

Governance and Healthcare Assurance Committee Paper GHAC09/015

Minutes of Health & Safety Committee Meetings

Executive Summary:

Attached are the Minutes of the Health & Safety Committee held on 1 December 2008.

Actions Requested:

The Governance & Healthcare Assurance Committee is asked to receive the Minutes of the meeting of the Health & Safety Committee held on 1 December 2008, and any oral reports from the Chair of the Health & Safety Committee (or their representative).

Aims Supported by this Paper:

This paper supports the Hampshire Primary Care Trust to fulfil its Standing Orders in accordance with the NHS Code of Accountability.

Corporate Citizenship, Equality and Diversity

This paper does not request decisions that impact on corporate citizenship, equality and diversity.

Author(s):

David Robertson, Assistant Director of Finance – Care Services

Leader Director:

Sue Harriman, Director of Nursing, Therapies and Clinical Standards (Care Services)

Date:

15 January 2009

Health & Safety Committee
Minutes of the meeting held on 1st December 2008 at 10:00am – 12:00pm,
Board Room at 8 Sterne Road, Tatchbury Mount

Present:

David Robertson (chair)	DR
Jolene Peto (minutes)	JP
Susan Lawes	SL
Val Hudson	VH
Colin House	CH
Alex Underwood	AU
Paul Johnson	PJ
Mike Holder	MH
Ted Griggs	TG

Apologies:

Sandra Grant
Sue Harriman
Keith Douglas
Zena May
Gordon Robinson
Diana Standing
Theresa Stephens
Keith Crate
Frank Regan
Lin Pearce

No.	Item	Action
1.	<p>Minutes of the Previous Meeting – 1st September 2008 The minutes of the last meeting were agreed as a correct record.</p> <p>Matters Arising</p> <p>Lone Working Policy – The development of a Lone Worker Policy has been led through the H&S Group (West). This policy will go through the appropriate approved channels. Val Hudson to link with Sue Morris who is developing the policy to scope the impact of any support and IT required and ensure LM&S are involved. David Robertson pointed out that managers have the responsibility to ensure they are managing staff appropriately.</p> <p>Legionella and Asbestos - Ian Taylor should have sent a draft appointment letter to Diana Standing. The group was unsure if this had been completed.</p> <p>Risk Register and Summary Report from Risk Manager – Val Hudson</p>	<p>VH</p> <p>TG</p> <p>VH</p>

	to follow up with Jane Howard once back from annual leave on issue in East Hampshire.	
2.	<p>Annual Update on Manual Handling</p> <p><i>Paper HSC02/023 was received.</i></p> <p>Manual Handling policy was approved on the 28th September 2008.</p> <p>Non patient and Patient Handling training (including for Health Visitors) is a risk area for the organisation. Specifically:</p> <ul style="list-style-type: none"> • Poor attendance at training • Quality of information <p>To mitigate these a process is in place through the manual handling links to roll out high quality local support for staff. This needs to be reinforced at local H&S groups</p> <p>Reporting:</p> <ul style="list-style-type: none"> • Training on Datix will ensure that staff are reporting incidents correctly and figures will then be correct • Medical devices are all updated on Datix <p>A specific concern was raised that equipment in Basingstoke is not being delivered when required.</p>	<p>PJ/ VH</p> <p>VH</p>
3.	<p>Reports from Area Health and Safety Groups</p> <p><u>West</u></p> <p><i>Paper HSC 08/024 was received.</i></p> <p>Paul Johnson was asked to calculate his figures according to the financial quarter and to put the relevant dates in the paper.</p> <p>It was reported that incidents and accidents were higher than last quarter. This may have been as a result of reporting improvements.</p> <p>Paul Johnson and Alex Underwood are to undertake a number of actions:</p> <ul style="list-style-type: none"> • Update permissions so staff including managers have appropriate permissions • Assess if Clinical Heads of Service are being bypassed as currently there are no actions/ input from them <p>Health and Safety Training is an issue but it is being improved with the help of Learning and Development. It was point out that staff</p>	<p>PJ</p> <p>PJ/ AU</p>

