

**LONDON AMBULANCE SERVICE NHS TRUST  
VEHICLE AND EQUIPMENT WORKING GROUP  
12<sup>TH</sup> NOVEMBER 2009  
WATERLOO HQ CONFERENCE ROOM  
13.00 – 17.00**

**Present :**

<b>Chris Vale</b>	<b>Head of Operational Support</b>	<b>Bow</b>
<b>Karen Merritt</b>	<b>Corporate Logistics Manager</b>	<b>Bow</b>
<b>Gordon Ballard</b>	<b>Logistics Manager</b>	<b>Deptford Store</b>
<b>John Selby</b>	<b>Head of Safety and Risk</b>	<b>Pocock Street</b>
<b>Alison McKee</b>	<b>Purchasing</b>	<b>Loman Street</b>
<b>Steve Melhuish</b>	<b>Corporate Fleet Manager</b>	<b>Bow</b>
<b>Harry Day</b>	<b>Safety and Risk</b>	<b>Pocock Street</b>
<b>Alan Arm</b>	<b>MRU</b>	<b>Waterloo</b>
<b>Nick Pope</b>	<b>Fleet Projects</b>	<b>Greenwich</b>
<b>John Denham</b>	<b>Health and Safety Representative</b>	<b>Friern Barnet</b>
<b>David Haylett</b>	<b>SE Staff Side Representative</b>	<b>Woolwich</b>
<b>Dominic Collela</b>	<b>East Staff Side Representative</b>	<b>Ponders End</b>
<b>Karen Walling</b>	<b>W Health and Safety Representative</b>	<b>Heathrow</b>
<b>John Winnister</b>	<b>SW Health and Safety Representative</b>	<b>Croydon</b>
<b>Ian Lee</b>	<b>E Health and Safety Representative</b>	<b>Becontree</b>
<b>Lynn Sugg</b>	<b>Olympic Games Planning Office</b>	<b>Loman Street</b>
<b>Jayne Signorelli</b>	<b>ECP Equipment</b>	<b>Isleworth</b>
<b>Gary Ralph</b>	<b>Education and Development</b>	<b>Ilford</b>
<b>Chris Reeves</b>	<b>Emergency Planning Unit</b>	<b>Pocock Street</b>
<b>Mark Faulkner</b>	<b>Medical Directorate</b>	<b>HQ</b>
<b>Maureen Knight</b>	<b>Minutes – Operational Support</b>	<b>Bow</b>

**Apologies :**

<b>Jane Worthington</b>	<b>Dave Whitmore</b>	<b>Eddie Brand</b>
<b>David Campbell</b>	<b>Keith Bernasconi</b>	

<b>ITEM</b>		<b>ACTION</b>
<b>77/09</b>	<b>Introductions and Apologies</b>	
<b>78/09</b>	<b>Previous Minutes</b> Minutes of the previous meeting held on 17 <sup>th</sup> September 2009 were agreed as a true and accurate record.	
<b>79/09</b>	<b>Devilbliss Suction Unit Presentation</b> Clare Thomas a representative from Devilbliss gave a presentation on an alternative Suction Unit. Devilbliss manufacture some Suction Units for Laerdal. The samples shown were not the same as the current Suction Units in use which are only manufactured by Laerdal. This would therefore not be pursued	
<b>80/09</b>	<b>Matters Arising</b> <b>80.01 Carry Chairs</b> There are plans to trial 2 motorised carry chairs. Ibex will have a new model available within 2 weeks and the trial will commence as soon as the sample is received. The exact date of the trial is to be advised. A copy of the evaluation form is attached.	<b>JS</b>

<p><b>80.02 Trolley Bed Tables</b> A sample of the Trolley Bed table will be shown at the next Equipment Approval Group being held at the end of the month</p>	<p><b>KM</b></p>
<p><b>80.03 MRU Thomas Bag</b> Samples of the MRU bag are due from Openhouse next week. AA was disappointed at the length of time this was taking and that the Thomas Bags in use by MRU are now wearing out. He has tried to order more but Purchasing have blocked this item. It was agreed that 16 Thomas bags could be ordered until the Openhouse version is ready. AMc to arrange for the bags to be ordered and progress the replacement as a matter of urgency.</p>	<p><b>AMc</b></p>
<p><b>80.04 Sample Flat Mattresses</b> Sample Flat Mattresses will be shown at the next EAG.</p>	<p><b>NP</b></p>
<p><b>80.05 Pedimate Child Restraints</b> Pedimate Child Restraints will be issued to the existing fleet. Pedimate Training is still in progress. GR to contact Complexes for an update.</p>	<p><b>KM GR</b></p>
<p><b>80.06 LDV Training</b> GR was not aware of any issues regarding training on LDV's. IL mentioned that there have been cases where staff are unsure of certain pieces of kit. GR to investigate.</p>	<p><b>GR</b></p>
<p><b>80.07 Morphine Ampoule Holders</b> MF handed round the group sample Morphine Ampoule Holders. the most popular was the 4 ampoule holder. KW requested a 2 ampoule version. AMc to get samples in bright green with a button flap instead of a belt loop. Samples to be take to the next EAG meeting.</p>	<p><b>AMc</b></p>
<p><b>80.08 Finger Probes</b> Samples of alternative Finger Probes to be taken to the next EAG. A decision whether they are vehicle based or personal issue is yet to be decided made, bearing in mind that personal issues will incur great expense. KW stated that if staff were to take more responsibility for equipment there would be no need for personal issue items.</p>	<p><b>AMc</b></p>
<p><b>80.09 Response Bags</b> CV to request further management resources for this work to be undertaken</p>	<p><b>AMc</b></p>

