

**DRAFT**

**(to be ratified at meeting on 25<sup>th</sup> May 2010)**

**Notes from: The Trust Health & Safety Committee**

**Author:** Heather Churchill

**Date of Committee Meeting:** 30<sup>th</sup> March 2010

**Present:**

Beth Beeson	Unite
Mark Brown	RCN
Heather Churchill	Health & Safety Manager (Notes)
Tracey Clegg	SOR Rep
Chris Cobb	SOR Rep
Danny Collett	UNISON
Jacquie Cundill	Cancer & Associated Services
Julia Hodgett	ICT
Mark Jackson	Estates and Facilities
Neil Mart	Head of Organisational Risk, Quality and Safety
Karen Thornley	Theatres
Jo Tomlinson	LSMS
Mark Trout	Estates & Facilities
Gary Tibbs	EF & M
Joy Walsh	EENT
Sally Wright	Family Health

<b>Apologies:</b> Sue Arnold	MSKN
Jilean Bowskill	Diagnostics and Clinical Support
Bob Browne	RCN (VICE CHAIR)
Jackie Bracey	RCM – Family Health
Cath Edwards	EF & M
Lesley Khan	Estates Health & Safety Manager
Amanda Mahon	Specialist Support (Theatres, City)
Jo Manogue	MSKN
Locksley McPherson	Health and Safety Advisor
Keith Oliver	Cancer & Associated Services
Ruth Prigg	BDA Rep
Lynn Scriggins-Dodd	Infection Control
Helen Scrimshire	DDT
Hannah Weden	CSP (Physio) Rep

<b>Key Agenda Items</b>	<b>Issues/Significant Points Raised</b>	<b>Agreements/ Actions</b>	<b>Lead for Actions/ Timescales</b>
<b>3.0 Notes from the meeting of 19<sup>th</sup> January 2010</b>		Typo on page 2 and Sue Arnold present at meeting. The minutes were agreed as an accurate record of the meeting.	
<b>3.1 Matters arising from the notes of the meeting of 19<sup>th</sup> January not on the agenda</b>	Door openers – as previous	All doors should have a closure on them.	
	Hucknall Rd gate (Heathfield House)	Gary reported that this gate will close from 6pm – 7am on Monday 5 <sup>th</sup> April and after a trial period will close altogether. This is due to security issues.	Gary Tibbs
	Draft union Inspection Agreement	Agreement to be circulated.	Heather Churchill
	Mobile Phone Policy	Policy to go to Directors' Group with concerns raised by Medical Physics, Family Health and Patient Line.	
	Access to DATIX	Neil to pick up with Bob.	Neil Mart/Bob Browne
	Hand Washing & Skin Problems	Report to be circulated before the next meeting.	Heather Churchill
	Slips, Trips and Falls	Temporary flooring (Alto) over the top of the existing flooring fitted on 5th January. It is unclear how long this will last. Agreement needed from Hotel Services that the floor can be cleaned.	
	Bottled Water Dispensers	Letter has been agreed by the Legionella Control Group and is with the chair of that group to be sent out. This letter can go to the Treatment Centre for information but we cannot enforce this.	
	Mirrors	A comprehensive priority list has been undertaken by Michael Johnson in Hotel Services.	
	Car Parking	Cordoned off spaces must remain in place as people would be reversing directly into the traffic.	
	Air Conditioning Radiology	Mark reported that there are problems with this air conditioning and it is being reviewed as part of a capital bid. Mark to provide an update at the next meeting.	Mark Jackson
	Consultation	It has been recommended that TU Reps meet in between the THSC meetings to allow time for discussion of issues and policies.	TU Reps
	Incident Report	A report will be brought to the next meeting as DATIX input is slightly behind at present. Acute Medicine are trialling the on-line reporting system which should make the process more streamlined. A presentation is being given to the Risk	Heather Churchill

