

Board of Directors: 12.7.18

Agenda Item: Bo.7.18.33

Health & Safety Committee Minutes 5 March 2018

Presented by:	Tanya Claridge, Chair of the Health & Safety Committee	Author:	Tanya Claridge, Chair of the Health & Safety Committee
Previously considered by:	Health & Safety Committee		

Key points	Purpose:
Health & Safety Committee minutes 5 March 2018	To receive

Executive Summary
Health & Safety Committee minutes 5 March 2018

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.

Board of Directors: 12.7.18

Agenda Item: Bo.7.18.33

HEALTH & SAFETY COMMITTEE MEETING MINUTES

Date:	5 March 2018	Time:	10.00- 12.00
Venue:	TMR	Chair:	Donna Thompson Director of Governance & Corporate Affairs
Members attending			
<ul style="list-style-type: none"> - Donna Thompson Director of Governance & Corporate Affairs [DT] -Chair - Michael Cockayne Workplace Health and Wellbeing Manager [MC] - David Smith, Director of Pharmacy [DS] - Amandeep Singh, UNISON representative [AS] - Tanya Claridge, Assistant Director of Governance and Risk, Deputy Chair [TC] - Paul Featherstone , Director of Estates and Facilities [PF] - Sara Keogh Head of Midwifery [SK] - Collette Cunningham, Divisional General Manager, Division of Anaesthetics, Diagnostics & Surgery [CC] - Sarah Freeman, Head of Nursing, Division of Medicine & Integrated Care [SF] - Justine Carroll, HR Manager [JC] - Lisa Davenport, UNITE Rep [LD] - Anne Kennedy, Royal College of Nursing (RNC) [AK] 			
In attendance			
<p>Iain Threlkeld, Head of Clinical Engineering(for agenda item 14.1) [IT] Craig Wilson, Environment & Sustainability Manager (for agenda item 12.2) [CW] Steve Blenkinsop, Chair of Medical Devices Group (for agenda item 16.1.2) [SB] Sue Franklin, Chair of Sharps Injury Prevention Group (for agenda item 16.1.1) [SF]</p>			
Apologies			

Agenda item and Minutes	
1	Introductions and Apologies – See above
2	Purpose of the Meeting
3	Declaration of interests – Non declared
4	Minutes of the meeting held on 8 December 2017
	The minutes were agreed by the members as a true record of the meeting held on the 8 December 2017.
5	Matters arising
	There were no matters arising that were not covered in the action log or agenda.
6	Action Log
	Action log updated – see action log
7	Feedback from Board/IG&R
	<p>Board - Discussions at Board level have taken place around if a Non-Executive member should continue to sit on the H&S Committee. Discussions are ongoing</p> <p>IG&R – Risk relating to Medical devices and Dangerous goods are both on the Corporate risk register.</p>

Board of Directors: 12.7.18

Agenda Item: Bo.7.18.33

8	Work plans
	<p>The Health & Safety Committee work plan for 2018/19 was reviewed. Members were asked to provide AH with any amendments by 9 March following which the work plan would be approved with any changes. Action</p> <p>Trust wide work plan was reviewed for 2018/19. Staff side were happy with the work plan. This is a working document and can be amended though out the year.</p>
9	Risk register

