



**EAST AREA
HEALTH & SAFETY MEETING
Thursday 10th December 2009 0900-1300 hours
Fords Social Club**

Attendees: Katy Millard (Chair), Tracy Jepson, Terry Williamson, Carmel Prior, Nick Yard, Martin McTigue, Paul Ward, Hazel Smith, Steve Ford, Alan Tolley, John Gilbert, Martin Honeyball, Andy Street, Shreekant Buch, Ian Lee, Gary Dukelow, Keith Bernasconi, Dave Smith, Dominic Colela, Bill Leaning, Mark Lione, Doug Crates, Christine Tanner, Jeff Edean, Terrence Edwards & Samantha Jones (Notes).

MINUTES

- 1. Apologies for absence**
Chris Doyle, Greta Jenkins, Steve Richards, Edward Topping, Cathy Rideout, Greg Masters & Paul Gates.
- 2. Minutes of the previous meeting**
Agreed.
- 3. Updates on Actions and Matters arising**
 - a. Page 1 Item 3c – Inoculations**
The AOM's have written to staff regarding checking that their inoculations are up to date. OHD should be able to confirm individual staff's inoculation record by the member of staff contacting them directly.
 - b. Page 1 Item 3g – Romford Security**
Security gates are needed. This is an ongoing issue, MH to report back at the next meeting. TJ to provide evidence of security issues then to re-submit to Estates. **MH
TJ**
 - c. Page 2 Item 4 – Urgent Items not on the Agenda**
LSS and their CRB checks – HS stated that in her initial dealings with the provider it was confirmed that LSS carry out CRB checks and random drug testing as stated in their Service Level Agreement/contract with the LAS. It was clarified that these staff are employed by the Contractor and not the LAS. The contractor is responsible for meeting the contractual terms.
 - d. Page 3 Item 6n – P Ped blue light instruction**
Leave on the agenda for the next H&S Meeting. Need guidance from GR on the formal way of training. **GR**
 - e. Page 3 Item 6o – Manual Handling Course**
CT stated that there are no dates for this course. The Rep's raised concerns on the lack of significant courses.
 - f. Page 4 Item 6s – Fit testing and asthma**
AS provided information on the chemical make up of the spray used **AS**



in fit testing. It was explained that the ingredients are extremely diluted. As the chemical is not used in full strength the number of instances of reactions should be very minor. It was asked what is the advice for those in the "minor" group. AS to feedback at the next meeting.

g. Page 4 Item 6u - Towels

Towels are not being returned after cleaning. MM to raise concerns to Chris Vale.

MM

4. H&S Constitution

IL explained that H&S constitutions changes will be taking place. IL will update in the near future.

5. Patient Forum

IL explained that this is in its early stages and will open up the LAS service to the members of the public. This will include station and hospital visits and ride out's with crews.

6. Flexi Slide Sheet

The flexi slide sheet was passed around in the meeting. Trial going ahead in December 2009 driven by infection control.

7. Change over at summer time

IL expressed concerns about a 12 hour shift turning into 13 hours and maybe more when the time changes over at summer time. IL suggested that this should be resolved for next summer.

8. Meeting Schedule

KM explained that complex meetings should take place before this H&S meeting. This meeting needs to take place before the H&S Trust meeting.

9. LA277's & LA52's

BL expressed his concerns that this paperwork is not being completed in a timely manner. Policy states that this paperwork should be completed within 7-14 days. AS told the meeting that work is currently underway to make these electronic. There is also a Crew Safety Report on 'the pulse' which can be filled out online or can be printed. LA042.

MM suggested an H&S Rep and a Manager should process on a weekly basis to discuss issues on the LA277's & LA52's.

KM accepted offers from C&H and Newham complexes to work on a project re how to improve the process.

SJ – to invite Sue Meehan to the next H&S Meeting.

10. IPM

Individual Performance Management. KM handed out a report that shows an individual's performance against the complex average performance. It is a tool that should be looked at every three months by management to help improve staff. Any areas that seem to be incorrect can be re-corrected on this report.



- 11. Servicing Mangarelk**
There is already a process in place. It should be serviced every 12 months. PW to gain feedback from Chris Vale. **PW**
- 12. Fleet**
- **New Mercedes wing mirrors** **BL**
Longer arm needed on offside. BL taking to the VWG.
 - **LDV Servicing**
A bulletin on this has been issued. A proposal has been given to the VWG.
 - **Mattresses**
Barnhurst hold a stock of mattresses as a central point. Duct tape should not be used.
 - **Cleaning impounded vehicles** **KM**
Unsure how to access this service.
 - **VOR Books** **SB**
Sheets in this book are not being signed off stating the problem has been fixed. SB will feedback at the next meeting.
 - **Out of commission notices** **SB**
Notices do not seem to be currently used on vehicles which are out of commission. There is an out of commission notice on 'the pulse'. SB feedback at the next meeting.
- 13. Management attendance – swine flu**
The usual process should still be used regarding the Managing Attendance Procedure. The MAP policy enables managers to have discussions with staff about reasons for absence.
- 14. Traffic light system**
A document is in working progress for Flexible Fleet & Make Ready. This will be an audit system where there is a notice of 'order of importance'.
- 15. Workplace inspections**
AS stated that the numbers of these have increased and are being scanned into the PC. You can see these inspections by clicking on them on the 'x drive'.
IL suggested that if any complexes have any problems in these not being conducted, to bring to these meetings so they can be addressed.
- 16. Unresolved station issues**
- **Chase Farm – No issues**
 - **Edmonton – No issues**
 - **Romford – No issues**



- **Whipps Cross** – Airwave keeps switching off then the vehicle needs to come off the road. Software problem. MM will look into this.
- **C&H** – No issues
- **Islington** – No issues
- **Newham** – Security gates is an ongoing issue. MH stated that something is in place at Estates.
- **Tower Hamlets** – SB stated that it is ok to drive a vehicle to the workshop if it is 'A cracked'.
- Broken window at J5. MH will get this repaired.
- **Bow** – No issues

MM

17. **AOB**

Airwave

There are a number of actions happening with Airwave regarding staff feeling isolated. Visits to other ambulance Trusts are taking place and further work is being done to improve airwave.

Blankets

There is a trial at Chase Farm where blankets are being taken to the hospital for laundering then they get returned. IL will discuss with TH.

IL

Becontree

There is a Comms box in the mess room which is noisy and produces a lot of heat. This needs to be moved but IM&T are not supportive of this.

Fire extinguishers

If fire extinguishers have been used or look like they need replacing please let MH know immediately for replacement.

MH is now dealing with Asbestos management. He is surveying all sites and any asbestos found which is dangerous will be removed.

Vehicles

SB stated that workshop staff have complained about the misuse and irresponsible damage of vehicles. All staff have a responsibility to look after vehicles.

Mast activation

Newham seem to have a problem with mobile phone masts, there is a 10 minute delay. KM is aware of this issue.

18. **Date of next meeting**

11th March 2010, Fords Social Club 0900 hours. 0845 for teas & coffees.