

**London Ambulance Service NHS Trust
Vehicle & Equipment Working Group
28th August 2008, 1300-1700
Conference Room, HQ**

MINUTES

Chris Vale (Chair)	Head of Operational Support	Bow
Ian Lee	Staff Side Representative	Becontree
Nick Pope	Fleet Project Manager	Greenwich
Dave Smith	Staff Side Representative	Becontree
John Winnister	Staff Side Representative	Croydon
Jane Worthington (JaW)	Clinical Adviser	HQ
Colin Jolly	Head of Fleet	Greenwich
Lyn Sugg	Olympic Games Planning Office	Pocock Street
Alison McKee	Purchasing	Pocock Street
David Haylett	Staff Side Representative	Woolwich
Simon Parker	Workshop Manager	Croydon
Chris Reeves	Emergency Planning Unit	Pocock Street
Graham Chalk	Special Response Coordinator	Waterloo
David Selwood	Corporate Logistics Manager	Bow
Andy Street	Safety & Risk Adviser	Pocock Street
Scott Velleman (minutes)	Employee Support Services Business Manager	HQ

Item	Action
73/08 <u>Apologies</u>	
Jayne Signorelli	Dave Whitmore
Tim Stephens	Dave Campbell
Paul Stewart	Mark Lione
Steve Melhuish	Alan Payne
	Eddie Brand
	Gordon Ballard

74/08 **Previous Minutes (03/07/2008)**
Agreed

75/08 **Matters Arising**

75.01 Carry Sheets (70/07)

DS asked if the green canvas carry sheets are still being used.

IL confirmed that they are.

DS said that if a complex is short of carry sheets to call GB who can distribute.

75.02 Televisions (31/08)

NP stated that there were no updates to give. He would continue to chase.

NP

75.03 Torn Seats (55/08)

CJ confirmed that he will go ahead with implementing the use of seat covers as a temporary fix for torn upholstery. He said he would pass the details to CV.

CJ

DS asked AM to add the item to the catalogue and agreed to send 6 covers to each complex in the meantime until they were available to order.

AM/DS

75.04 Mini VDIs (71/08)

CJ distributed two draft documents that contain details of the mini VDI plus the additional checks that are required for a normal visual inspection. He will produce a separate document for motorcycles as this one is only for 4-wheeled vehicles. CJ felt that the primary checks that are required to ensure a vehicle is legally safe to drive should take no more than two minutes.

IL welcomed CJs work on this issue and asked if this visual check would be legally sufficient if a service vehicle were involved in an accident.

CJ felt that it was a matter of interpretation but thought that if a vehicle had received a full inspection and was deemed roadworthy, then the Service would have a good case to say that it had used best endeavours to ensure roadworthiness.

JW asked if Make Ready could be given responsibility to check tyre tread depths so that staff would not have to get under a vehicle to check the rear tyres.

CV reiterated that the driver is legally responsible for the vehicle that they drive being roadworthy and therefore it isn't possible to transfer that responsibility to another party.

JW asked if a piece of equipment can be provided to prevent staff from soiling their uniform if they must lie under a vehicle.

CV replied that the practicalities of the mini VDI can be looked at, but the principle of carrying out the mini VDI where necessary must be established.

The group agreed to the mini VDI process being implemented.

75.05 Make Ready/Tail Lift Manual Operation Bars (72/08)

CV said he had communicated with Make Ready to ask them to carry out regular checks on the presence of the tail lift manual operation bars but had not yet received a response. He will remind them at the next contract review meeting.

CJ said that Jason Killens has suggested that DSO vehicles carry every type of handle on their vehicle to transport to a stricken ambulance if required.

CV said that he would ask Steve Melhuish to produce a bulletin and speak to Jason Killens.

CV

75.06 Safety Cannula Bulletin (72/08)

DS apologised as he thought the bulletin was to be published by Training and agreed to make sure it goes out.

DS

75.07 Mercedes Doors (72/08)

IL confirmed that he hasn't sent the details to CJ yet but would do so.

IL

76/08 **Alternative Response Steering Group**

IL confirmed that there hasn't been a meeting recently.

GC stated that he needs to write a specification for a new motorbike and has started to assemble a project group.

CV advised on who would need to join the group and asked GC to give a progress report at each VEWG.

GC also said that Tom Lynch has written a new specification for the cycles.

CV asked him to bring it to the group and reminded GC that all vehicles and equipment used in the LAS need to be scrutinised by the VEWG.

IL asked GC if an Equality Impact Assessment had been carried out prior to the recent purchase of 12 Honda motorbikes.

GC replied that it hadn't.

77/08 **Risk (Standing Item)**

AS said that JS had been unavoidably delayed and that the risk register had only just been completed and will be passed to CV outside of the meeting.

CV stated that it would be distributed with the minutes.

78/08 **Manual Handling Implementation Group (Standing Item)**

AS confirmed that Harry Day is now in post as the manual handling adviser for Safety & Risk.

79/08 **Ambulance Procurement Update (Standing Item)**

NP reported that the specification is now out to tender. The closing date is 04/09/08. Additionally the LAS have received committed Mercedes chassis production dates for the end of October.

