

**LONDON AMBULANCE SERVICE NHS TRUST
VEHICLE AND EQUIPMENT WORKING GROUP
30th JULY 2010
WATERLOO HQ CONFERENCE ROOM
13:00– 16:00**

Present:

Chris Vale	Head of Operational Support	Cody Road
Steve Melhuish	Corporate Fleet Manager	Cody Road
Karen Merritt	Corporate Logistics Manager	Cody Road
David Haylett	SE Rep	Woolwich
Ian Lee	E Health & Safety Rep	Becontree
Bill Leaning	EC Health & Safety Rep	City & Hackney
Marcus Davis	C Staffside Rep	Rotherhithe
Keith Bernasconsi	EC Staffside Rep	Islington
Simon Parker	Fleet Support Manager – West	Cody Road
Harry Day	Safety & Risk	Pocock Street
Gary Ralph	Education & Development	Ilford
Nick Pope	Fleet Projects	Greenwich
Lynn Sugg	OPGO	Loman Street
Julie Shirt	NE Sector	Edmonton
Eddie Brand	Staff Side Chair	Romford
John Winnister	SW Health and Safety Rep	Croydon
David Campbell	AOM	Deptford
Jason Challen	PTS Manager	Camden
Alan Arm	MRU	Waterloo
Gordon Ballard	Logistics Manager	Deptford
Maureen Knight	(Minutes) Ops Support	Cody Road

Apologies:

Jane Worthington	Jayne Signorelli	John Selby
Alison McKee	Mark Faulkner	

ITEM		ACTION
148/10	Introductions and Apologies	
149/10	Minutes of Previous Meeting Minutes of the previous meeting held on 15 th April 2010 were agreed as a true and accurate record.	
150/10	<p>Matters Arising</p> <p>150.01 Trolley Bed Tables No progress on this item, the EAG has not yet met. KM to progress ahead of next VEWG.</p> <p>150.02 Stryker Flat Mattresses All mattresses have been rolled out.</p> <p>150.03 Finger Probes Item deferred, MF not present. He will be asked to discuss at the next meeting.</p> <p>150.04 Tympanic Thermometers Item deferred AMC not present</p> <p>150.05 Manger Elks 79 have been fitted. More parts are on order and will be retro fitted when they arrive.</p>	KM

<p>150.06 FRU Deep Cleaning MK to re-send Deep Cleaning specification. Alternative seat cleaning solutions are being investigated. Trevor Hubbard would assess from an Infection Control view point.</p>	<p>MK</p>
<p>150.07 Draft Policies – Trial and Acquisition / Management of Medical Devices Amendments have been made to both policies and they are now ready for sign off.</p>	
<p>150.08 Out of Commission Boards SM showed the group 2 sample Out of Commission covers. The group agreed on the cheaper version. SM to order. He also showed Out of Commission Boards to which the group also agreed. SM is seeking a cheaper alternative for the boards.</p>	<p>SM SM</p>
<p>150.09 Trolley Bed Straps These are now on the ordering system.</p>	
<p>150.10 Patient Property Bags in Primary Response Bags KM has reminded LSS to put these in Primary Response bags.</p>	
<p>150.11 Booster Seats for New Ambulances NP is to visit MacNeillie to get samples.</p>	<p>NP</p>
<p>150.12 Bags for Straps Item deferred, MF and AMc not present</p>	
<p>150.13 Paramedic Trolley Bag KM has placed an order for trial bags. The weight of the bags including contents should not exceed 14 kgs for woman and 16 kgs for men. Safety and Risk will asses the bags before any trial.</p>	
<p>150.14 Lifepak 15's on FRU's Brackets should have been swapped out and put on vehicles. CV to get a definitive answer from MW regarding the positioning of the brackets.</p>	
<p>150.15 Blankets The budget for blankets has now been agreed. A meeting to discuss a managed service using hospital linen is taking place next week. Lead time for disposable blankets is 10-12 weeks and 16 weeks for red blankets. KM will be ordering in time for winter pressure.</p>	<p>CV KM</p>
<p>150.16 Mattress Cover Trial CV to arrange a meeting with IL and Trevor Hubbard to discuss. In the meantime TH is still looking for suitable covers.</p>	<p>CV</p>

