



**EAST AREA
HEALTH & SAFETY MEETING
Thursday 18th June 2009 0900-1300 hours
Fords Social Club**

Attendees: Paul Gates (Chair), Martin McTigue, Gerard Murray, Greg Masters, Nicola Bentley, Sheila Hargreaves, Graham Jones, Simon Clark, David Barnes, Christine Tanner, Shreekant Buch, Martin Honeyball, Dominic Colella, Bill Leaning, Gary Dukelow, Dave Smith, Ian Lee, Terence Edwards, Jeff Endean, Edward Topping, Stacey Crump, Andy Street, Jo Scott-Jones & Samantha Jones (Notes).

MINUTES

1. **Apologies for absence**
Cathy Rideout, Chris Doyle, Greta Jenkins, Dave Glanville, Michael Pearce, Tracey Jepson, Steve Colhoun & Trevor Hubbard.
2. **Minutes of the previous meeting**
Agreed.
3. **Updates on Actions and Matters arising**
 - a. **Page 1 Item 3a – Cleaning vehicle post incident** **TH**
To carry over to the next meeting. TH not circulated, still outstanding.
 - b. **Page 1 Item 3e- Yellow straps on trolley beds & chairs.** **BL**
BL to follow this up. Carried over from the last meeting.
 - c. **Page 1 Item 3f – Mattress covers** **PG**
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. PG to follow up outstanding action.
 - d. **Page 2 Item 3g – Manual handling**
IL provided stats regarding the manual handling courses. New starters are excluded. Figures are as follows -
 - **2006 – 2007 – 365 (as part of the 5 day CPD course)**
 - **2007 – 2008 – 306 (6 hour one day module)**
 - **2008 – 2009 – 28 (6 hour one day module)**
 - **Total 699**
 - e. **Page 2 Item 3h – Inoculations** **PG**
Gus contacted staff who had not been given their inoculations and ATOS were proactive. PG to contact Fatima regarding where this was left ~~followed~~ during the last Staff Side meeting.



- f. Page 2 Item 3i – C&H Towels**
Item is ongoing and has been taken to the infection control group.
Vehicle Defect books
These were ordered, delivered and should now be in all vehicles.
- g. Page 2 Item 4a - MRUs**
Staff and their correct uniform – this has been taken to the Safety & Risk group and is ongoing.
- h. Page 2 Item 4b - FRUs**
Active Area Cover – issue still ongoing and the Rep's want an agreement. PG stated that this had~~s~~ been re-enforced with the EOC teams.
- i. Page 2 Item 4c – Stowage of equipment in cars**
Loose kit in cars. PG did take this forward and Safety & Risk who issued a bulletin at the time. Ongoing. **PG**
- j. Page 3 Item 4g - Dynamic Risk Assessment**
There are no rules set for a dynamic risk assessment. PG suggested that there should be instructions, for those who carry this out. AS will take the idea back to Safety & Risk. **AS**
- k. Page 3 Item 5 – Workplace Inspections**
These are currently being carried out around the Trust.
- l. Page 3 Item 6b – Eye Tests**
Crew staff are unable to claim free eye tests. BL will take this to the corporate group. **BL**
- m. Page 3 Item 6f – J4 snagging list**
Smoke detectors have been installed. The fencing is yet to be completed.
- n. Page 3 Item 6g – Air Con in the office**
To carry over to the next meeting. ET to speak to KB. **ET**
- o. Page 4 Item 6j – Carry Chairs**
IL raised this issue and there is no plans to carry out this trial because of financial issues. AS told us that the stair climber is still ongoing. PG to raise issue. **PG**
- p. Page 4 Item 6k – Security at Tottenham Station**
Security is still an issue. MH told the meeting that it will take one week to move the CCTV. PG suggested that the H&S Reps and AOMs get together to discuss outside the meeting.
- q. Page 4 Item 7a – Chase Farm**
Temporary Porta Cabins. There is a risk because there are no barriers up. MH to arrange for someone to inspect. **MH**