<p><b>80.10 Vehicle Servicing Schedules</b>  SM handed the Group paperwork relating to the review of Servicing Schedule. A Servicing Manager has been appointed and he will co-ordinate with the VRC and Fleet Workshops to ensure that Scheduled Service dates are adhered to.  The introduction of the new Tranman Fleet Management system will also assist in ensuring that schedules are kept. The Freight Transport Association performed Service Audits where vehicles were checked by the FTA after a service and at random points in time.  An agreed Servicing Policy for the Trust is being worked on.  At present vehicles are workshop based for servicing. With the introduction of Tranman vehicles can be serviced by the nearest workshop to where the vehicle is at that time.</p> <p><b>80.11 Mercedes Cab Door</b>  IL reported there is an issue with the Mercedes cab door not closing properly and that there are not lights to indicate this.  NP said that this occurred when the door is opened too far and this is affecting the hinges.  SM advised IL that any vehicles with this problem should be sent to workshops and that he would contact all workshops to alert them of this issue.</p> <p><b>80.12 Tympanic Thermometer Covers</b>  AMc to take samples to the next EAG meeting.</p> <p><b>80.13 Manger Elks</b>  KM confirmed all Mangers Elks have been serviced and LOLA tested and are ready to be fitted.  SM stated that Manger Elks will be only fitted to MacNeillie vehicles and that installation should be complete by February 2010.  MK to track installation progress on a weekly basis.  A GI has been issued to all Workshops.  IL complained about the length of time that this piece of manual handling kit has taken to be installed. CV apologised, but but reminded the meeting that delays has occurred because there were problems with holding brackets and Workshop workload  IL suggested to GR that staff may need a refresher training course or include it in the new vehicle training.</p> <p><b>80.14 – UVM New Mercedes</b>  A design group to be formed to iron out any issues.  Out of a total order of 100 only 61 have been delivered so far.  The next batch of 65 will be re-tendered.</p> <p><b>80.15 Sterile Scissors</b>  Covered under ECP Update.</p>	<p><b>SM</b></p> <p><b>AMc</b></p> <p><b>MK</b></p> <p><b>GR</b></p>
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	<p><b>80.16 A&amp;E Stethoscopes</b> MF confirmed that there are no plans for personal issue stethoscopes.</p> <p><b>80.17 Rear Saloon Air Conditioning</b> A GI has been sent to Workshop detailing the air conditioning issues.</p> <p><b>80.18 Safety Helmets</b> User Guide for checking safety helmets is attached. Virtually all parts of the helmet are replaceable. KM to e-mail the User Guide to Station Administrators.</p> <p><b>80.19 Two Tone Horn</b> NP to look at the ragged and jagged edges of the two tone horn on the existing Mercedes.</p>	<p><b>KM</b></p> <p><b>NP</b></p>
<b>81/09</b>	<p><b>Alternative Response Steering Group (Standing Item)</b> The status of this group is unclear as there have been no meetings this year. CV to enquire about the status from RW.</p>	<b>CV</b>
<b>82/09</b>	<p><b>Risk (Standing Item)</b> Manual Handling - Covered under Item 80.13 Bariatric Vehicles – Covered under Item 87/09 Child Restraints – Covered under Item 80.05</p>	
<b>83/09</b>	<p><b>Manual Handling Implementation Group (Standing Item)</b> No new requests submitted.</p>	
<b>84/09</b>	<p><b>Ambulance Procurement (Standing Item)</b> Covered under 80.14.</p>	
<b>85/09</b>	<p><b>RRU Procurement</b> NP showed the group a concept RRU from Vuaxhall. All agreed that the concept car was not suitable as a first response car, but maybe more of a DSO vehicle.</p>	
<b>86/09</b>	<p><b>MRU Procurement (Standing Item)</b> AMc is still searching for alternative data recorders. AA stated that data recorders were not part of the specification for the new motorcycles. The generic specification has not yet been signed off and there was some confusion over the status. CV to talk to Gary Evans to arrange a MRU Specification Sub Group meeting to finalise the specification. The final specification to be presented at the next meeting.</p>	<p><b>AMc</b></p> <p><b>CV</b></p>
<b>87/09</b>	<p><b>Bariatric Vehicle Update (Standing Item)</b> There will be 2 complete bariatric vehicles by the end of December. IL suggested that there should be dedicated crews trained in moving bariatric patients.</p>	

