



EAST AREA HEALTH & SAFETY MEETING
Tuesday 19th October 2010, 0930 – 1300hrs
Ford's Social Club, Aldborough Road South, Ilford, Essex

Members:

Katy Millard (AOM / Chair), Paul Gates (PIM), Shreekant Buch (Fleet), Andrew Street (Safety & Risk), Martin Honeyball (Estates), Greg Masters, Hazel Smith, Greta Jenkins (HR), Gary Ralph (Practice Learning Manager), Alan Line (Training), Steve Richards (Resources), Nick Sillett (Staff Officer), Stuart Holden (notes)

AOMs: Steve Colhoun (Romford), Carmel Prior (Edmonton), Cathy Rideout (Newham), Paul Ward (Chase Farm), Martin McTigue (Whipps Cross), Nick Yard (Tower Hamlets), Terry Williamson (Islington), Mick Pearce (City & Hackney)

H & S Representatives: Mark Lione, Bill Leaning, Terry Edwards, Ian Lee, Dave Smith, Steve Augilera, Christine Tanner, Doug Crates, Gary Dukelow, Edward Topping, Susan Steggles, Leigh Hugo, Claire Howard, Dave Glanvill, Shaun Roerig, Clive Shrimpton, Maurice Walsh, Clare Hodgson, Steve Davis, Eddie Brand, Jeff Endean, Julie Shirt

NOTES

ACTION

1. Apologies for absence (Chair)

Andy Street, Nick Yard, Carmel Prior, Ian Lee, Gary Dukelow, Edward Topping

2. Minutes of the previous meeting (Chair)

CR commented that she should have been added to the apologies list for June. Otherwise agreed as an accurate record.

SH

3. Updates on Actions and Matters Arising from last meeting (Chair)

To be covered and discussed through today's agenda.

4. Fire – Wider picture

PG briefed on the proposed London Fire Brigade strike on Saturday 23 October, with a planned 'threat-to-life only' response to be available. A private company (ex-Fire Service employees) will be employed for duration, and will have 27 pumps in 3 strategic locations pan-London (usual quota is 165 pumps). ICR will be running throughout, MERIT and BASICS London available. Two dedicated LAS teams will be working across the Trust. Management will offer guidance and support to staff (management o/t available) re: entering of premises, etc. In consultation with the Police, a plan is being drawn up with re: a lack of cutting equipment on scene at RTCs. A notice is coming out shortly reminding crews at incidents to consider their own safety first.

Fire – Signage, other

BL questioned the lack of follow-up to the issue raised in 2009 of a lack of upstairs egress at C&H. MH apologised – he believed that this had been dealt with previously

KM asked all present to check site alarms.

All

MH noted that the recent small fire at Waterloo HQ had highlighted that a number of fire marshals were missing. MH to consider relevant training options with Alan Line and produce a plan for any staff awaiting marshalling instruction.

MH

KM asked MH for a comprehensive breakdown of Complex requirements. **MH**

MH stated that he is to meet with the LFB this week and is spending two days at HQ and will report back relevant discussions to this group. MH **MH**
asked that a message of using common sense be disseminated to staff when using ceramic bolts on emergency exits.

5. Towels and Blankets – updates

BL noted that disposable blankets would be available from November.

KM noted that contract negotiations were ongoing with suppliers re: provision of towels. KM advised Stations to purchase suitable option locally as required in the meantime. BL and MMcT to meet Karen Merritt on this topic. Dave Hartson is assisting Logistics re: proper provision and availability also. **All
BL/MMcT**

6. Response Bags

PW distributed hard copy details of a company CF are using for repair of oxygen bags. Cost is £40 per bag (no replacement whilst repaired). Use Eseries (free format).

KM asked each Complex to return an audit of Response Bags to NS. She would see that a Notice was issued re: the correct use of bags, and insisted that bags be repaired as necessary. **AOMs
NS**

7. Equipment : Safety helmets

AOMs are aware that they can purchase as required.

Equipment : Airwave audit

KM called for the East Area to better manage all personal-issue items – the loss of Airwaves has staff safety and financial implications. ML advised that the Airwave Policy Review Group had found *handover problems* to be causal in their loss. Crew attendance at *Events* was listed here as a major factor in losing track of sets. **All**

BL referenced almost 60 LA52 forms re: lack of signal strength at his Station. NS noted that he had surveyed such 'black spots' and stated that AOMs have been sent this list, and that IM&T are also assisting in addressing this matter.

Other notable problems in this area were discussed and included having numerous channel numbers, EOC not targeting crews appropriately and not returning messages quickly enough to crews. KM recorded that she will ask Fiona Carleton to send a representative to future H&S meetings. **KM**

8. Health & Safety Training

9. Revised Health & Safety Structures

John Selby noted as on Leave.

BL asked if there was a minimum level Sector Reps. be trained to? New Constitution work was being done by IL here.

BL recorded that several Policy Review dates had now been missed.

The next date for the Operational Partnership Forum would be late Nov./Dec.

KM detailed several new policies to be aware of – including on Slips, HS21, Stress Management, Violence, Instant Reporting, Workplace Inspection, Bullying, and Patient Conveyance. Also, Op14 replaces Op15 (details in RIB).

