and PEAT inspections. The first important point to highlight has been the quality and commitment from all staff in increasing the levels of cleanliness across the Trust. We will continue to provide management and supervisory assistance by the implementation of better systems, processes and cleaning methods in order that they can achieve the overall team objectives.

Contact details:

Ext: 3514 or Bleep: 613

Email: Victor.Cruz@wsh.nhs.uk

Congratulations



Congratulations to **Julia Girling**, **Vivian Minor** and **Denise Hindle** in the Sterile Service Department on passing the Institute of Sterile Service Management TVQ Part 1. Well-done and good luck with completing Part 2.

Congratulations to **Keith Reid**, catering supervisor who completed his NVQ level 3 in supervisory skills in April. Keith only took a record 8 months to complete it. Well done Keith.

Congratulations to **Brenda Morrissey**, Catering Assistant and **Kim Maylon**, Food Services Manager, who have recently both passed their First Aider Course.

John Bugg, Maintenance Electrician and **Steve Monkhouse**, Maintenance Craftsman-Mechanical have recently completed a WTI Group course for Maintenance Persons (Washer Disinfectors) in order to implement and maintain the new Washer\ Disinfecter machines at SSD.

Trevor Westley, Maintenance Craftsman - Mechanical, who has been newly appointed as the estates new Union Representative.

Contaminated Land

What is contaminated land?

Contaminated land is defined by section 78A(2) of Part IIA of the Environmental Protection Act 1990 as:

"any land which appears to the local authority in whose area it is situated to be in such a condition, by reason of substances in, on or under the land, that:

a. significant harm is being caused or there is a significant possibility of such harm being caused;

or
b. pollution of controlled waters is being, or is likely to be caused;..."

Basically, Contaminated land is any land that may cause significant harm to people, animals, buildings, ecological systems, or cause the pollution of water due to its previous use. This can be by substances on, in or under the land. However, there are also sites that are affected by contamination that do not meet this strict definition.

There is no reliable estimate of the number of contaminated sites in the UK or the overall scale of the consequent problem but the Environmental Agency estimates that there could be between 5,00 and 20,000 contaminated sites in England and Wales that may have an impact on human health or the wider environment.

How is land contaminated?



Over the past 100 years, the industrial revolution saw the expansion of the steel, coal, chemical and other industries and with this expansion came huge

economic and social growth. At the time of expansion, the consequences of industrial development to the environment were not fully realised and we did not look towards a sustainable future. Today, there is a much greater appreciation of the environmental impacts of

industry and releases to the environment are regulated to guard against adverse impacts.



Previous industrial processes disposed of waste by tipping it on the land and raw materials and fuel were often spilt, contaminating the

land at the sites. Even today land contamination may arise from unintentional leaks and spills at various sites. Contaminants can range from solvents, oil, petrol, heavy metals to radioactive substances. The sources of contaminants are not just restricted to industrial processes: other sources may include agriculture activities, inadequate waste disposal, deposition from the atmosphere and every day activities such as petrol distribution and dry cleaning.

Why is contaminated land of concern?

As contamination can take a variety of forms, it may impact in a variety of ways. Depending on the concentration and nature of the substances present, harm may be caused to human health, plants, wildlife, crops, property or ecological systems as a whole. Harm to human health can be caused in a variety of ways and the impacts may range from skin and respiratory irritation to cancer, birth defects or even death. Exposure to contaminants may occur in a variety of situations. Polluted dust can be inhaled, both on the site and in the surrounding area of the site. Small children may directly consume the soil if they play in contaminated areas. Other exposure routes are skin contact, ingestion of vegetables that have taken up contaminants or have contaminated soil attached to them and inhalation of volatile contaminants.

Pollution to rivers, groundwater, and ponds can occur by the leaching of contaminants out of the soil into water courses through the natural drainage of the soil. This in turn can effect aquatic plant and animal life and contaminate human drinking water. Some contaminants may also pose a

Contaminated Land ext...

fire or explosion hazard or they may be corrosive and attack building materials or services.

Why remediate contaminated land?