		Management Committee on this. This can be presented to the THSC at the next meeting.	Haydn Williams
	Legionella Flushing	The new policy has gone out along with new flushing sheets. Mark Trout reported good practice and awareness around this from the recent 'Think Clean' day. Need to ensure flushing is documented.	
	Accessible Toilets	This issue has been resolved and can be taken off the agenda.	
	Lighting	This may have been resolved by the clocks changing. Mark Jackson to provide post meeting note.	Mark Jackson
	Training Policy	Bob to report to next meeting regarding email to Paula Ward.	Bob Browne
<b>4. Key Issue Reports</b>	No items tabled		
<b>5. Strategy, Planning and Statutory Output</b>	No items tabled		
<b>6. Contact with HSE/EHO</b>	6.1 HSE Inspection	Following a meeting regarding the multi storey car park demolition, HSE Inspector Frank Lomas informed the Trust that the HSE will be undertaking a Management Audit of NUH during 2010/11. Usually the HSE will pick two or three topics to audit and will look at these in two or three areas. The topics may be occupational dermatitis, manual handling, slips & trips, AVH etc.	
<b>7. Trust Wide Co-ordination of Health and Safety</b>	7.1 Compliance Review Validation Report	HC introduced the report by Locksley McPherson on the Compliance Review validation process. Good evidence has been found so far from the areas who have completed all four reviews. As part of the annual planning 70% compliance with the Compliance Review is required by March 2011. Managers should also be involved in the TU inspection process at each stage. Briefing sessions have been arranged for staff who are completing the Compliance Review. HC to send dates out today.	Heather Churchill
<b>8. Specific Issues</b>	8.1 Specific Issues from Trust Advisors	8.1.1 Lift Lobby Inspections Locksley McPherson and David Maher have continued with their lift lobby inspections, identifying areas of concern. The next report will include follow ups to the actions. TU Rep to be invited to future inspections.	Locksley McPherson

	8.2 Specific Issues from Directorates and Corporate Depts	8.2.1 Incident Reporting Medical Devices Concern regarding patient medical devices incidents being reported on non-patient forms and all information not being received. Beth and Heather to look at these incidents and put together information for the staff briefing and the H&S bulletin. The on-line reporting system has processes and checks in place to ensure that forms are coded correctly. Data quality will also be checked.	Heather Churchill / Beth Beeson
		8.2.2 C Point Gas Store Issues with a leaking roof and inadequate racking. Danny Collett to forward report to HC. HC to check job logged with Estates.	Danny Collett / H Churchill
	8.3 Specific Issues from the Staff	8.3.1 Training Policy This policy did not come to the THSC for consultation. This led to a discussion regarding consultation with Staff Side and TU H&S Reps. A meeting regarding consultation will take place next week with Dr Fowlie, Danny Mortimer, Keith Miller, Bob Browne and Neil Mart. TU's need to provide a list of all of the policies that they wish to be consulted on. TU's to consider meeting in between the THSC. .	Neil Mart  TU Side
		8.3.2 Goods Yard TU's not consulted regarding the change of barriers and cycle route in the goods yard. Meeting to take place this week regarding moving the cycle compound to a location in front of the barrier. The barrier will not be activated until this has been done. Danny and Phil Miller form the Bicycle User Group to be involved.	Neil Mart
		8.3.3 Manual Handling Policy TU's only given 9 days to comment. PUWER appears to have been missed out. Check with Margaret Stone.  Patient Moving and Handling Sheet – should go everywhere with the patient and it should be the responsibility of the person looking after the patient to ensure this is done. An audit of the policy is required to ensure this is being done.	Neil Mart   Margaret Stone
		8.3.4 Terms of Reference A discussion took place about the	

		representatives at THSC. The mechanisms need to be in place for each member to be able to take information back and forth and put appropriate actions into place. Neil to raise this at the meeting next week.	Neil Mart
<b>9. Policies, Procedures</b>	9.1 Psychological Wellbeing at Work Policy & Procedures	Any comments to Heather by 9th April 2010.	All
	9.2 Waste Policy	Procedures to follow. Any comments to John Korna by 6 <sup>th</sup> April 2010.	All
	9.3 Control of Unwanted Fire Signals from NUH Premises	Guidance to get areas to reduce the amount of unwanted fire signals following information received from Notts Fire & Rescue Service. Comments to Gary by the end of today.	All
<b>10. Updates from other Site Users / THSC Sub Committees</b>	10.1 H&S Sub Group CIDC	Verbal update - £1 million spent this year on H&S improvements. Some schemes not delivered due to not being able to release funds. Bids will be invited at the next meeting in April that are linked to the Compliance Review and the risk registers. A risk assessment will be required with the bid so that they can be prioritised.	
<b>11. Key issues from/for ORPPC</b>		Consultation	
<b>12. Agenda items for future meetings</b>		NHSLA paper Datix on line reporting presentation	

**Date and venue of next meeting  
Tuesday 25<sup>th</sup> May 2010  
Boardroom, QMC Campus**