- r. **Page 4 Item 7b – Edmonton**
Bounds Green. Ongoing problems with the drains. Building work is now going ahead.
- s. **Page 4 Item 7c - Romford**
Ongoing problems with security. PG has chased this and it is still ongoing. PG to chase MB again. **PG**
- t. **Page 4 Item 6e – City & Hackney**
Fire signs **MH**
- o MH stated that the signs are not needed but will check this out again.
 - o Lights in the garage are still out. MH to action ASAP. **MH**
- u. **Page 5 Item 6g – Newham**
Covers covering the concrete drains are subsiding. MH to chase MB again. **MH**
- v. **Page 5 Item 9 AOB**
Uniform quality. Ongoing problem with 'Dimensions'. **BL**
4. **Urgent Items not on the Agenda**
None
5. **Workplace Inspections**
PG checked outstanding hazards. Relevant stations mentioned who have outstanding hazards to action ASAP.
6. **Agenda Items from Sector Rep's**
- a. **Refurbishment at H2** **GM**
There are no cooking facilities for staff. An update was sent out on 17th June 2009 and awaiting Tenders. GM to purchase a grill/oven.
- b. **Bike parking at H5** **GM**
No parking for bikes. GM to purchase bike rack.
- c. **Staff Training** **GM**
Training has been cancelled due to REAP 4. GM has asked for a full day training package. There is a rolling programme over the next 6 weeks which starts on 7th July 2009. GM to share programme and feedback.
- d. **Shower Towels**
Now covered.
- e. **Tympanic Therm**
It was asked if a cover could be provided as they do not work at first when cold. To be taken to the VWG.
- f. **LDV Air con & the condition of them**
SB will provide workshops with instructions to ensure that the air con in the LDVs are checked at all times.



BL discussed that one LDV door fell off. He handed out photos of damaged LDVs. SB stated that problems should be reported to workshops to get repaired or replaced.

SB state that inspections are carried out by an independently and not part of the LAS.

g. Maybo Updates

AS

AS stated that all training needs are to be completed by all staff. There are 241 outstanding persons were not trained. The intention was to get all these outstanding staff trained by March 2010. There are no plans for update training until these staff has completed this. IL stated that all the Rep's were disappointed that no updates have been done in the last 5 years it has been running. It was suggested that a list of staff who have not completed this training to be given to the appropriate AOM, to then be taken to complex meetings.

h. Vehicle cleaning

PG

IL states that vehicles are not as clean as expected. PG to take this issue to TH to see where we are with the new contract.

i. Bus lane use

PG

There is a policy on this and PG will forward this onto IL. GM stated that there is this policy on the Pulse TP023.

j. Single staff response

There is a procedure on this, MM states that they can ask, but if there is any different information MM will pass onto IL.

k. Vehicle lights

Any vehicle must have lights working. If not, the vehicle should not be used.

l. Mercedes doors

IL

There is no warning light in the cab when a door is open. This effects the hinge. The doors appear to be closing but they are not. SB stated that it is down to the individual to make sure the doors are shut. IL to take issue to VWG.

m. Station temperature control

PG

Heating is high even in summer months, it is like this every year. PG to speak to Estates.

n. Comms box K2

JSC

Used mainly for PTS. Was meant to be placed in the boiler room but was placed in the kitchen. It was asked if this can be removed. JSJ to take back to IM&T to get moved.

o. Flexible fleet safety clothing

PG

Repeat request for uniform. It was discussed that it takes 25 weeks for a uniform to arrive from start date of a new employee. PG to speak to LSS.



- p. L A R P** **PG**
There is confusion amongst staff. AS state that there are sets set aside for training purposes only. PG will speak to MS.
- q. VOR Document** **PG**
IL raised with TH because infection control wasn't taken into account. PG to speak to JK and TH.
- r. Lack of safety helmets** **PG**
JK suggested these to be personal issue or all vehicles should have them. PG to take this issue back.
- 7. Unresolved safety issues**
- a. Chase Farm**
Clinical waists to be signed over when collected. Nicola Smith dealt with this issue in her presentation.
- b. Edmonton**
No issues.
- c. Romford**
No issues.
- d. Whipps Cross**
No issues.
- e. City & Hackney** **PG**
- Blankets not being collected. These are being bagged up but drivers do not want to pick them up. PG will look into this.
 - O2 bags are not coming back. To be aware bags can be changed.
 - Drug packs – are they being made smaller? PG chase this. **PG**
- f. Islington**
No issues.
- g. Newham**
LDVs & Mercs – Stitching is slowly coming apart in the seats. SB stated that there is no restriction on replacing seats. There are seat covers and these are stored at Deptford stores – if there are no spare seats.
- h. Tower Hamlets** **MH**
Poplar station – Small fire at the gates. Still waiting for the fire exit to be replaced. MH to chase.
Box - There was a new lock and no one knew where the universal key key was. It was forced opened so now this needs to be fixed. PG to chase MB for universal key for all DSOs. **PG**
- i. Bow** **PG**
No Issues but Ilford RC is too hot. PG to get Estates to look at this.



9. AOB

- JE – LA52s. December 2008 – fire incident & it included HEMS. LA52 to be given to PG to look into. **PG**
- JE – Regarding buffer stock. MM to speak to TH. **MM**

10. Date of next meeting

10th September 2009, Fords Social Club 0900 hours. 0845 for teas & coffees.

Upcoming 2009 H&S meetings:

10th December 2009