London Ambulance Service NHS Trust
Vehicle & Equipment Working Group
01st November 2007, 1300-1700
Conference Room, LAS HQ

MINUTES

Chris Vale (Chair)	**Head of Operational Support**	**Bow**
Gary Ralph	**Education & Development**	**Ilford**
Alison McKee	**Purchasing Buyer**	**Pocock Street**
Ian Lee	**Staff Side Representative**	**Becontree**
David Haylett	**Staff Side Representative**	**Barnehurst**
Nick Pope	**Fleet Project Manager**	**Greenwich**
Gordon Ballard	**Logistics Manager**	**Deptford**
Lynn Sugg	**Olympic Planning Office**	**HQ**
Dipak Chauhan	**Ergonomics Adviser**	**Pocock Street**
Chris Reeves	**Emergency Planning Unit**	**Pocock Street**
Dave Smith	**Staff Side Representative**	**Becontree**
Tim Stephens	**Staff Side Representative**	**Oval**
John Winnister	**Staff Side Representative**	**Croydon**
Paul Stewart	**Staff Side Representative**	**Pinner**
Jane Worthington (JaW)	**Clinical Adviser**	**HQ**
Simon Parker	**Workshop Supervisor**	**Croydon**
Gadge Nijjar	**Operational Support Services Manager**	**Bow**

Item **Action**

71/07 **Apologies**
Colin Jolly
David Selwood
John Selby
Eddie Brand
Dave Whitmore

72/07 **Previous Minutes (06/09/2007)**
Amend line 2 of 62/07: "VHS" should be changed to "VHF".

73/07 **Matters Arising Outside Standing Items**

73.01 Stryker Trolley Bed Trial (55/07)
This was discussed in item 82/07

73.02 FR 300 Oxylator Resuscitation Head and Pipeline Analgesic Head (39/06)
GB reported that the item is still missing. He will try to obtain another.

73.03 Pre-Hospital Bloods (110/06)
GR stated that he is putting together a policy and training package with Lysa Walder. The policy should be finalised by the end of November 2007.

73.03 Pre-Hospital Bloods (110/06) (*continued*)
IL was concerned that there may be some confusion in other Areas where crews are not taking bloods.

GR confirmed that the policy covers a generic process to be used whenever the Service is asked to take bloods. The LAS is not actively offering its services to hospitals on this matter.

CV said he understood IL's concerns however this group only looked at equipment.

73.04 Vehicle Daily Inspection - Sub Group (133/06)
GN stated that he had not received an update from David Selwood.

CV asked for the matter to be carried over. **SV**

73.05 Disposable Equipment Bulletin (19/07)
AM reported that all back orders should now have been delivered. There is still a two week delay on size 3 and 5 face masks. She will be speaking to Laerdal to ensure that they carry enough stock for our use.

CV asked AM to establish formal contract service meetings with Laerdal. **AM**

73.06 Blankets (37/07)
IL and GB agreed that a meeting is required with CV and the blanket suppliers to discuss the problems the Service has, and all possible solutions.

CV said he would arrange it. **CV**

73.07 Events Bag Weight (70/07)
DC stated that he had circulated a report to the Emergency Planning Unit. He will have a meeting with them to assess the bag, however he was aware that they had already purchased approximately 20 of them. He agreed to give an update at the next meeting. **DC**

73.08 Carry Sheets (70/07)
GB and AM both asked for this matter to be carried over. **GB/AM**

73.09 Manger Elks (70/07)
CV told the group that another 35 units would be bought. He said the matter will be carried over to the next meeting for further discussion. **CV**

74/07 **Alternative Response Steering Group (Standing Item)**
NP stated that the ARSG are currently working on an FRU user guide. This work is being taken forward by Cathy Rideout.

IL also said that he has a draft plan of the 5-day driving course.

75/07 **Risk (Standing Item)**

DC gave the group an update on the risk register and the Manual Handling Implementation Group.

CV asked SV to distribute electronic copies of the risk register with future agendas. **SV**

76/07 **Manual Handling Implementation Group (Standing Item)**

This was covered in discussions on the previous item.

77/07 **Ambulance Procurement Update (Standing Item)**

CV reported that there is no further update on replacements for the LDVs at this time. The future size of the fleet is still being considered.

IL repeated his concern that the LDV vehicles are no longer fit for purpose.

CV replied that Operational Support will be making its recommendations on the makeup of the fleet soon; however it will be SMG that make the final decision.

77.01 Ambulance Procurement Sub Group (61/07)

CV stated that the sub group will have its first meeting next week at Ilford. It will essentially be considering the Mercedes Sprinter specification. Equipment provision will also be considered.

78/07 **RRU Procurement Update (Standing Item)**

NP told the group that 83 cars have been ordered from Vauxhall. He also stated that tender bids from three companies for the conversion work are being considered.

79/07 **Specialist Vehicle Update (Standing Item)**

NP reported that this will now only fulfil a bariatric requirement. He visited the South East Coast Ambulance Service (SECAM) with JW. They use several of these vehicles and provided some options for the LAS to consider.

80/07 **Hot Zone Working Vehicles (Standing Item)**

NP confirmed that the LAS have funding for maintenance of HART vehicles until the end of the financial year.

CV asked SV to take this off the agenda as a standing item. **SV**

81/07 Carry Chair Update (Standing Item)

CV stated the specification is in place and ready to be developed; and a bid for funding will be submitted for the new financial year.

IL expressed disappointment that no chairs have been trialled this year, especially as the current product is now so old.

CV replied that generally the Service policy is that trials would not be carried out when a tender is due to be issued. Evaluation of products would be carried out as part of the tender process.

82/07 Trolley Bed Update (Standing Item)

CV said that the specification group met recently, which contains staff side representation. The tender specification will include mechanised trolleys. The tender will go out shortly.

