

Board of Directors: 11.1.18

Agenda Item: Bo.1.18.35

Health & Safety Committee Minutes

8 September 2017

Presented by:	Donna Thompson, Director of Governance & Operations	Author:	Donna Thompson, Director of Governance & Operations
Previously considered by:	Health & Safety Committee		

Key points	Purpose:
Health & Safety Committee minutes 8 September 2017	To discuss and note

Executive Summary
Health & Safety Committee minutes 8 September 2017

Financial implications:
No

Regulatory relevance:

Monitor:	
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Equality Impact / Implications:	Choose an item.
	Choose an item.
	Choose an item.
	<p>Is there likely to be any impact on any of the protected characteristics? (Age, Disability, Gender, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sexual Orientation, Health Inequalities, Human Rights)</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, what is the mitigation against this?</p>

Other:	
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Strategic Objective: <i>Reference to Strategic Objective(s) this paper relates to</i>	To deliver our financial plan and key performance targets
	Choose an item.
	Choose an item.

HEALTH & SAFETY COMMITTEE MEETING MINUTES

Date:	8 September 2017	Time:	2.30-4.30
Venue:	Trust Meeting Room	Chair:	Tanya Claridge, Assistant Director of Governance and Risk, Deputy Chair
Members attending			
<ul style="list-style-type: none"> - Pauline Vickers, Non-Executive Director - Paul Featherstone, Director of Estates and Facilities - David Smith, Director of Pharmacy - Anne Kennedy, Royal College of Nursing representative - Sarah Freeman/ Head of Nursing, Division of Medicine and Integrated Care - Rosie Jereb- Head of Non Clinical Risk (Interim) 			
In attendance			
Shaun Beggs, Radiation Protection Advisor (for agenda item 13.1) Billy Hall, Local Security Management Specialist (for agenda item 1.1.1)			
Apologies			
Donna Thompson Director of Governance & Operations\Deputy Chief Executive- Chair Caroline Nicholson, Head of Non Clinical Risk (Deputy Chair), Amandeep Singh, UNISON representative			

No.	Agenda item and Minutes
1	Minutes of the meeting held on 23 June 2017
	The minutes were agreed by the members as a true record of the meeting held on the 23 rd June 2017
1.1	Action log of the meeting held on 23 June 2017
	The action log was updated
1.1.1	Action log 60- Transit vehicle risk assessment
	Billy Hall attended the meeting and presented a revised transit vehicle assessment form that will form an element of the Driving for Work Policy. This form was agreed and suggestions made to support its implementation, assurance and integration into the Driving for Work Policy
2	Matters Arising
	There were no matters arising that were not covered in the action log or the agenda
3	Health & Safety Committee Work plan
3.1	Health & Safety training strategy
	The Health and Safety Training Strategy was approved by the Committee. Progress against the strategy will be reviewed in at the March 2018 meeting of the Committee. (ACTION)
4	Health & Safety Trust-wide work plan
4.1	Therapy Kitchen Risk Assessment
	The completion of this risk assessment was noted by the Committee, the grading of the risk assessment was queried and Sarah Freeman agreed to review the outcome of the assessment and its implications for ward areas and feedback any concerns to the to the risk assessors (ACTION)
4.2	Ward 30 Flooring Risk Assessment
	The completion of this risk assessment and its outcome was noted by the Committee
4.3	Workplace Procedure
	The Workplace Procedure was reviewed by the Committee and the requirement for a period of staff side review identified. It was agreed that feedback would be provided to the non-clinical risk manager by the end of October 2017 and the Procedure would be brought back to the Committee for final approval in December 2017. (ACTION)
4.4	RIDDOR Procedure (update)
	The RIDDOR Protocol was reviewed by the Committee. It was identified that it required further