Board of Directors: 12.7.18

Agenda Item: Bo.7.18.33

	<p>3044 - <u>COSHH issues surrounding biological issues are not currently reported to the COSHH Oversight Group.</u> DS informed the meeting that representation at the COSHH Oversight Group from the Pathology Joint Venture(JV) was proving difficult. There appears to be a lack of understanding around the governance arrangements between the JV and BTHFT, although TC said this was being addressed. TC to provide details of the governance arrangements to the next meeting. Action</p> <p>CC agreed to raise representation at the COSHH Oversight Group at the Joint Venture Group. Action</p> <p>It was suggested that this risk maybe removed from the COSHH oversight Group risk register once attendance has been agreed.</p> <p>2984- <u>To monitor the action plan relating to the HG3 HSE visit to ensure staff remain safe when handling HG3 organism.</u> This will be discussed at the next meeting. Action</p> <p>2877 - <u>There is a risk of injury to both patients and staff during patient hoisting procedure, as a result of a patient falling from the sling being used</u></p> <p>The Ergonomics Advisory is reviewing this risk and will provide at update at the next meeting. Action</p> <p>3045 - <u>Latex use is still in widespread in BTHFT, this poses a risk to staff, patients and visitors.</u> DS informed the group that it is the aim of the Trust to become latex free.</p> <p>2941- <u>User training records for ongoing refresher training on all items of medical equipment are not available. The Trust does not have a robust process to provide assurance that staff have been trained and are competent to use items of medical equipment.</u></p> <p>A working group has been set up to address training</p> <p>3031- <u>The budget for the replacement of capital medical equipment has been reduced for 2017/18 from £1million to £600k. This will mean old and obsolete equipment will need to be kept in use for longer periods of time. This may impact on divisions if equipment fails during the year and there is no funding left for replacements.</u></p> <p>CC informed the meeting that the Divisions were managing equipment replacement on a case by case basis, involving Iain Threlkeld and risk assessments. Impact on staff is also factored into the risk assessments.</p> <p>DT agreed to write to Chair of Medical Devices Group. Action</p>
10.1	Driving Procedure
	<p>The Driving procedure was discussed at the last meeting and comments were asked for. However further scrutiny of the procedure highlighted a number of issues. It was suggested that the procedure should be split into two documents, one relating to movement of goods and another relating to commuting.</p> <p>Members were asked to send any comments to the Non Clinical Risk Manager (Darren Jessett).</p> <p>The procedure will then be approved virtually before the next meeting. Action</p>

Board of Directors: 12.7.18

Agenda Item: Bo.7.18.33

	It was agreed that once the procedure has been agreed then it should become part of the staff induction pack. Action
10.2	RIDDOR protocol
	RIDDOR protocol was approved
11.1	Key Performance Indicators
	<p>KPIs were discussed. The training figures were discussed and DT suggested that it would be easy to identify individuals who required strategic risk management training to update to improve the figures. Fire training figures have been addressed with extra training sessions being provided and letters sent to individuals by Annette Binns.</p> <p>AK raised concerns relating to moving & handling training which have remained low and stagnant. DT informed the meeting what has been done to improve the situation and the problems it has incurred. A way forward is currently being looked at with Helen Naylor returning to the post of Ergonomics Advisor.</p> <p>RIDDORs – An awareness campaign is being rolled out, including a screen saver which is being used at the moment. Leaflets will also be distributed to all areas, to help raise awareness.</p> <p>Incidents – Security incidents have previously been analysed, but no trends or common issues were found. Safe environment has also been analysed , but no trends or common issues were found.</p> <p>Clarity is needed on Non Clinical Equipment; what it relates to. TC will clarify this at the next meeting. Action</p>
11.2	Health and Safety Quarterly report (Q3)
	For information only. It was agreed that Karon Snape would be invited to the next meeting to discuss security issues. Action
12.1	Waste Segregation
	Craig Wilson attended to provide an update on waste segregation. An internal audit had highlighted inappropriate waste segregation with no assurance. At the moment there is no governance to challenge incorrect waste disposal with the divisions, this will hopefully change with the instigation of a waste produce group. A waste policy is in the process of being approved. He highlighted issues with training sessions not being attended and agreed he would attend existing meeting if requested to highlight waste segregation. Colette Cunningham invited Craig Wilson to attend the Theatre inspections which he accepted. The issue of waste segregation is a major are of concern for the H&S committee and real challenge for the organisation to comply with.
12.2	Independent review of Carriage of Dangerous Goods
	<p>The Environment & Sustainability Manager, Craig Wilson attended the meeting to update the meeting on the Independent review of Carriage of Dangerous Good. The action plan within the report was approved.</p> <p>It was suggested that this work will require a sub group of the Health & Safety Committee. This requirement will be discussed at the next meeting. Action</p>
12.3	HG 3 Action plan