82.01 Costing of Strap Replacement – Alternative Source (87/06)

AM reported that strap replacements have now been sourced from Boundtree and will be available to order from tomorrow.

83/07 PTS Issues (Standing Item)

NP stated that there hasn't been a PTS VEWG since the last meeting of this group. A new risk assessment for single crew handling of wheelchairs needs to be passed to the PTS Sub Committee for ratification.

84/07 Equipment Approval Group (Standing Item)

84.01 Ampoule Breakers (91/06)

AM passed a sample ampoule breaker around and said they cost £1.65 per piece.

IL confirmed staff side were happy for this to be brought into general service.

CV asked AM to try and reduce the unit cost. **AM**

84.02 One Touch Ultra (95/06)

AM asked for this to be carried over. **AM**

84.03 Ferno Reworked IV Poles (13/07)

IL confirmed that the poles have been distributed. There has been no negative feedback.

JW asked if a telescopic IV pole could be added to the specification for the new trolley bed.

Equipment Approval Group (Standing Item) (*continued*)

CV said he would ask Ferno to issue the IV poles for all the Pegasus trolley beds.

84.04 Paediatric Finger Probe Tapes (19/07)
AM stated that the tapes were very expensive. She will obtain a sample probe with a different style of attachment. **AM**

84.05 Latex Free Gloves Suppliers (17/07)
AM confirmed that we can still obtain supplies of the purple Nitrile glove, as an alternative to the current latex-free product.

84.06 Entonox Demand Unit (70/07)
CV said that the Equipment Approval Group has not met and asked SV to carry this item over. **DS/SV**

85/07 LP 12 Vehicle-Based

IL cited an incident where a member of staff injured themselves retrieving a Lifepak 12 (LP 12) from a vehicle. He asked if the machine is supposed to be vehicle-based or removable as it is quite heavy. Additionally IL stated that he knew of some RRUs that were carrying a Propak, a LP 12 and an FR2.

GR replied that staff should be taking the minimum required life saving equipment to an incident scene. The LP 12 as with other equipment on the ambulance can be retrieved as necessary, and there is no need for RRUs to carry all three items mentioned.

IL felt that Safety & Risk should be involved to assess the conditions of use for the LP 12.

CV acknowledged this but reminded IL that a tender will go out next year for a new product, and therefore hopefully the chosen model will be lighter.

86/07 Gloves/Cannulas

IL stated that he had been given assurances that latex gloves would still be available until suitable products were available for people suffering from allergies related to the latex-free products. He asked where the decision was taken for the Service to go completely latex-free.

CV's recollection was that the issue was discussed and agreed at the VEWG or the Infection Control Steering Group.

IL said that he understood that there were quite a few individuals that were unable to wear the latex-free gloves.

CV responded that the Service had supplied some different gloves to some staff

with problems; however there was still insufficient evidence to suggest a major problem. There were obvious risks in treating patients with latex allergies when wearing latex gloves.

IL asked CV if this matter could be discussed further outside of the meeting.

IL then suggested that staff are having problems with the safety cannulas and that these problems have not been addressed.

CV advised, and IL agreed, that this product had been introduced in full consultation through this group, with the support of staff side representatives.

IL asked CV to discuss this matter outside also.

87/07 **FRU Tyre Replacement and Vehicle Cleaning**

IL stated that when Hi-Q are very busy they have sub contracted to other suppliers which has resulted in some vehicles being fitted with budget tyres instead of high quality products that are capable of dealing with high speed usage.

CV confirmed that this shouldn't happen. Discussions with Hi-Q are ongoing and he will ask Fleet to take this issue up with them. **CV**

NP added that he felt the best way to monitor this is when the cars are fitted with new tyres the driver is given a docket by the fitter which could be faxed to EOC where the Fleet Co-ordinator could examine it and intervene if the tyre fitted is not suitable.

CV said that he could produce a proposal on tyre replacement in conjunction with NP and share it with IL. **CV/NP**

IL then asked when the procedure for cleaning the interior of FRUs will be put in place.

CV replied that LSS are going to take this on and will deep-clean the vehicles every 8 weeks.

IL asked if he can be given the details of the deep-clean will consist of.

CV asked GN to send the information to IL. **GN**

88/07 **Mercedes Safety Concerns**

IL distributed pictures of a Mercedes ambulance that had crashed and landed on its side. At the scene it had proved difficult for the crew to exit the vehicle and IL asked if roof access can be added to the specification for the next design. Additionally IL pointed out that the picture showed a Lifepak 12 hanging freely from a cable inside the vehicle. He pointed out the obvious dangers of such a heavy piece of equipment coming loose like this and said the situation needs looking at.

CV advised that DS was looking into the LP12 issue with Physio Control. The Ambulance Specification Sub Group will look at other safety issues.

89/07 Equipment Trials

This item was discussed in 81/07 above.

90/07 Response Equipment

This item was discussed in 85/07 above.

91/07 HX Cylinder

IL stated that a risk assessment on handling the cylinders has been carried out by DC. He asked if this information can be published to staff in a bulletin. DC

92/07 Any Other Business

Carry Chair

IL stated that the Service is currently using two versions of the carry chair that have different maximum loads. The chairs need to be more clearly marked so that crews know which version they have.

CV replied that he thought Fleet were dealing with this and had asked Ferno for labels that can be applied to the carry chairs. He asked NP to clarify the position. NP

Syringes

JaW reported that the MPSA sent out a bulletin saying any oral medicines must be administered using an oral syringe.

CV asked staff side if they would be happy for a syringe to be introduced into service if it is sourced from a PASA approved supplier.

IL agreed for staff side.

Date of Next Meeting: **9th January 2008 - 1300-1700**
Conference Room, HQ