

SOP: Contingency Plan for Complete Failure of Working Lifts in West Ward Block for Maternity Services

- (1) Call SHIFT CRAFTSPERSON on 25673: inform that there are no working lifts in the West Ward Block. If not able to contact ring 100 and ask switch to put you through to the ON CALL ENGINEER. If there is lift entrapment of staff or patients call 999 for the FIRE BRIGADE to release the entrapped staff/patients (The Shift Craftsperson will call the company OTIS and will provide updates on the status of lifts functionality.
- Try the override key for the lift – if this works and we have 1 functional lift we can wait for the engineers to arrive to fix the other lifts. If the override key does not work

(2) Inform Matron (by day Mon-Fri) or ON CALL MANAGER for WCH out of hours.

- Inform the bed manager day or night
- Inform the neonatal team and Neonatal ward sisters
- Inform the Obstetric team including the On Call Consultant
- Inform the anaesthetic team including the On call Consultant
- Inform the theatre team
- Put all IOL and Elective work on hold until the lifts are confirmed as working.
- Delay transfers to Obstetric theatres if non-urgent as the team may be required in main theatres for any emergency cases.

(3) PLAN FOR ADMISSIONS TO MATERNITY:

WOMEN will continue to attend through main maternity entrance:

- Walk through the corridor to the lifts by the canteen
- Use lift to Ward 5.
- Midwifery staff will be waiting to meet woman and accompany them to relevant destination.
- Midwifery staff and a designated HCA will accompany women through to SHIPS at the far end of Ward 20 and out to 19/ BBU/ AAU as appropriate (HCA will remain in the area with the midwife to act as a runner and facilitate transfers)
- There will be chairs for use of women, and wheelchairs if women require help to be transported.
- Women will be accompanied to AAU, Ward 19 or BBU via ward 20.
- If women require admission to CDS and can walk they will be accompanied up the stairs to CDS.
- If women cannot walk or emergency clinical condition they are to be escorted to ROOM 7 on TCU which has been set up for assessment. Staff will need to review women there if required.
- If women require transfer to CDS from Ward 19 and they can walk, they will be transferred straight upstairs by the midwife and HCA. If women are unable to walk they will be transferred to main theatres for care/ treatment as appropriate.
- If theatre is required in an emergency situation or if theatre is required after admission to AAU/ BBU or TCU ROOM 7 the woman will be transferred to main theatre.

PLEASE KEEP THE LABOUR WARD COORDINATOR, OBSTETRIC, ANAESTHETIC and NEONATAL teams informed of any emergency admissions via Ward 20 and until the lifts are functional