No.	Agenda item and Minutes
	work in relation to formatting (ACTION) . The requirement for a period of staff side review was identified. It was agreed that feedback would be provided to the non-clinical risk manager by the end of October 2017 and the Procedure would be brought back to the Committee for final approval in December 2017. (ACTION)
4.5	Moving & Handling Training Proposal (update)
	The Moving and Handling Training action plan was received by the Committee, an update was requested for the December 2017 meeting (ACTION)
4.6	Centralisation of Risk Assessments (update)
	The Committee was provided with an update in relation to the development of a central repository of risk assessments. A systematic approach to management has been agreed, engagement with the process was described as varied across the clinical divisions and corporate departments, and an update was requested for the December 2017 meeting.
4.7	Purple Bag Task & Finish Group (update)
	The Committee were informed that the task and finish group has been established and is examining issues associated with the movement, manual handling and storage of medical records using patient records transfer bags within BTHFT. A separate working group has been established looking at the security of medical records within BTHFT. Monthly meetings arranged until the end of 2017. However, of the three meeting arranged since the last Health and Safety Committee, only one meeting has occurred, with one cancelled due to the lack of attendance and one cancelled due to an incident the Risk Management Department were addressing. The group has had no representation from staff representing the divisional medical secretaries, as a result the group has been unable to progress its agenda. The Group is pursuing attendance at the Patient Records Transfer Bags task and finish group from Managers/Staff who are able to represent the interests of the Medical Secretaries and progress action within the process (ACTION)
4.8	Dangerous Goods Act Task & Finish Group (update)
	The Terms of Reference of the Group have not yet been agreed. The scheduled meeting of this Task and Finish Group was cancelled and therefore there was no update for this meeting. The Committee reinforced the need for task and finish groups to meet as scheduled to ensure that objectives were achieved in a timely way (ACTION) .
5	Risk Assessment Procedure
	The Committee received an update in relation to the piloting of a new risk assessment form and approach to risk assessment in the Trust. The Committee agreed to receive an update at the December 2017 meeting (ACTION) .
6	Risk Management Strategy
	The Committee were informed that once the arrangements for the Board Assurance Framework were finalised the Risk Management Strategy would be presented to the Board following approval at the Integrated Governance and Risk Committee. Members were invited to provide any input or specific contributions virtually as timescales would be tight (ACTION) The Committee will receive the Strategy at the December 2017 meeting. (ACTION)
7	KPIs
	The KPIs were reviewed and agreed by the Committee
8	Terms of reference
	The Terms of Reference of the Committee were provided to the Committee for information; the Committee were informed that they had been ratified by the Board of Directors.
9	Agenda Items from members
	No specific agenda items were received at agenda call for this meeting
10	Safety Rep/Union Feedback/Inspections
	All areas were covered elsewhere on the agenda; a key concern was the lack of progress in relation to the safety of reception staff in AED. This is being addressed through an action in the action log (50)
11	Moving & Handling
	The Committee was provided with an overview of the current position. The Trust has been using an external company to provide training prior to an internal appointment to covering a secondment in the Moving and Handling Team, this has created a cost pressure but the training offer has been

No.	Agenda item and Minutes
	sustained. The uptake remains variable, with a diminishing number of Key Trainers who complete their mandatory 3 yearly update. The Training Proposal action plan is designed to address the latent risk that this presents to the Trust.
12	Health & Safety Quarterly Report Q1
	The Quarterly report was received by the Committee
13	Annual reports
13.1	Ionisation Radiation Protection Group
	The Annual report was received. It was identified that there was no staff side representative for radiographers. The Committee asked that this be considered outside of the meeting (ACTION)
14	Policies
14.1	Magnetic Resonance Protection Policy
	This policy was approved by the Committee
15	Exception reports from Group reporting to the H&S Committee
15.1	CRAG- structural condition of E Block at SLH
	The Committee was informed that the risk associated with the load bearing floors at St Luke's was being managed as a Corporate risk and mitigation being identified and managed through the Integrated Governance and Risk Committee
16	H&S Committee Risk Register
	The Committee risk register was reviewed and members encouraged to identify any other relevant risks for discussion at the December meeting.
17	Matters to escalate to the Integrated Governance & Risk Committee
	There were no matters identified for escalation to the Integrated Governance and Risk Committee that were not already being managed through the corporate risk register
18	Items for Corporate Communications
	There were no items identified as requiring corporate communication
19	Any Other Business
	The offer of support in relation to strategies and initiatives associated with workplace wellbeing from the Post Office was reiterated and a plan to utilise the support available discussed
20	Date and time of next meeting 8 December 2.30, Conference Room