10. End of British Summer Time

JK will be issuing a Directive re: this shortly.

11. Mangar Elks

Steven Melhuish aware of electrical charging issue.

12. Vehicles – LDVs

KM clarified, further to PB's recent Consultation statements, that there is no hidden store or covert plan to re-introduce. Indeed they are being crushed at a rate of 1 per week. Re: replacements – 4 Mercedes with wider backs will be available for Public Order events.

Vehicles – Child seats

BL expressed his concern that wear and tear leads to seats getting torn or being unclean and indicated that he would raise the issue at the next Vehicle Working Group meeting. SB noted that existing instructions to the Workshops are to repair seats and stated that the cost to replace is £25 per cover.

13. Lifepak 15s

TE suggested that there was a clinical risk in not having compatible charging leads available and BL questioned whether the central Purchasing dept. had agreed payment contracts without full consideration to patient need.

KM noted this as a Service-wide issue which she would raise centrally.

KM

14. Stryker bed mattress

TE detailed that crews are concerned that the legs overhang and are not ergonomic. KM countered that staff had been involved in the design process. These latest concerns would be fed into any future design. It was advised that any missing apparatus should be re-ordered.

15. Cody Road

KM noted that Cody Road is line-managed by JK and is not the responsibility of the East Area ADO.

16. Staff welfare

TW agreed to meet with BL to resolve some local matters.

TW/BL

CR concerned at the difficulty of having a standard Manager's response in their approach to staff welfare. Managers advised to liaise with Fatima Fernandes for further guidance.

17. Unresolved Station Issues

Chase Farm

- No unresolved issues.

Update: New fire alarms and fire escape at Ponders End station. Claire Howard elected as new CF H&S rep. PW recorded his thanks to Dominic Colella for his past contributions to H&S.

Edmonton

- Bounds Green – Re: outside charging of vehicles: a warning notice advises against charging in any wet conditions. MH to investigate and resolve. Discontinue use until further notice.
- Tottenham – two taps instead of one mixer; no plugs (Station told to purchase); problem with ceiling in toilets; and panels missing in locker rooms. MH to act on ceilings and panels.

MH

MH

Romford

- Blankets – supplier Sunlight (at Basildon) have retained as bills unpaid. SC to investigate. Re: minor repairs list – SC to remind MH. Re: movement of large patients – SC to liaise with Jason Challen to handle.

SC

Whipps Cross

- Walthamstow – Compressor issue – MMcT to chase for an answer. Re: sluice area – infection control and lighting – MMcT to ‘champion’ this issue with Estates.

MMcT/MH

Islington

- New Station for G1: KM was disappointed at the number of issues that were not readied before move. KM thanked staff for putting up with conditions to date. MH accepted responsibility for failings in particular areas. Lockers to be assessed for suitability. MH indicated that the main garage door would be fitted with traffic lights to avoid accidents.

MH

City & Hackney

- Concern at how long it takes DSOs to do LA52s and 277s investigations. MP stated that more robust management on his part would resolve problems.
- Comment that new inductions were ‘hit and miss’, and satellite visits were not happening with necessary regularity.
- Re: HEAT bookings – it was recorded that Estates decide alone the category of any fix. There is no audit trail recorded and a lack of communication. KM to liaise with Martin Nelhams on this point.

MP

KM

Newham

- Lack of water and heating at K1. MH to resolve.
- Problems with LSS – CR witnessed a specific example recently of an accident – the LSS driver denied responsibility, was not carrying license, could not complete an accident report form unassisted and had a generally poor attitude. Ian Charles noted as LSS contact. BL commented on a related matter that Make Ready employees do not complete LA1s. Senior Management have previously been made aware of this – Gadge Nijjar has commented that this situation should not happen. BL recommended meeting with Make Ready on this matter.

MH

Tower Hamlets

- TE recorded his belief that a lack of space at Silvertown leads to trip hazards e.g. having excess boxes onsite for the storage of PRFs. It was recommended that electronic storage methods (scan to DVD) be used and existing physical records destroyed to reduce need for boxes.
- Mercedes – Ongoing problems with the rear steps of Mercedes vehicles – SB to consider issue across the wider Trust. SB was also asked to feedback at next meeting on issue of burning Mercedes.
- TE asked for digital cameras to be made available to Reps. Declined (DSOs have such cameras and should be approached for use).
- TE requested further review and risk assessment with Staff Side of Rota changes. Declined – PG commented that concerns have now been appropriately balanced with demand. Also, TW instructed that a suitability test has been arranged.

Admin.

SB

AOB**Resourcing issues**

SS detailed that staff are concerned at a lack of early notification of individual crew changes on shifts. Due to the nature of our work and the variables involved, KM made clear that this was not usually practical.

Training

- LH concerned at heating and door locks at Ilford site. Arrangements to be made to action.

HR

HS briefed that provisional arrangements were in place at present until an Occupational Health provider tender was concluded in November (including physiotherapy – the new telephone number has been distributed).

18. Date of Next Meeting

Please hold 9 Dec. for next meeting. A final decision to be taken in November on necessity of this date or a need to re-schedule.

KM