80/08 **RRU Procurement Update (Standing Item)**

NP said that there were no further updates to give but confirmed that the Training vehicles have been delivered to Education & Development.

81/08 Bariatric Vehicle Update (Standing Item)

NP told the group that the project is on hold until a decision has been made on whether the Stryker trolley bed will be chosen over the Ferno product. Some consideration of vehicles used by other services had been carried out

82/08 Carry Chair Update (Standing Item)

CV said that there are no updates at present.

IL felt that there had been little progress on carry chairs in the last two years and suggested that a group should be put together to look at the available products in the market place.

CV replied that it has been noted in previous meetings that a good deal of data has been collected. A previous tender exercise has not identified a suitable product.

DS added that whilst he would want to be proactive in this area it does come down to finances for progression to be made. Additionally there is no resource within the Logistics Department at the moment to look at this issue due to the number of other projects currently running.

CV said that once the trolley bed issue has made progress carry chairs can be revisited.

IL wanted to note staff side's disappointment on the progress of updating the carry chair.

83/08 Trolley Bed Update (Standing Item)

DS stated that the trials seem to be going very well and the product is being very well received. An article is going into the LAS News to publicise that the Service is trialling a mechanised trolley bed and all operational staff are also being written to on this subject as well.

IL asked for the evaluation paperwork to be put on the Pulse as the success of this trial hinges on getting as much written feedback as possible.

CV agreed with IL and said he would arrange it.

CV

CJ asked IL for feedback on the trial mattresses for the 35A trolley bed.

IL said he would send it.

IL

CV also reported that nearly all of the Falcon 6 upgrades have now been completed.

84/06 PTS Issues (Standing Item)

NP said that there hasn't been a PTS VEWG since the group last met. The only update to give was that the prototype stretcher vehicle has started to be built.

85/08 Equipment Approval Group (Standing Item)

85.01 Ampoule Breakers (91/06)

DS told the group there's no other product on the market similar to the one that has recently been risk assessed and therefore the situation is in stalemate.

IL agreed that if the only other product is the larger box type then this would have to be used.

CV said that would remain on the requisition system for now.

85.02 One Touch Ultra (95/06)

AM cautioned that when the product is changed a tender will need to be carried out and this is currently scheduled for early next year.

85.03 Paediatric Finger Probes (19/07)

JaW confirmed that the product is on e-series and this item can come off the agenda.

85.04 Oxipen & EMMA Emergency Capnometer (22 & 23/08)

AM stated that this is a product that Tom Lynch wants to use on the CRU.

DS replied that he has received objections about the product from Mark Whitbread as it does not give a wave form.

JaW noted that Mark is looking for a suitable alternative.

GC added that there would be rare occasions when CRU staff would need to intubate before an ambulance/FRU arrives. Currently no cycles carry equipment to measure CO² which is a clinical risk.

CV asked JaW to get Mark Whitbread to speak to GC about this matter.

JaW/GC

85.05 Aspirators (32/08)

DS stated that the vehicle-based LSU will not be changed. The only issue is with the piping size. He is working with Laerdal to try and resolve the issue. A 2 site trial will also be run for a hand held product though it was felt that it was unlikely this would be suitable.

86/08 Terms of Reference

DS distributed a draft terms of reference document for the group and asked for comments to be sent to him.

87/08 Storage – LDVs

IL handed out photos showing hazardous stowage methods being used on LDVs due to a lack of storage space. He acknowledged that John Selby has already published a bulletin about this but felt that the Trust should give this greater attention as the current situation is dangerous.

88/08 Mangar Elks – Mercedes

IL asked what has happened to the Mangar Elks destined for the Mercedes.

DS replied that they have been purchased but due to an administrative omission on the specification they were supplied with an essential item missing and are currently being stored in workshops. DS is working on the issue and is currently trying to obtain additional funding to purchase the required parts.

89/08 HART Representation

IL asked how the HART team tie in to the VEWG.

CR said that a lot of their equipment is supplied by the national HART office, but in operational terms they tie in to Emergency Preparedness.

IL replied that he needed to see risk assessment documents for the equipment that the HART teams use.

CR said he would put IL in touch with the correct person.

CR

90/08 Any Other Business

Equipment Support Vehicle & Incident Support Vehicle

CR noted that he is currently looking at a weight loading piece of work with NP to assess what equipment should be carried on each type of vehicle.

Inventory Management

DS reported that there is a project looking at managing consumables more efficiently. The asset management system will not be coming in the near future due to a lack of server resource.

Infection Control Tourniquets

JaW said that infection control guidelines suggest using a specific type of disposable latex-free tourniquet. After demonstrating the item she said that she would speak to IL about organising a trial.

Airwave

IL asked what has happened to the digital radios.

DS replied that the project has been put on hold until a solution can be found to the technical problems that were discovered at Notting Hill Carnival when the radios did not perform to required levels.

CV agreed to speak to Rony Zaman about publishing a bulletin.

CV

**Date of Next Meeting: 23rd October 2008 - 1300-1700
Conference Room, HQ**