<p>need to update their training now and not leave it till the end of March 2009.</p> <p>Quarterly statement on assurance:</p> <p>Fire – in hand to be compliant Asbestos – in hand to be compliant Legionella – Hampshire Partnership Trust needs to produce information if not a contingency/ needs to be actioned</p> <p><u>North East</u></p> <p><i>Paper HSC 08/025 was received.</i></p> <p>Val Hudson is concerned with the number of slips, trips and falls reported. The last quarter the figure was 120 and this quarter it is 36. Val Hudson will investigate to see if this figure is correct.</p> <p>Val Hudson, Alex Underwood and Paul Johnson to meet to get a consistent data report set up. This progress report will be included in the area reports.</p> <p>Once a risk has been mitigated, the risk needs to be closed in the risk register. An audit trail needs to be evident. Area Health and Safety Groups lead this process.</p> <p>High level risks need to come back to the Health and Safety Committee through the report above.</p> <p>Fire – 3 current assessments need to be reassessed and these should be done by the end of March 2009 this will result in full compliance is met.</p> <p>COSHH – It was agreed that every site needs to have a COSHH register by the end of March 2009. Paul Johnson to update the committee at the next meeting.</p> <p><u>South East</u></p> <p><i>Paper HSC 08/026 was received.</i></p> <p>It was reported that the South East area was partly compliant. The Committee needs full assurance of compliance by the end of March 2009. To be able to do this it needs details when Legionella and Abestos reports will be carried out.</p> <p>All three areas were asked to provide standard reporting and to include an executive summary with each report which outlines their paper and gives assurances to the committee.</p>	<p>TG</p> <p>VH</p> <p>VH/ AU/ PJ</p> <p>PJ/ VH</p> <p>PJ</p> <p>TG</p> <p>PJ/ VH</p>
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<p>4.</p>	<p>Update on Legionella</p> <p><i>Paper HSC 08/027 was received.</i></p> <p>Ted Griggs explained that there has been a problem getting information from secondary providers.</p> <p>David Robertson said that our providers need to provide assurance by the end of March 2009. The main issue is with Hampshire Partnership Trust.</p> <p>Update on Asbestos</p> <p><i>Paper HSC 08/028 was received.</i></p> <p>Members of staff are being trained to carry out asbestos testing.</p> <p>There is also an Asbestos Policy now in place.</p>	<p>TG</p>
<p>5.</p>	<p>Summary Report from Trust Health & Safety Advisor</p> <p><i>Paper HSC 08/029 was received.</i></p> <p>Baz Frostick has now left the organisation and his job will be advertised.</p> <p>A handout was circulated "Introduction for the Committee" – comments to Frank Regan or Ted Griggs.</p> <p>On Datix there is a prompt to ring Frank Regan if necessary. Reporting needs to be done in the correct way and this is through Frank Regan to the HSE and back to Frank Regan.</p>	
<p>6.</p>	<p>Risk Assessment and Risk Register and Summary Report</p> <p><i>Paper HSC 08/030 was received.</i></p> <p>Alex Underwood to circulate current clinical and non clinical risks to the committee so they can be cleared.</p> <p>Susan Lawes mentioned that Sue Harriman and Richard Samuels are meeting to discuss the separation of Hampshire PCT by the 1st April 2009.</p>	<p>AU</p>
<p>7.</p>	<p>Learning and Organisational Development Report</p> <p><i>Paper HSC 08/031 was received.</i></p> <p>Colin House stated that training for Fire and Patient Handling is a</p>	

	<p>concern.</p> <p>A Fire Safety officer at Petersfield has been telling staff they should not be doing e-learning training for Fire. Colin House has emailed him and Ted Griggs will investigate further but training can be done either on e-learning or by a trainer. It was suggested that e-learning be done every other time.</p> <p>Learning and Development are expecting lots of activity for statutory and mandatory training between now and the end of March 2009. Colin House said there is enough capacity for it. Managers need to be raising training at team meetings and also at the Area Health and Safety meetings. Managers need to be registered on the system to make sure they are getting updates about their staff.</p> <p>Paul Johnson and Colin House are to check on the requirements for Health and Safety training. At the moment it is done once a year and then a refresher every 3 years.</p> <p>Managers are now going to be penalised if a member of staff does not attend their training and does not give appropriate notice.</p> <p>Ted Griggs to advise who should be having Food Hygiene training.</p>	<p>TG</p> <p>PJ/ VH</p> <p>PJ/ CH</p> <p>TG</p>
	<p>Date of Next Meeting:</p> <p>Tuesday, 3rd March 2009, at 10:00am, Boardroom, Tatchbury Mount</p>	