	<p>150.17 Missing Equipment – Flexible Fleet Following the introduction of Trauma Centres more equipment is being left at hospitals. Make Ready are picking up equipment from the Royal London Hospital, but further work was necessary. CV/KM to address. GR confirmed that OP44 (Vehicle off the Road Procedure) was initiated by Operations.</p> <p>150.18 02 Head and Tubing Servicing Dates KM has asked Make Ready to ensure servicing labels are not removed from oxygen feeding tubes and heads when being cleaned.</p>	CV/KM
151/10	<p>Future Meeting Structure for VEWG It was agreed that future VEWG meetings will have a new structure. There will be 2 distinct meetings in future, one for vehicles and one for equipment and medical consumables. The Equipment Approval Group will also be merged into the Equipment Working Group. It was agreed that this would make the next meeting more manageable and focussed.</p>	
152/10	<p>Membership of VEWG EB has confirmed the revised staff side membership list. The management side will be confirmed. The revised membership would include a Fleet Workshop Manager, AOM's and DSO's would also be represented.</p>	CV
153/10	<p>Winter Tyres Funding has been approved. SM is waiting for details in writing from Michelin/CTS. Tyres will be swapped on 416, 515 and 516's at the time of servicing commencing in October and swapped back late March/Early April. Storage of tyres in a safe location has yet to be decided.</p>	
154/10	<p>Risk (Standing Item)</p> <p>Bariatric Vehicles 3 vehicles have been delivered and PDI'd. JC is in the process of devising a training package. Training should start in the next few weeks. There will be 1 vehicle for each sector. PTS will have control of the vehicles from Monday to Friday. A&E will have use or them out of hours and weekends.</p> <p>Balloon Pumps GR commented that pumps could come loose from their restraints when transporting patients. HD to advise who the risk owner is for this issue for further investigation.</p> <p>Pedimate Straps Pedimate child restraints are still being retrospectively fitted to all ambulances.</p>	HD

	<p>Cross infection Bio hazard belts are now being purchased to resist potential cross infection.</p>	
155/10	<p>Manual Handling Implementation Group (Standing Item) The group is meeting early August. The agenda is open ended. Members should contact HD with any agenda items.</p>	
156/10	<p>Ambulance Procurement (Standing Item) NP advised the group that the new 516's are coming through at a rate of 3 per week. A total of 13 have been delivered to date and a total of 30 should be due by the end of August. MacNeillie are planning to complete the total 65 ordered by Christmas. There has been an instance where a back step collapsed on a new vehicle when a bolt sheared. The vehicle has been returned to MacNeillie who are investigating.</p>	
157/10	<p>FRU Procurement (Standing Item) A questionnaire has been send to all FRU drivers. So far 200 have responded. Information is being collated and fed into the FRU Design Group.</p>	
158/10	<p>MRU Procurement AA informed the group that there is a total fleet of 22 MRU's in operation. A total 9 were due for replacement in 2010. The specification has been agreed and there will be an Equality Impact Assessment next week. Purchasing have looked at the police purchasing framework but concluded this was not viable. CV advised that the fleet replacement plan had not been agreed for 2010/2011, but he would ensure motor bikes were fully considered.</p>	
159/10	<p>Bariatric Vehicle Update (Standing Item) Already covered under item 154/10.</p>	
160/10	<p>Carry Chair Update (Standing Item) A 28 week trial of 3 carry chairs is taking place, 1 stair climber, 1 Stryker and 1 lbex 5. It is being trialled in all 7 sectors with 2 crews from each sector. The Health and Safety Department is running the trial.</p>	
161/10	<p>Trolley Bed Update (Standing Item) IL commented that the Stryker trolley bed had been successful purchase and that hopefully the same result will be achieved eventually with new Carry Chairs. GR mentioned that there had been a query regarding missing steering poles. This seems to be a regular occurrence. SM advised that Bob Clark is currently training workshop</p>	

	<p>technicians to retro fit O2 holders (similar to those on Pegasus trolley beds) onto Stryker trolley beds.</p> <p>CV replied that replacement poles would normally come out of the station budget.</p> <p>David Campbell commented since the introduction of Flexible Fleet he would not pay for any missing kit or bag repair as he would be paying for equipment that could possibly be sent to another station when the vehicles are moved around.</p> <p>CV said that the growth in the fleet size should alleviate this issue as core vehicles would not move so frequently. He added that statistically very few vehicles now actually leave their "hub" area.</p> <p>BL also enquired of the possibility of a retractable handle (similar to that on the Pegasus trolley bed) to be added, this will help when steering tall patients.</p> <p>NP/CV advised that this would not be feasible as it impact on the ergonomics of the trolley bed.</p>	
162/10	<p>PTS Issues (Standing Item)</p> <p>JC said that there had been an issue with automatic gearboxes on Movanos. Vauxhall can find no fault and that he suspects it is down to over heating.</p> <p>There has been a recall on vehicles which need to be returned to have the seats welded.</p> <p>SM was not aware of this and will investigate.</p> <p>5 trolley beds along with the locking systems have been stolen or lost. This is in addition to 8 that were lost or stolen last year.</p> <p>The Police, NHS Fraud and LAS Security have been informed and are investigating.</p> <p>A 5 year PTS Fleet Plan has now been agreed which will be fed into the service plan.</p> <p>JC has received a sample Equipment/first aid bag from Openhouse which he would ask staff to assess</p>	<p>SM</p> <p>JC</p>
163/10	<p>Equipment Approval Group (Standing Item)</p> <p>This group will now be merged with the new Equipment Working Group.</p>	
164/10	<p>ECP Update (Standing Item)</p> <p>No update.</p>	
165/10	<p>OP25 Equipment Exchange</p> <p>MK to e-mail policy to the group. Any amendments to be advised by e-mail by 20th August 2010.</p>	MK
166/10	<p>OP26 Procedure for Checking of Vehicle Inventory</p> <p>MK to e-mail policy to the group. Any amendments to be advised by e-mail by 20th August 2010.</p> <p>GR asked for clarification on what equipment managers</p>	MK

