



**EAST AREA
HEALTH & SAFETY MEETING
Tuesday 7th April 2009 0900-1300 hours
Fords Social Club**

Attendees: Jason Killens (Chair), Paul Gates, Christopher Doyle, Jo Williams-Lota, Greta Jenkins, Nick Yard, Cathy Rideout, Steve Colhoun, Sonia Williams, Martin McTigue, Sheila Hargreaves, Christine Tanner, John Gilbert, Steve Ford, Shreekant Buch, Martin Honeyball, Dominic Colella, Bill Leaning, Doug Crates, Dave Smith, Dave Glanvill, Ian Lee, Terence Edwards & Samantha Jones (Notes).

MINUTES

- 1. Apologies for absence**
Michael Pearce, Paul Ward, Andy Street, Cathy Rideout, Trevor Hubbard, Terry Williamson, Greg Masters, Mark Lione, & Alan Tokely. Welcome back Ian Lee.
- 2. Minutes of the previous meeting**
Agreed.
- 3. Updates on Actions and Matters arising**
 - a. Page 2 Item 3h – Cleaning vehicle post incident** **TH**
JG
To carry over to the next meeting. TH not circulated, still outstanding. JG to do by Friday.
 - b. Page 2 Item 3i- Tottenham, Alarm test key & padlock** **TH**
JG
To carry over to the next meeting. To be done by Friday - JG
 - c. Page 2 Item 3m – Romford, signage / lighting**
To be dealt with locally.
 - d. Page 2 Item 3n – Whipps Cross**
Men's toilets in Ilford garage – wet floor – people are using hand towels when run out of toilet paper. Not a recent problem.
 - e. Page 3 Item 7a – Yellow straps on trolley beds & chairs** **ML**
To carry over to the next meeting.
A yellow strap was brought into the meeting, it was discussed that the straps were hard to clean and were starting to fray. It was thought they were fraying because the strap was hard to pull through the buckle, which is not easy to adjust. ML to take to VEWG.
 - f. Page 3 Item 7b – Mattress covers** **TH**
To carry over to the next meeting.
A single use sheet was shown at the meeting, it is strong and waterproof. It was discussed that in the future there will be a process to exchange blankets with hospitals (approx 18 months). For now TH take the blanket issue to relevant people and JK take the mattress cover issue to the relevant people.



- g. Page 3 Item 7c – Manual handling** **CD**
CD spoke to HD and stated that more courses will be going ahead but there are no confirmed dates yet because of no funding at the moment. CD to feedback an indication of when these courses will be running again.
HD sent an email dated 20/04/09 – Still awaiting the decision for the 09/10 funding for our department to pursue and offer the courses. Sorry cannot be more specific at this time
- GR to also provide a written update by email on what the expectation is for the course on Manual Handling. **GR**
- h. Page 4 Item 8a Chase Farm**
Infection control
To carry over to the next meeting. **TH**
Infection control. Patient was brought in with meningitis and the LAS were unaware of the problem. TH to look into this.
- Inoculations** **GUS**
Gus to update JK on how many new staff are outstanding their inoculations.
- i. Page 4 Item 8e City & Hackney**
Towels **JK**
There is still a problem with the cleaning of the towels. JK to look into this as towels have been purchased.
- Vehicle Defect Books** **SB**
Still some books missing. Fleet issue - Workshops to replace book if not in the vehicle.
- 4. Urgent Items not on the Agenda (ALL)**
- a. MRUs**
Staff do not have the correct uniform. It is found that there is a problem with boots, Hi Vis tabards and helmets.
NY to take this forward and to send out a memo to refresh staff on what they can / cannot do. BL to provide examples to NY. **BL NY**
- b. FRUs**
Active area cover. This is now clear but the old agreement is still on the policy at the moment. PG to check and make this clear to EOC. **PG**
- c. Stowage of equipment in cars**
No bulletin issued yet. CR to chase this. Loose kit must be strapped in the back of the vehicle. PD will bring this forward. **CR PD**
- d. LA52s**
Issue with telephone numbers, and issue of red phone on FRU desk – ongoing. To be taken to the corporate meeting.
- e. MDTs**
Alert messages are constant on the MDTs. PG to speak with Paul **PG**



Webster to see what information should be given.