Board of Directors: 12.7.18

Agenda Item: Bo.7.18.33

	Discussed under item 9 Risk Register
12.4	Sharps Action plan
	Discussed under item 16.1.1 Sharps Injury Prevention Group
13.1	Review into Rest breaks
	<p>UNISON rep raised concerns around staff apparently not taking breaks. Ami Singh and Anne Kennedy suggested that they carry out a survey with members around the issues relating to not taking breaks. DT agreed this was a good starting point and for Ami Singh to provide her with a wording to pass to operations to inform areas that this would be taking place. Action</p> <p>Maternity services are using a proforma for breaks which Sara Keogh will share with Ami Singh and Anne Kennedy along with the other Heads of Nursing.</p> <p>It was agreed that Ami Singh and Anne Kennedy would provide an update at the next meeting and Mark Pitkethly would be invited to the next meeting. Action</p>
14.1	Medical Gases Group
	A Medical Gases annual report was circulated with the agenda. A work plan is in place to address the dangerous goods issues. Discussion also included the work general function and work of the Medical Gasses Group.
15.1	Records transfer bag
	A paper proposing the records transfer bag task and finish group is disbanded was discussed. With the implementation of EPR has reduced the need for notes to be transferred around the Trust. A risk assessment on the current use and issues of bags is required. Action
16. Any other business	
16.1	Sub group discussion
16.1.1	<p><u>Sharps Injury Prevention Group</u></p> <div data-bbox="199 1341 411 1458" data-label="Image"> </div> <p>The Chair (SF) of the Sharps Injury Prevention Group (SIPG) attended the meeting to provide an update on the SIPG. The above document was circulated in the meeting. Further discussion provided the Health & Safety Committee with assurance that the SIPG was now a more dynamic group with a clear position in the corporate structure. Issues relating to sharps bins were discussed, SF assured the meeting that other providers for sharps bins were being looked at. The SIPG now has a work programme in place and is developing engagement with the divisions. SF agreed to provide a presentation to the Board (action log 30), SF would decide when this would take place.</p>
16.1.2	<p><u>Medical Devices Group</u></p> <p>The Chair of the Medical Devices Group(SB) attended the meeting to provide an update. An annual report had been presented at the December H&S committee which had provided limited assurance. SB informed the meeting that attendance at the Medical Devices Group has since improved with the Heads of Nursing providing names for a medical device lead in each division. The Terms of Reference had been developed using MHRA guidelines. The group has identified key risks which include</p>

Board of Directors: 12.7.18

Agenda Item: Bo.7.18.33

	<ul style="list-style-type: none"> • Self-testing of defibrillators – this is now being managed • Reduction in budget for capital medical equipment • Training on medical devices – Working with Amanda Hudson. If ongoing concerns are not resolved then this will need to be escalated to the Executive Team.
16.1.3	<p>DT informed the group that this was to be her last meeting as Chair of the Health & Safety Committee as she was retiring at the end of March. She commented on how well the committee was now functioning and the reporting structure of the sub committees. DT thanked everyone for their input into the Health & Safety Committee over the years.</p> <p>Tanya Claridge will be taking over as Chair of the Health & Safety Committee.</p>
17. Next steps and responsibilities	
	<ol style="list-style-type: none"> 1) Identification of actions and confirmation of action owner 2) Agree risks to be included on committee risk register 3) Agreement of items to escalate to Oversight Committee 4) Agreement of items to escalate to Sub-groups 5) Agreement of items to be escalated to Divisions 6) Items for Corporate Communications 7) Confirmation of time and date of next meeting
Date and time of next meeting: 8 June 2018, Conference Room, 1.30	