

VEHICLE WORKING GROUP MINUTES

FRIDAY, 16TH SEPTEMBER 2011
WATERLOO HQ CONFERENCE ROOM

MINUTES

Present:

Christopher Vale [CV] - Chair

Andrew Moreton [AM] - J.Challen's rep

David Campbell [DC]

Gary Ralph [GR]

Harry Day [HD] - J.Selby's rep

John Winnister [JW]

Lyn Sugg [LS]

Marcus Davis [MD]

Nick Pope [NP]

Peter Mann [PM]

Simon Parker [SP]

William Leaning [WL]

Annette Jarrett – Minutes

Chair – Head of Operational Support

Practice Learning Manager [PTS] – Camden

AOM - Deptford

Practice Learning Manager [HR] – Ilford

Health, Safety & Risk Advisor - HQ

EMT - Croydon

LAS Deployment to Olympic Office

Paramedic - Rotherhithe

Development Projects Manager - Fleet

Corporate Fleet Manager

Fleet Operational Support Manager

Paramedic - Homerton

PA to Head of Operational Support

Apologies:

Alan Arm

Eddie Brand

Ian Lee

Jason Challen

John Selby

Julie Shirt

Paul Stewart

Motorcycle Response Unit

EMT - Romford

Paramedic - Becontree

PLM [PTS] - Camden

Health, Safety & Risk Advisor - HQ

EMT - Tottenham

Paramedic - Pinner

Non-Attendees

Alan Payne

David Haylett

Doug Crates [Ian Lee's rep]

Keith Bernasconi

Paul Spencer

Duty Station Officer - Hillingdon

EMT - Woolwich

Paramedic - Becontree

Paramedic - Islington

HART Operative – EMT

ITEM		ACTION
245/11	Introductions and Apologies List of apologies and non-attendees are shown above.	
246/11	Stryker Stretcher Demonstration David Sluman and colleagues from Stryker demonstrated the use of a stretcher with built in 'Bariatric Wings'. This stretcher would provide easier manoeuvrability of Bariatric and non-Bariatric patients. Stryker personnel mentioned that as this stretcher is not yet on the market, confidentiality is to be exercised when discussing it. The possibility of a trial was mentioned when it becomes available.	

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247/11	<p>Minutes of Previous Meeting The Minutes of the previous meeting held on the 16th May 2011 were agreed as a true and accurate record.</p>	
247/11	<p>Matters Arising</p> <p>247.01 - Stryker Carry Sheet Demonstration – A sample has been trialled on Bariatric Vehicles and evaluation sheets are being processed and feedback is awaited. JC to report back.</p> <p>247.02 - Airbag Deployment – SP is investigating whether the airbags did deploy during recent incidents.</p> <p>247.03 – Fleet Plan 10-15 – This has been incorporated within the Internal Business Plan. A meeting with DH/CV/NP/PM/MD is planned for later this month to review the Fleet Plan. The Plan will be made available for the next VWG meeting in November.</p> <p>ACTION: <i>Fleet Plan produced for next VWG meeting in Nov.</i></p> <p>247.04 – Trolley Bed Update (See Item No. 255 below)</p> <p>247.05 – New Ambulances – Soft Ride Saloon –</p> <ul style="list-style-type: none"> • This situation concerns drivers/passengers feeling sick during journeys. Although the quality of the rides has been improved, NP has instigated a health check campaign which includes shock absorbers. Issues have been identified and should be solved. Feedback received from the survey was forwarded to the manufacturer. • There are 77 ambulances with this problem and workshop technicians are to be trained so that they can carry out the vehicles' health checks. 	<p>JC</p> <p>SP</p> <p>CV</p>
248/11	<p>Standing Item – Risk</p> <ul style="list-style-type: none"> • HD reported that Mangar Elks is on the register because of the risk of potential injuries to staff when handling patients • It was pointed out that confirmation is required as to which risks are to be recorded on local and/or corporate register i.e. risk with a score below 8 to be placed on the local register. • Because Mangar Elks has a score of 12 this is to be reviewed at corporate level. • All retro fittings of the Elks have been completed and references should be removed from the registers. • Bariatric vehicles being available for access 24-hours per day, has a score of 9. Hours of operation to be discussed. AM mentioned that when moving a Bariatric patient an urgent care vehicle is sent, therefore, PTS vehicle can be used, and this works very well. • The risk for the Child's restraint, Pedimate, has a score of 9, 	<p>JS/HD</p> <p>AJ</p>