	should carry when responding to calls. KM to clarify	KM
167/10	<p>Mercedes Brakes</p> <p>IL informed the group that there had been an incident where a plastic valve pipe had severed and cut the auxiliary belt which in turn affected the brakes. He voiced his concern around the belt and protection pipes and requested that information on this should go out to all staff.</p> <p>SM replied that brakes would not be lost if the pipe was severed. This was also likely to be a very rare occurrence.</p> <p>IL enforced his concern that staff should be made aware of this and should this happen when driving under emergency conditions they will be forewarned that they will need to brake more heavily.</p> <p>SM stated that Fleet were already aware of this issue and that it had been discussed at the Mercedes Ambulance user group.</p> <p>Fleet will now change the Service Plan to check pipes every 10K miles or yearly.</p> <p>SM will issue a GI to all Workshops.</p> <p>He also added that there is a dashboard light warning that would alert the driver</p> <p>IL re-inforced his request to make staff aware of the issues and where the pipe is situated and make them aware of the potential risk.</p> <p>SM felt that this was not needed and CV agreed with SM he was not inclined to issue a bulletin to staff, but the information would be refreshed to workshops.</p>	SM
168/10	<p>IDR (Instant Data Recorder)</p> <p>IL enquired whether IDR's will be retro fitted to all vehicles.</p> <p>NP replied that there was no programme in place as yet. SM to get an update at the Motor Risk Group meeting.</p>	SM
169/10	<p>Safety Cannulas</p> <p>IL stated that there has been an instance where a safety cannula disintegrated and caused a needlestick injury. MD enquired if there had been any other instances where staff had difficulty cannulating where 2 staff were needed. HD was unaware of any other instances and requested that future occurrences should be reported to him.</p>	
170/10	<p>Airwave Radio Handset Holder</p> <p>IL informed the group that there is no universal place to store handsets. He requested a strong clip that holds 2 radios is in a universal place.</p> <p>NP advised this was unfortunately not an option as LAS policy states that the radios must be locked away.</p>	
171/10	<p>Storage of Chemex Cleaning Fluid</p> <p>KB confirmed that the shape of the Chemex cleaning system bottle does not fit into holders on vehicles.</p>	

	JW has been advised by Trevor Hubbard that Chemex will be changing the shape of the bottle in the near future and this needs to be anticipated. KM to follow up	KM
172/10	<p>Trolley Bed Mattress Damage</p> <p>JW enquired what the procedure was with regard to damaged trolley bed mattresses. The DSO at Croydon was told that there were no spare mattresses at Croydon workshop.</p> <p>SP confirmed that workshops should replace damaged mattresses and that the main store for them was at Barnehurst.</p> <p>SP to arrange for 2 mattresses to be sent to each workshop.</p>	SP
173/10	<p>Any Other Business</p> <p>Tail lifts</p> <p>JW reported an incident that happened to a crew from St. Helier where the flap at the end of the board snapped. The crew took the vehicle to Croydon workshop to get it checked. A technician kicked the tail lift and said this is was okay.</p> <p>SM replied that this should not happen and that tail lifts are checked at time of servicing.</p> <p>SM to investigate further.</p> <p>JW to forward an LA52 to HD.</p> <p>BL commented that tail lift repair sheets are not taken out of the VOR book which causes confusion as to whether the tail lift has been fixed.</p> <p>SM replied that sheets should be taken out of the book for storage purposes. Workshops and Fleet Admin can confirm that repairs have taken place.</p> <p>IL reported an instance of an LDV with faulty brakes. The crew were informed by the RAC that there had been a change of policy and that the crew should drive the vehicle back to the workshop.</p> <p>SM commented that vehicles with faulty brakes should not be driven. He requested that IL forward him a copy of the e-mail for him to pursue and he would follow up with the RAC.</p>	<p>SM JW</p> <p>IL/SM</p>
<p>DATE OF NEXT MEETING 29TH SEPTEMBER 2010 10.00 – 12.00 VEHICLES 13.00 – 15.00 EQUIPMENT WATERLOO HQ CONFERENCE ROOM</p>		