

14/02/08

**London Ambulance Service NHS Trust
Corporate Health and Safety Group Meeting
05th February 2008, 14:00 – 16:00
Conference Room, Loman Street**

Present

Caron Hitchen- Director of Human Resources (Chair)
Tony Crabtree- Assistant Director, Employee Support Services
John Selby – Senior Safety & Risk Advisor
Chris Vale - Head of Operational Support
Patrick Billups - Educational Standards Manager
John Comerford - PTS Regional Operations Manager
Colin Ashburn - Safety and Risk
Nicola Smith - Estates
Colin Jolly - Head of Fleet
Ian Lee - Health and Safety Representative - North East
Pat Osliff - Health and Safety Representative - North West
Ian Scott- Health and Safety Representative - South East
John Winnister- Health and Safety Representative - South West
Jeff Kerr- Health and Safety Representative - South East
Bill Leaning- Health and Safety Representative - East Central
Derek Burton- Health and Safety - South West
Michelle Robinson - Health, Safety and Risk Administrator- (Minutes)

01/08 Apologies

Dave Hartshorn- Logistics Manager
Trevor Hubbard- AOM- Edmonton
Martin Nelhams- Head of Estates
Karen Walling- Health and Safety Representative- West
Paul Jackson- Maintenance Fitter

02/08 Minutes of meeting held on 16th Oct 2007:

The minutes were agreed as a true record.

03/08 Matters Arising:

- Stress Audit- 16/07- TC

TC informed that the draft 'Stress Policy' was with staff side for comment and that he, JS, and IL intended to meet to review policy details.

TC advised that he and JS were meeting with ORA Ltd on 26th February 08 to review further the proposed audit tool for ambulance trusts.

- F.R.U. Deep Clean- 43/07- CV

CV updated that the beginning of the programme of deep cleaning FRUs had been slightly delayed. Staff side highlighted concerns about the understanding of the contractors about the cleaning of vehicle upholstery, and some of Make Ready's Managers' understanding of the proposed programme. CV assured the group that he would remind the contractor again about the agreed specification and programme.

- Urgent Police Assistance- 41/07- TH

JS advised that this item had been discussed with I.L prior to the meeting, in respect that Paul Webster had forwarded the latest agreement between the LAS and MET police about Urgent Assistance. JS also confirmed P.W assurance that details of high risk addresses was not subject to Data Protection Act, and an incident where details of a specific address had been with-held was a misunderstanding.

04/08 Staff Safety Update- CA

- CA updated the group that a random sample of 90 stab vests were to be evaluated by the garment supplier for their continued safe use. Essentially, if no issues were discovered then all vests would be approved for a further period of operational use. I.L enquired if further visual inspections of vests by line managers could occur. JS advised to await the suppliers' inspection results in the first instance.

- CA updated the group about the current review of the LA52 and 277, and the proposal of incorporating both into one document. CA updated on proposed Personal Safety training for "twilight" staff working permanent evenings or nights which, if approved, could commence in May/June 08.

05/08 Risk Register & HSE Plan Progress Update- JS

- JS updated the group on the latest progress and his intention to review the current risk ratings with I. Lee. The progress to date included:

- Item 8: Risk of injury to operational staff from manual handling

- ◆ 20 operational trainers undertook manual handling training in Nov/Dec 07 - 28/01/08
- ◆ 125 additional mangar elk lifting cushions in process of being tendered- 28/01/08
- ◆ B-Tech manual handling course for identified assessor's to be undertaken in May/June 2008
- ◆ Generic Manual Handling assessments almost finalised

- Item 9: Risk of RTA injury to persons traveling in an LAS A&E vehicle
 - ◆ RRU, MRU RA's have been reviewed and risk ratings updated- 28/01/08
 - ◆ All new A&E vehicles & RRU's are fitted with Black box technology. However agreement to activate has still not been agreed- 28/01/08
- Item 10: Risk of LAS Operational staff being assaulted
 - ◆ Existing LA277 report is being reviewed in conjunction with LA52- 28/01/08
 - ◆ Samples of stab vest armour is being reassessed by supplier 28/01/08
- Item 181: Risk of injury to staff from slips, trips and falls on LAS premises
 - ◆ Schedule of Health & Safety Awareness Course for 2008 advertised in RIB- 28/01/08
- Item 182: Not being able to escape from LAS building in the case of fire or other emergency
 - ◆ Trust's Annual NHS Statement of Fire Safety 2007 completed- 28/01/08
- Item 196: LAS staff are subject to verbal assault
 - ◆ Regular reviews of reported incidents and follow-up – on-going
 - ◆ LA277 report is being reviewed in conjunction with LA52- 28/01/08
- Item 205: Inability of training record to confirm that essential staff have been trained
 - ◆ G. Masters is reviewing proposal of possibly using OLM (Oracle Learning Manager) for registering training records- 30/01/08
- Item 210: Risk of staff drinking, eating, smoking and using mobile phones whilst driving an A&E vehicle
 - ◆ Team Leader's responsibility to monitor crew staff implementation of policy and procedures (smoking in trust vehicles and in any work place is now illegal).
- Item 226: Lone Worker
 - ◆ CA reviewing the provision of Maybo Courses for twilight staff (potentially 145 staff).