	He also voiced concern that at the moment LAS cannot move bariatric patients and that we have to source private companies for this.	
<b>88/09</b>	<b>Carry Chair Update (Standing Item)</b> See item 80/09.	
<b>89/09</b>	<b>Trolley Bed Update (Standing Item)</b> No new report.	
<b>90/09</b>	<b>PTS Issues (Standing Item)</b> No new report.	
<b>91/09</b>	<b>Equipment Approval Group (Standing Item)</b> Manual Handling Kit to be reviewed at the next meeting. A decision was made to continue using the current Baxi Board until a replacement is sourced. A decision needs to be made on a replacement as soon as possible. KM to organise the next meeting.	<b>KM</b>
<b>92/09</b>	<b>ECP Update (Standing Item)</b> There has been a review of the ECP Kit. JSig requested approval from the group for ECP's to use Sterile Scissors and Liquabond which is an exact substitute for Dermabond which is cheaper and does not have to be refrigerated. Approval was given. IL enquired whether sterile scissors will be issued service wide. MF said no as they are not needed as dressings are already pre-cut. JSig also added that ECP's use a much wider range of dressings which need to be cut. Sterile scissors will be disposed of in the Sharps box. JSig also requested approval for a revised ECP drug pack. At present there is no standard way of ordering, storing and auditing ECP drugs packs. ECP drugs packs be packed at Deptford Store and treated in the same way as Technician and Paramedic Drugs Packs. Approval was also given. Drugs lockers will have to be looked at as the current lockers are not big enough to take the ECP drugs packs.	<b>KM/GB</b>
<b>93/09</b>	<b>Technician Drugs Packs</b> JW commented that there is shortage of Technician Drug packs at Croydon. He also enquired if there are any plans for them to be vehicle based. MF replied that this is not in the current procedure, but that the drugs procedure is being revised and will enquire to see if this is possible. Make Ready should remove any drugs packs left on vehicles and return to the drug locker. GR commented that if staff take responsibility and follow the procedure shortages should not occur.	

<b>94/09</b>	<p><b>Deep Cleaning – FRU’s</b>  JW commented that FRU’s in the South West Sector are not being Deep Cleaned.  An update of cleaned vehicles is attached with these minutes.  CV confirmed that PTS vehicles are being deep cleaned at evenings and weekends.  A list of FRU and PTS vehicles that have been deep cleaned can be found on the X Drive.</p>	<b>MK</b>
<b>95/09</b>	<p><b>Oxy Clip</b>  JW said that clips do not fit the new size oxygen bottles and that an alternative needs to be sourced.  NP said that PTS something that fits.  NP to take a sample to the EAG meeting.</p>	<b>NP</b>
<b>96/09</b>	<p><b>02 on New Trolley Bed</b>  Holders will be retro fitted to vehicles. They will be on the under carriage out of the way.</p>	
<b>97/09</b>	<p><b>Tyre Pressures</b>  Plans are under way for the personal issue VDI book which will include the correct tyre pressure guage.  Vehicles should be checked at the start of shift.  CV to talk to Jason Killens about launch timescale.</p>	<b>CV</b>
<b>98/09</b>	<p><b>Controlled Drug Policy revamp</b>  Covered under Item 93/09.</p>	
<b>99/09</b>	<p><b>Draft Policies</b>  <b>99.01 Trial and Acquisition</b>  <b>99.02 Decontamination of Medical Equipment</b>  <b>99.03 Management of Medical Devices</b>  Copies of the draft Trail and Acquisition and Management of Medical Devices are attached.  Decontamination of Medical Equipment will be moved to The Infection Control Steering Group.  CV requested that the Group look at these and come back to him with any comments.</p>	<b>ALL</b>
<b>100/09</b>	<p><b>Any Other Business</b>  <b>BOC Cylinders</b>  KM reported that BOC have delivered 630 more cylinders than the previous month.  It would seem that a lot of cylinders are being left at hospitals.  KM to issue a bulletin reminding staff not to leave at hospitals.</p> <p><b>Out of Commision Boards</b>  JD enquired what does out of commission mean. The policy needs to be reviewed as it is out of date. SM to take this up.</p>	<p><b>KM</b></p> <p><b>SM</b></p>

	<p><b>Trolley bed Straps</b> KM to take samples of Cannons trolley bed straps to EAG.</p> <p><b>Seats</b> Any seats that need replacing should be sent to Workshops.</p> <p><b>Trolley Bed Mattress Cover</b> IL informed the group that a 7 Sector trial will take place at the beginning of December.</p>	<b>KM</b>
<p><b>DATE OF NEXT MEETING</b> <b>21<sup>ST</sup> JANUARY 2009</b> <b>12.00 – 16.00</b> <b>WATERLOO HQ CONFERENCE ROOM</b></p>		