Contaminated land is typically remediated to address environmental risks, risks to users of the sites, as well as financial and legal liabilities. In addition, with more and more pressure being put

on our countryside for the development of new industries, business and also housing, there is an increasing tendency to build on existing sites to preserve greenfield sites for future generations. Some of these existing sites may already be contaminated. The government has set targets for housing that 60% of all new housing should be built on existing "brownfield" sites to preserve our countryside. This requires the risks associated with brownfield sites with chemical contamination to be addressed before the sites can be redeveloped.

Welcome to Hannah Notley - Facilities Project Assistant



I was born in Bury St Edmunds in 1984 and have lived here all my life. I went to King Edward VI Upper School, I am now continuing my education at the University of Hertfordshire where I am studying for a degree in Business Studies.

In my spare time I enjoy socialising with my friends and family, going to the cinema walking my four dogs, going to the gym and cycling.

I have just finished my second year at University and I am now on my placement year working in the Facilities Department as a Facilities Project Assistant. I have previously worked at the West Suffolk Hospital in the Housekeeping Department where I worked both daytime and evening shifts on and off whilst doing my A levels and at University.

Once I have finished my work placement I will return to University to complete my final year. I expect to achieve a good over all grade and have gained good background knowledge/experience that I can put into practice when I graduate. I would like to find a rewarding position that provides job satisfaction where I can implement theory gained at University. I plan to keep my options open with regards to my future career path as I expect that my placement year will provide a range of

experiences, which may influence my career direction.

During my time working in the Facilities Department I will be working on a number of different projects such as:

- Assisting with the Radiology, Urology/ Endoscopy Strategic Outline Cases
- Assisting with the development of a rolling replacement programme for medical equipment
- Setting up a database for non-medical equipment.
- Assisting with gaining ISO9001:2000 accreditation for Sterile Services Dept.
- An application of Investors In People for the Facilities Directorate
- Up dating and maintaining the communications systems.

Part of the communication update will involve writing articles for the Focus magazine, and updating the Facilities Directorate web site and notice boards.

I am looking forward to the coming months and the various challenges that I will be faced with. At the end of my year I am sure that I will have gained a good all round working knowledge of an Acute NHS Trust.

Contact details: Ext 3492 or email: Hannah. Notley@wsh.nhs.uk

New Appointments

Finn Mickalak, SSD Technician started working in the directorate as Bank in March 2004 and on the 1st June become permanent. Before starting at WSH, Finn studied Archaeology at Sheffield University and then worked as an Archaeologist in California, USA for 6 months.



Stephanie Davis, Catering Assistant, started with us on the 16th April 2004. Previously, she has experience as a Kitchen Assistant in the Sanctuary, Restaurant in Bury.



Amy Bishop, SSD Technician is here for the summer holiday period only. She is currently studying BA Hons in English Literature and Drama.



Chris Woodward, Medical Technical Officer started in the EBME department on 6th June 2004, Previous to this, Chris worked at Hill Rm Ltd as a Service Engineer, servicing hospital equipment.



Tracey Bayliss, fulltime Housekeeper, started on the 10th March 2004. Previously, Tracey worked for 7 years at Hill Crest Care Home, as a Senior Carer.



Carol Butcher, part-time Housekeeper, started with the Trust on the 5th April 2004. Before starting, Carol worked for 3 years at RMBI Corn Wallis Court, working as a Waitress and also as a Kitchen Domestic.



Elsie Davis, part-time Housekeeper, started on 24th May 2004. Before coming to the Trust, Elsie worked for at Court Patisserie Bakery, as a Sales Assistant.



Rosina Howes, part-time Housekeeper, joined the department on 24th May 2004. Rosina previously worked at Center Parcs as a Housekeeper.



Lijo Joseph joined as a Team Leader on 10th April 2004. Lijo previously worked as a Trainee Team Leader at KFC in Sudbury, previous to this as a Housekeeping Supervisor in the Grand Hotel, Kerala in India.



Elaine Oliveria, part-time Housekeeper, joined on 17th May 2004. Elaine used to work at Stedfina Agency.



Heather Peck, part-time Housekeeper, started on 5th April 2004. Previously Heather worked at Argos in Bury, as a Customer Care Advisor. Heather has re-joined West Suffolk Hospital, as she worked in the Hospital over 14 years ago, as a Housekeeper.

