

JULY 1996

PORTSMOUTH HealthCare TRUST	INFORMATION EXCHANGE MAIN POINTS		
Name of Manager Responsible Name of Group, e.g. ward/team	Tony Horne O.M.G.		Organisational Level Unit/Division/Locality/Department/Team

MAIN POINT	COMMENTS AT MEETING
<p>1. <u>PERFORMANCE</u></p> <p>1.1 <i>Report following the Health and Safety Executive Visit (18-21 June)</i> The formal response from the Health and Safety Executive following their inspection visit to the Trust in June has now been received.</p> <p>The report concentrated on nine key areas:</p> <ol style="list-style-type: none"> 1. <i>Risk Management/Risk Assessment</i> The Executive recognised that the Trust had a structured approach to managing health & safety and risk and emphasised the need to ensure the action plans were fully developed and implemented. 2. <i>Violence to Staff</i> Noting the Trusts intentions to carry out a full security review, the Executive recommended this needed to be completed as soon as possible. 3. <i>Manual Handling</i> The need for further improvements in manual handling training and monitoring arrangements in parts of the Trust were noted. 	<p>Could be put on Appraisals</p> <p>SRIP training for Mental Health Services</p>

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<p>4. <u>Occupational Health</u> Specific issues for further follow up included:</p> <ul style="list-style-type: none"> ~ Arrangements for SCIP training ~ Need for improved standardisation (e.g. in the follow up to violent incidents) ~ Computerisation of records ~ Occupational Health services for agency staff ~ Use of monitoring data <p>5. <u>COSHH</u> Risk assessments should be conducted for use of any hazardous materials.</p> <p>6. <u>Clinical Waste</u> Continued efforts should be made to ensure the Trust guidelines were being effectively followed.</p> <p>7. <u>Hot Water/Hot Surface Temperatures</u> Noting work was already in hand, it was stated that priority areas needed to be identified and actioned.</p> <p>8. <u>Boilers</u> Further work was highlighted as needed to comply fully with national guidance notes.</p> <p>9. <u>Contractors</u> The Trust was asked to ensure adequate steps were being taken to monitor the Health and Safety standards for contracted services.</p>	

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<p>In line with the Health and Safety Executive's normal practice a follow up visit is planned for the beginning of 1997 to discuss progress made on the agreed issues.</p> <p>The Trusts Risk Management Group has already had a preliminary discussion on the report's findings and recognising that much of the work is already in hand intends to prepare a formal Action Plan for follow up to pursue with the Trust and Divisional Health and Safety Committees.</p> <p>Thanks once again for everyone directly involved with the visits and all risk assessors and committee members who have worked hard to raise the profile of Health and Safety and Risk Management generally.</p> <p>Copies of the Health and Safety Report and Trust Action Plan will be shared widely over coming weeks.</p>	
<p>2. <u>DEVELOPMENTS</u></p> <p>2.1 <i>Library Services</i></p> <p>Following last year's Review of Library services to which a large number of staff contributed, it has now been agreed to go ahead and implement the proposals to secure better advice and support for staff needing access to library information services.</p> <p>Pauline Blagden (the Librarian who helped us with last year's review) has agreed to work with us to implement the proposals to improve the service. She will start as Library Services Facilitator for the Trust from 1st September 1996, based initially at Trust Central Office.</p>	

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<p>Pauline made a lot of contacts with staff during the review, and already has considerable knowledge about the Trust's services, so we are delighted that she can help move us forward.</p> <p>Further details will be published after she re-joins us in September.</p>	
<p>2.2 <i>Policies</i></p> <p>Several "Estates" policies have recently been agreed/circulated:</p> <ul style="list-style-type: none"> ~ Asbestos - Safe Working With ~ Electrical Safety - Control of Services and Equipment ~ Legionella - Control of Water Temperatures ~ Surface Temperatures - Control of <p>The staff sickness policy has also been amended to reflect the introduction of the new "Staff Sickness and Absence Return" and has been re-distributed.</p>	
<p>3. <u>QUALITY</u></p> <p>3.1 <i>Trust Awards</i></p> <p>A Trust Awards scheme has recently been finalised. The Trust will make annual awards to an individual and to a group under each of the following criteria:</p> <p><i>Partnerships Matters</i> an award given for implementing partnerships arrangements with other agencies or carers (can be awarded to non-employees).</p>	

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<p><u>People Matter</u> an award for achieving significant benefits for clients and patients.</p> <p><u>Pounds Matter</u> an award given for achieving financial savings or generating income.</p> <p><u>Performance Matters</u> an award given for improvements in effectiveness in people management, delivery of service, quality innovation etc.</p> <p>The Trust is also in a position to nominate people for civic awards. These include:</p> <p><u>Nomination for attendance at Buckingham Palace Garden Part</u> an opportunity to reward long and good service</p> <p><u>Nomination for New Year and Queens Birthday Honours, eg. OBE, MBE etc.</u> an opportunity to acknowledge service of substantial length and outstanding achievement together with notable service outside work.</p> <p><u>Nomination for Regional Awards</u> an opportunity to nominate those who have made significant achievement through their NHS work within the South and West Region. This can be for specific achievement or sustained performance over time.</p> <p>The judging panel for the Trust Award will consist of managers, field staff and the Chairman. An award ceremony will take place in early Autumn and recipients of the Trust Awards will receive a certificate and badge as memento of the occasion and a cash award of £250 for individuals or £1,000 to be shared in the case of teams winning.</p>	

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<p><i>Anyone</i> can nominate an individual or group for an award. Anyone wishing to do so should contact the Personnel Specialist Services Department at St James' Hospital (Telephone 01705 894415) for an award nomination form. The closing date for returned award nominations is the 4th September 1996.</p>	

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