-DB enquired if manual handling risk assessment had been undertaken for PTS staff moving wheelchair patients on a single manned basis. JS assured that generic risk assessments had been undertaken by Dipak Chauhan, in conjunction with staff side representation and Jason Challen.

-IL raised his concern that there may be staff who had yet to receive manual handling refresher training in the use of the small handling kits. PB asked for details outside the meeting and that he would follow up with complex trainers.

Action: PB.

06/08 Premises Inspections report- JS

- JS advised the group that due to the recent staffing issues, unfortunately the premises inspection report may not reflect the true progress to date, and that he would be requesting managers to resubmit Q3 reports. TC suggested that the proposed calendar of health and safety events and meetings could

specify set time sin each quarter when the inspection should take place. It was agreed that this would be considered outside the meeting.

- CH suggested establishing a central data base so that managers and staff side could refer to on a read only basis.

Action: JS.

07/08 Incident, Absence & Training Report Progress Update- JS

- JS updated the group that the fourth quarter of 2007 indicated an 18% reduction in Non-Clinical incidents with a total of 491 incidents reported. There were a total 286 Non-Clinical near misses, an increase of 55.

Lifting, Handling and Carrying incidents decreased by 20% with a total of 121 incidents reported. Physical Violence incidents increased by one from the previous quarter, with 32 reported.

Clinical; incidents increased with 90 incidents reported during the quarter. Clinical near misses reported were 176, an increase of 13. The majority of the near misses were related to equipment failures, despite the overall number of equipment failures decreasing from 70 to 65, since the previous quarter.

The overall increase in reported Clinical incidents is believed to result from the Health and Safety bulletin issued in Sept 07 reminding staff to report all clinical incidents.

- I. Lee raised concern about the apparent lack of PTS incident reporting. TC confirmed that this was a consistent picture stretching back over many years. JC agreed to remind PTS line managers about reporting all relevant incidents.

- CA raised concern that LA52 and 277's were in general not arriving in the Safety and Risk Dept within 7 days, and that a reminder bulletin would be issued. **Action: CA**

08/08 Safety Alert Bulletins- CA

CA reported that there were no outstanding SAB's reports for the quarter.

09/08 Infection Control- CV

- CV updated that a baseline infection control audit had been recently been undertaken by the Governance team, and that the findings would soon be available. CV also advised that a **self-assessment day** for the Infection Control group was being arranged.

- CV confirmed that it was still intended to recruit an Infection Control Specialist.

New Agenda Items

10/08 HART TEAM facilities- IS

- IS highlighted that the HART team based at Deptford were in general taking up too much of the available vehicle parking, which impacted on traffic management issues. He enquired whether the LAS are looking into providing new facilities for HART.

- TC advised that although the unit was at present only a pilot, a national estates specification had been drafted and funding to support this, on a separate site, was being sought. No permanent funding was yet confirmed.

11/08 Estates Communication- JK

- JK raised concern about access in an emergency to station plant (gas/electricity supply) rooms.
- DB suggested that an alternative to existing arrangements was EOC having key codes, so that access could be gained in an emergency.
- JK also requested the need to be improved communication of impending works, prior to commencement. NS- advised that surveyors did already update Management, but agreed to take the issue back for further discussion on possibly improving exiting arrangements.

12/08 L.D.V. Manual Handling- IL

- I. L. raised concern that despite recent assurances about reducing the remaining LDV fleet, there was still a large number still in service. These vehicles were not equipped with the same level of manual handling aids as the newer Mercedes vehicles.
- CV update that as part of the planned vehicle replacement programme a further 50 new Mercedes Sprinters were being purchased, and that it was also intended to replace 30 LDV's with new vehicles.

13/08 ATOS Occupational Health Service - IL

- IL enquired about ATOS's current involvement in assessment and approval of ill health retirement requests to the NHS Pensions Agency, and any potential conflict of interest.
- TC confirmed that that he was aware of this situation and had had been assured by the provider that there was separation of responsibilities and no governance issues arose.
- TC suggested inviting an ATOS representative to the next meeting to update of the new OHD provisions. TC also confirmed the intention to issue information leaflets advising staff of the new OHD arrangements in the coming weeks, with further information being placed on the Pulse.

14/08 Becontree and Smithfield Ambulance Stations- IL

- IL raised concern about the ongoing roof leaks at Beacontree Ambulance Station. NS updated that repairs would commence in May/June 08.
- IL raised concerns about facilities at Smithfield, particularly regarding the existing WC facilities and storage of clinical waste. NS replied that negotiations with the adjacent property owner with a view to extending occupancy into the other part of the building were being undertaken by M. Nelhams and Jason Killens. All agreed that if these discussions proved unsuccessful then alternatives, including station closure, may need to be considered.

17/08 Any Other Business-

- IL raised concern about issues with away from vehicle communication with ECA phones which are blue-tooth enabled. JS advised that he had liaised with IM&T who were in the process of issuing a guidance statement to all DSO's and team leaders which should address the issue.

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- I.L also raised concern about the high number of calls despatched on blue lights but subsequently cancelled. C.H doubted that this was necessarily a specific health and safety issue, but suggested that this situation be monitored in the first instance.

Date of next meeting: 06/ 05/ 08