Michael Ridgeon, Maintenance Electrician, joined on April 30th 2004, from Suffolk Electrical Services, Bramford where he worked on Housing Association Contracts for Suffolk Heritage and Babergh District Council.

Staff Profile: Michael Smith



Tell us a bit about yourself...

I was born in Bury St Edmunds and now live on a farm in West Stow. I have played in many different rock bands and I am now currently in a band called 'My Hi Fi Sister'. I play the drums, the base guitar and the guitar.

What do you do at West Suffolk?

I have been working in the Sterile Services Department (SSD) for 18 months in November 04 and will have also finished my training and be a fully trained Technician. My job is to clean up and supply theatres with operating equipment. I am involved in many of the stages in which the equipment goes through before it is dispatched back to theatres, such as washing, disinfection, checking, setting up, sterilizing and dispatching the operating equipment.

I am currently learning to use the new machines that have been recently installed. It is a busy and friendly atmosphere to work in and I have found it an interesting place to work especially with the improvements that are happening at the moment.

What do you do in your spare time?

In my spare time I enjoy socialising with friends and listening to music, as well as rehearsing with my band. I also enjoy kayaking and walking my dog Mog.

FAVOURITES

Colour

Green

Group/record

Stone Roses

Food

Indian

Film

Full Metal Jacket

Paintings in Hospitals



Paintings in Hospitals

and are available for loan to NHS hospitals, hospices and healthcare facilities through the **Paintings in Hospitals Loan Scheme.**

As part of the Trusts commitment to providing a quality environment for patients, staff and visitors, The West Suffolk Hospital has become the charity, 'Paintings in Hospitals' new regional branch for the East of England. PiH provides a picture loan service to all healthcare facilities in the counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

The **Paintings in Hospitals Collection** was founded

The art works exhibited along the corridor running from X-ray, passed pharmacy, pathology and round to the rear of the hospital belong to the charity 'Paintings in Hospitals' (PiH)

in 1959 and today contains nearly 4,000 original works of art including paintings, prints, drawings, textiles, mixed media and photographic works on loan to over 250 hospitals across England, Wales and Ireland. The PiH EAST collection includes works that have been acquired from contemporary artists living and working in the East of England, many of which have been kindly donated or lent by the artists.

Paintings in Hospitals is a Registered Charity (No. 1065963) and receives no public funding. If you would like to make a donation or can offer any in kind support, we should be very pleased to hear from you.

Mary-Alice Stack, Director, Paintings in Hospitals, Sheridan Russell Gallery, 16 Crawford Street, London W1H 1BS. Tel: 0207 935 0250 or go to www.paintingin hospitals.org.uk

SSD Phase 1 Complete

Phase one of the Sterile Services Departments upgrade is now complete with all four of the new machines installed and operational.

SSD and maintenance staff are at present undergoing training on how to use and maintain the equipment. Cleaning standards



throughout the Department. It is hoped that this will be completed by September 04.

Jayne-Anne Webb, SSD Manager would like to thank all her staff for maintaining the good level of service whilst working in difficult conditions as well as coping with the



New sectional washer/ disinfectors. Capable of cleaning up to 45 surgical sets per hour



for the new machines have instantly showed a dramatic improvement in quality.

Staff are all happy with the changes so far and are looking forward to the completion of phase 2. This will incorporate a number of structural, and work area changes to comply with building regulations



added problem of staffing shortages, which is an ongoing challenge. She also commented that "Teamwork and a good sense of humour is the only way to win through".

For more information please contact Jayne-Anne Webb on ext 2396.

We Had A Ball!



The first Annual Hospital Ball on June 4th was voted a resounding success.

Over 350 guests arrived at After the prize draw and raffle,

Culford School to be serenaded by a string quartet on the terrace before taking their seats for dinner. Later, revellers danced the night away to two bands and a disco, courtesy of Radio West Suffolk.

The more adventurous attempted to stay upright on the bouncy castle and tested their rodeo skills on 'Dolly the Sheep'.

chairman Veronica Worrall thanked the hospital ball committee, who are already planning next year's event. Over £3,000 was raised for cancer equipment and thanks must go to all the generous sponsors who donated prizes.

If you took photographs on the night, the committee would love to see them.