



# MINUTES OF THE HEALTH AND SAFETY OPERATIONAL PARTNERSHIP FORUM

11<sup>th</sup> Oct 2017, 14:00 to 16:00  
Waterloo HQ Conference Room

Attendees:	Tim Stephens (Chair)	Staff side - Chair	TS
	Ayodeji Adeyemi	Head of Health, Safety & Security	AA
	Kevin Bate	Deputy Director of Operations	KB
	Gina Beskeen	Health & Safety Administrator	GB
	Adam Farr	West Sector (UNISON H&S rep)	AF
	Kerry Fowler	Health and Safety Practitioner	KF
	Gerina Girard	Health & Safety Administrator	GG
	Steven Gregory	Southwest Sector Representative	SG
	Andrew Howard	East Central Representative	AH
	Leroy Moxam	Central Sector Representative	LM
	Amarnath Nachimuthu	Health, Safety & Security	AN
	Martin Nicholas	Health, Safety & LSMS	MN
	Zafar Sardar	EOC Sector Representative	ZS
	Paul Stewart	Northwest Sector Representative	PS
	Hamza Suleman	Health & Safety Officer	HS
	Clive Tombs	GMB LAS Union Branch Security	CT

## 1. Welcome and Apologies

Chair (TS) welcomed all to the OPF meeting.

Apologies were received from:

- Andy Street - Health and Safety Manager
- Danny Berry - Southeast Sector Representative

## 2. Review of Committee TOR, Membership and Structure

AA presented the draft TOR, emphasising that the purpose of the TOR is to help formalise the Health & Safety Operational Partnership Forum (OPF) as a sub-group of the Corporate Health & Safety Committee. Minutes and items for escalation from the OPF will be forwarded to the Corporate Health & Safety Committee on a quarterly basis.

A discussion followed where members raised concerns about:

- Membership of Health & Safety OPF - it was suggested that the Head of NETS, NETS north and south sector reps and EOC be included.
- Membership to include the 7 sector's Health and Safety Representatives.
- Membership to include the Deputy Director of Central Operations, Deputy Director of Fleet and Logistics and representations from Estates and HR.
- It was also suggested that other sectors (such as TRU) need to be considered.

### 3. Review of Previous Meeting and Action Log

TS advised as there were no previous minutes of the Health & Safety OPF, there were no outstanding action points to discuss and no previous minutes to review.

### 4. Review of Corporate Risk Register

- Access
- Removal of Risks

AH queried why risks on the Risk Register are being removed or changed without consultation with staff. He requested that any changes to risks on the risk register needs to be communicated.

AA confirmed that all health and safety related risks will be managed through the Health and Safety Team and presented at the Corporate Health and Safety Committee where changes/updates will be discussed.

#### **Action 01:**

- AH asked by TS to have a discussion with Frances Field regarding the process and rationale of risks being removed from the register. To specifically discuss Datix Incident 581 and why risk was downgraded without consultation.

### 5. Feedback from Sector Health & Safety Meetings

No updates were provided from the Sector Health & Safety meetings.

#### **Action 02:**

- TS / AA requested that dates of both OPF and Corporate Health & Safety Committee meetings are circulated to the sector attendees to enable them to align the sector H&S meetings to the H&S OPF and Corporate Health and Safety Committee Schedule.

ZS Raised a number of issues concerning his sector/control services (Bow). The key issues being:

1. Concerns regarding the poorly fitted wiring to the PC peripherals under the office desks which caused disruption to the service as the PCs lost power when the wires were tripped over. A meeting is scheduled with IM&T, Estates and ZS next week to resolve this issue.
2. A lack of adjustable desks for staff that require height adjustable desk options.
3. Poorly fitted lighting around the EOC resulting in reflections on screens and keyboards.

In addition, ZS felt all of these issues can be resolved without significant cost and that the impact on staff and thereby service performance should be recognised.

AA acknowledged the concerns raised by ZS and in response, informed the group that as the DSE policy is under review, concerns such as these will be supported and advice given in the very near future.

AA highlighted that there are gaps in the way the DSE service is currently structured which the current review seeks to address. This includes joint working between the trained DSE Assessors, the Health & Safety Team, and the Occupational Health provider.

KF added that there are also other plans to be put into place to manage the risk e.g. DSE Assessor training for all nominated DSE Assessors across the Trust.

ZS stated that arrangements for handling and managing DSE issues are poor and in addition there are other equally pressing issues, e.g. disabled access provisions. There are also concerns with:

- Lockdown and security arrangements at Bow station.
- Fire training and in particular evacuation processes assembly points and Fire Risk Assessment.
- Time scale regarding management of risks highlighted.

TS Asked if these concerns should be escalated at the Corporate Health & Safety Committee, or await the H&S Department response. As a good practice, decided that the issue will be reviewed between now and the next Health & Safety OPF meeting whereby it will be escalated to the Corporate Health & Safety Committee if no progress is made.

AA stated that the team will be implementing site specific risk assessments which can be used to identify health and safety related risks at site and sector level. The risk assessments will link in with the Trust's risk management process and will enable to escalation of risks to the Corporate Risk Register.

MN informed the group that the team in liaison with EPRR, work is currently being undertaken on a lockdown procedure for the HQ Building. Once this is reviewed and agreed, the procedure will be rolled out to Bow, as well as other individual buildings and stations. A table-top exercise is planned for December 2017.

**Action 03:**

- TS requested for a section to be added to the Health & Safety OPF agenda for ongoing/outstanding issues? DSE and fire drills/safety to be added to this list.

CT raised concerns about workplace inspections; will they be updated, are they reviewed by H&S department, are protocols followed and will guaranteed protected time be given to complete these?

AA discussed new H&S team restructure which will allow the team engage a lot more proactively with sector/site team as well as enable the H&S Team to attend site/sector meetings, assist with assessments, inspections and sector specific activity and provide a link between the H&S team and sites. He mentioned that the inspections template is currently under review. The restructure of the H&S department should be completed in November 2017.

He also informed the group that a sector specific dash board is being put in place which will incorporate compliance, incidents and issues.

**Action 04:**

- MN will organise visit to St John's Wood / Westminster with LM to discuss security concerns, risk assessments and fire assembly point changes.

**6. Issues for Escalation to Corporate Health & Safety Committee**

**Action 05:**

- It was agreed that the following issues discussed were to be escalated at the Corporate Health & Safety Committee:
  - Lack of suitable disabled access at various LAS sites.
  - Access to the occupational health service (PAM); particular concerns regarding PAM engagement with Staff and difficulties in establishing who to discuss such issues with.

**7. Any Other Business**

KF stated that an audit of Manger Elks is to be carried out and asked for assistance. Also discussed concerns and issues in the use of Manger Elks with bariatric patients and managing this group of patients.

PS asked if arrangements for managing bariatric patients could be catered for by the LAS.

KB discussed how provision for bariatric ambulances is increasing and sometimes the issues are often related to the bariatric ambulances not being deployed rather than not being available. Discussions are underway to give bariatric vehicles a specific call sign to make them easily identifiable to EOC. KB is also currently conducting an organisational review of bariatric ambulances and private ambulance contracts.

**Action 06:**

- AF asked for bariatric patient management to stay on the agenda as an outstanding item to be discussed at the next Health & Safety OPF meeting.

**8. Date of the Next Meeting**

**Date:** Thursday 18<sup>th</sup> January 2018

**Time:** 13:30 - 16:00

**Venue:** Waterloo HQ Conference Room.