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	<p>which needs to be reduced. More information is requested from the LSU.</p>	
	<ul style="list-style-type: none"> There are three risks on the register which are still outstanding. AM pointed out that manual handling is still a risk to staff and required control measure. <p>ACTION: <i>CV/John Selby to review control measures for this risk.</i></p>	CV/JS
249/11	<p>Standing Item – Ambulance Procurement NP reported that approval has been agreed for procurement of 22 Mercedes modular ambulances.</p>	
250/11	<p>Standing item – FRU Procurement</p> <ul style="list-style-type: none"> NP reported that the specification for the FRU programme has been submitted for tender in the autumn. He also reported that funding of £1.6M is available for this procurement. Familiarisation of the new FRU will be required i.e. the layout and new technology. 	
251/11	<p>Standing Item – MRU Procurement NP confirmed that funding for this item has now been approved.</p>	
252/11	<p>Standing Item – Bariatric Vehicles These vehicles are now in use.</p>	
253/11	<p>Standing Item – PTS Vehicles</p> <ul style="list-style-type: none"> AM reported that 25 Single Wheel Vehicles are required and 8 cars are to be replaced. No funding has been approved for these vehicles as yet, but contracts are being sent out for re-tendering. CV suggested that an additional item is added to agenda for 'Miscellaneous – EPU Update'. NP said that there are plans to purchase EPU vehicles in the near future. Demonstration of an example of a more manageable container/box vehicle with equipment can take place at Cody Road. This is an innovative concept used by other organisations. Two Emergency Vehicles for transporting heavy decontamination equipment is being looked at by CBRN/EPU. NP told the meeting that he has a spreadsheet with a list of EPU vehicles requirements which will be distributed with the minutes. <p>ACTION: <i>NP to send spreadsheet for distribution with minutes.</i></p> <ul style="list-style-type: none"> Logistics now have five new replacement vehicles. Two new mobile workshops are currently being used successfully. 	<p>AJ</p> <p>NP</p>

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254/11	<p>Standing Item – Carry Chair</p> <ul style="list-style-type: none"> • HD reported that to eliminate manual handling, mechanised Carry Chairs (IBEX5/Stryker battery operated) have been piloted via a monthly trial programme at various complexes. • Evaluation and feedback is very difficult so will carry out assessment via Health & Safety unit. • Because of the need to produce a business case, submission of reports to senior management, and confirmation of funding, it is estimated that it will take about eighteen months for the chairs to be potentially purchased and in use. 	
255/11	<p>Standing Item – Trolley Bed</p> <p>It was reported that Stryker trolley bed poles were not always being left with the stretcher. These are expensive to replace. CV to seek assistance of LSU to recover poles left at hospitals.</p>	CV
256/11	<p>Any Other Business</p> <p>01. MDT Messages Update – JW reported that system would indicate that a message has sent once the ambulance is on its way to an incident, only to discover that there has been no update to the original message. This happens on a constant basis.</p> <p>ACTION: <i>K.Merritt (Corporate Logistic Manager)/IM&T to investigate the MDT Message system and provide feedback</i></p> <p>02. Tail Lifts – JW explained that he has a list with information of damaged tail lifts which was captured within the last two months. JW to send SP a copy of this list for his attention.</p> <p>ACTION <i>HD to generate '52 report', for the last six months, and send to NP/SP</i></p> <p>03 Tube Pressure Gauge Valve – ATS is aware of the problem of the difficult of accessing the valve under the rim of the tyres with a short screw driver. ATS is aware of this situation and it was noted that winter tyres will be changed over during Autumn.</p> <p>04 Flat Tyres – It was discussed that a radio operator advised a driver with a rear flat tyre to drive to a workshop for repair. The meeting confirmed that drivers are responsible for their vehicles when it has a flat tyre and should wait for advice from the VRC on resolution.</p> <p>ACTION: <i>To ensure joined up approach is being followed, CV to communicate to both radio operators and drivers that vehicles are not to be driven with flat tyres to a workshop to be repaired.</i></p>	<p style="text-align: center;">K.Merritt /IM&T</p> <p style="text-align: center;">HD</p> <p style="text-align: center;">CV</p>

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	<p>05 BL explained that small sized persons are experiencing difficulty in using the steering wheel comfortably i.e. having the correct position. NP advised he had investigated the issue and reported back</p> <p>06 Vehicle being charged – SP wanted a communication to go out to all operational staff that, when vehicles are parked up in stations, they should ensure they are put on charge. This would ensure that VORs are reduced. CV advised that bulletins are already issued at regular intervals.</p>	
<p>DATE OF NEXT MEETING: WEDNESDAY, 16th NOVEMBER 2011 TIME: 13.00HRS – 15.00HRS VENUE: WATERLOO HQ CONFERENCE ROOM</p>		