- f. LDVs**
Seat belt straps are too hard to clean. Should be taken back to workshops, clip back on broken doors and repairs. To be taken to the corporate meeting.
- g. Dynamic Risk Assessment**
PG to check if there are some guidelines on lifting and moving etc from HD. **PG**
- h. MAP**
A discussion took place in what would happen if a member of staff was off sick because an accident at work, and the MAP. It was discussed that attendance was looked at case by case.
- 5. Workplace Inspections**
JK read through the potentially dangerous hazards recorded on the workplace inspection forms. Any outstanding forms need to be sent a s a p (Newham, Whipps Cross & C&H)
MH will provide a Fire Marshall course, and places are offered on a first come first served basis. Will also appoint someone to carry out regular tests. **MH**
- 6. Agenda Items from Sector Rep's**

 - a. Green Away Button – at EOC** **KB**
To carry over to the next meeting.
 - b. Eye Tests (DG)**
JWL read the regulations, and that road staff were not entitled to free eye tests. IL to take to the corporate meeting as a service wide issue. **IL**
 - c. ATOS (DG)**
It was discussed that Greta Jenkins HRM is now on the panel of the ATOS user group along with Mark Lione to represent the East Area. Any ATOS individual cases should be emailed to JWL and GJ.
 - d. Manual Handling (DG)**
See notes above - Item 3g
 - e. Yellow Straps on Trolley Beds (DG)**
See notes above – Item 3e. Will be taken to the VWG.
 - f. J4 Snagging list (DG)**
Smoke detectors are still missing, although they have recently been ordered. MH will follow this up. MM has this list and most of the work has now been completed. **MH**
 - g. New station – air conditioning in the office** **KB**
To carry over to the next meeting.



- h. Safety Helmets (DC)**
Should be a safety helmet for each member of staff. If not then this should be reported at EOC. If staff go to an incident that requires a safety helmet and there are none, staff should wait for these to be sent.
- i. Long Sleeve Gloves (DC)**
Arm protectors are being brought in.
- j. Carry Chairs (DC)**
A trial needs to be organised for the vehicles with carry chairs built into them. This is a way forward, but still an ongoing issue. IL to put forward again. **IL**
- k. Security at Tottenham Station (DC)**
Mobile CCTV - fixed for a temporary period only. At the end of June this can be moved to Tottenham Station. MH to find out how quick this CCTV can be moved. **MH**
- l. Disposable Mattress Covers (DC)**
See notes above – Item 3f
- 7. Unresolved Station Issues**

 - a. Chase Farm**
 - Temporary Porta Cabins – there is a risk as there are no barriers up. Have spoken to Estates. MH to arrange for someone to go to Chase Farm. **MH**
 - Timber in Slouch – not clean
 - b. Edmonton**
 - Bounds Green – ongoing problems with the drains within the toilets. Building work due to take place, MH to find out the date. **MH**
 - Pedestrian gate not locking. JG to look at. **JG**
 - c. Romford**
Ongoing problems with security at Romford Ambulance Station. Staff are being confronted by the public recently. PG to chase. **PG**
 - d. Whipps Cross**
No issues
 - e. City & Hackney**
 - Fire signs are needed at Shackwell Lane. MH to look into this. **MH**
 - Lights in the garage are still out. Has been continually reported on HEAT but gets taken off. MH to look into this. **MH**
 - Leaving station door open. SC to look into this. **SC**
 - f. Islington Station**
No issues



g. Newham

- H&S Rep appointed – Clare Hodgson.
- Covers covering the concrete drains are subsiding. Urgently need looking at. MH to look into this.

MH

h. Tower Hamlets

No issues

i. Bow

No issues

8. Items to refer to the Corporate H&S Group

- LA52s Issue with telephone numbers, and red phone on FRU desk.
- LDVs – seat belts
- Eye Test

9. AOB

- Digital radio roll out – Testing May 2009 and if passed then they will be rolled out at the end of May / June 2009. IL state that staff side are disappointed in the amount of time it has taken to do this roll out.
- Guidance on conveying relatives in FRUs following the ambulance – Yes insured.
- Uniform quality – BL to take to the Uniform Working Group.
- It was discussed that any H&S Rep that cannot be released then pass the work onto Sector Reps. If need to be released then contact PG.
- Any issues with contractors should be reported to MB team a s a p.

BL

10. Date of next meeting

11th June 2009, Fords Social Club 0900 hours. 0845 for teas & coffees.

Upcoming 2009 H&S meetings:

10th September 2009

10th December 2009