

**VEHICLE WORKING GROUP
16TH FEBRUARY 2018
14.00 – 16.00
WATERLOO HQ CONFERENCE ROOM**

Present : Justin Wand (Chair) Andrew Howard Jason Challen Leroy Moxam Maureen Knight Nick Pope Paul Farrow Paul Stewart Peter Rhodes Simon Parker Steven Gregory Tim Stephens	Apologies : Adam Harding Brian Reynolds Chris Vale David Haylett David Leach Douglas Crates Eddie Brand Ian Lee Kerry Fowler Liam Lehane Marc Rainey Marcus Davis
ITEM	ACTION
1.	Introductions and Apologies
2.	Minutes of Previous Meeting Minutes of the previous meeting held on 8 th November 2018 were agreed.
3.	<p>Further Actions / Matters Arising</p> <p>061/17 - NETS Vehicle Carry Chair Serial Numbers – Carried Over PF advised there is slow progress on this. There are still about 20-30 chairs which still need serial number. PF to ensure progress is made. PF</p> <p>Risk Assessments - Ramp Vehicle – Carried Over A new ergonomist has been appointed and the Risk Assessment has not yet taken place. A working group has been formed. KF to update at the next meeting. KF</p> <p>DCA Tail Lift Risk Assessment JW to follow up and circulate findings. JW</p> <p>LP15 Location Staff risk injuries constantly taking LP 15's off vehicles. PS to investigate Datix reports and share finding. PS PS to bring this up at Manual Handling Group and OPF PS LM enquired if LAS will be replacing LP15's in the near future JW advised there are no plans at the moment but he will get an age profile from Karen Merritt on Lifepaks 15's in service. JW</p>

	<p>NETS Side Windows Smashing JC has raised this issue on Datix but has not received an update. PF to investigate.</p> <p>PCV Vehicles All vehicles are to be reviewed by EPRR to dispose of any vehicles not being used. MK to arrange a meeting with JW/LL/Kevin Bate and Jo Brice</p> <p>Piped Oxygen on NETS Vehicles NP has send the list of vehicles to Jo Brice to put on Tranman for piped oxygen servicing and repair. JW to take this up with Karen Merritt.</p> <p>Nerve Agent Antidote Where this is to be placed on the vehicle has not been determined. JW to take up with Alison Greene.</p>	<p>PF</p> <p>MK</p> <p>JW</p> <p>JW</p>
4.	<p>Risk – Standing Item NP advised there are 2 risks on the new DCA vehicles. 1. Trip Hazard on the side of the tail lift platform. High Viz tape has been placed to highlight the area, 2. Anti Slip Tread on Steps – this has worn away on some vehicles. NP has taken this up with the convertor. PF to get workshops to check by adding this to the servicing schedule.</p> <p>TS informed of an incident where a trolley bed got stick in a box on the tail lift and of another incident where trolley bed tipped over. TS to forward details to JW.</p>	<p>PF</p> <p>TS</p>
5.	<p>DCA Ambulance Procurement – Standing Item 62 vehicles have been processed. 39 are fully operational and 9 are being used for operator training. 70 vehicles from Phase 2 will be used for training until the Garmin/MDT3 programme has been signed off.</p>	
6.	<p>FRU Procurement – Standing Item 60 Tiguans have been ordered and are in production. The load carried has been tweaked to accommodate FRU users, IRO's TRU's APP's, (Critical Care) and CTL's. These vehicles are dependent on the Garmin/MDT3 programme. LM enquired which type of tyre will be on the vehicle and if they had been tested. NP advised Hancock all weather tyres will be fitted which have been tested by VW.</p>	
7.	<p>MRU Procurement – Standing Item A Business Case has been developed. Vehicle numbers will depend on MRU's position in ARP.</p>	

8.	Bariatric Vehicles – Standing Item No update.	
9.	NETS Vehicles – Standing Item No update.	
10.	Emergency Planning / CBRN / HART All HART vehicles have been delivered but they are dependent on Garmin/MDT programme.	
11.	Carry Chair Update No update.	
12.	Trolley Bed Update No update.	
13.	Manual Handling Group Update No update.	
14.	Fire Extinguisher Labelling JC advised some fire extinguishers are labels as expired. PF informed any expired extinguishers should be replaced at servicing. PF added he has sourced alternate extinguishers with a ten year lifespan. JC to take any vehicles with expired extinguishers to workshops to swap out. PF to re-issue the Fleet bulletin and follow up completion by workshops.	JC PF
15.	Any Other Business Tail Lift Training AH enquired if 1 or 2 persons should be trained on the new vehicle tail lift. NP advised an Operational decision was made there should be one trained person per vehicle. AH to take this up with OPF. New Vehicles Training Booklet AH advised the training booklet for new vehicles states trolley beds must have 4 poles when using and the safety cut out button for the tail lift isolator switch is not mentioned. NP informed there is a sign on the isolator switch. NP advised the booklet was prepared by AH in Training. NP to send AH to booklet to check for updating. Antique Fleet SG enquired about the future of the museum vehicles that are at Bromley that were getting in a poor condition. JW advised that the LAS were in the process of finding storage for museum vehicles. JW to take up with Andy Watling.	AH NP

	<p>Future of the Vehicle Working Group</p> <p>JW stated he wished to incorporate the VWG into the Fleet Delivery Board.</p> <p>TS advised as the Staff Side Chair it is his responsibility the look after the Staff Council including Corporate Health & Safety, OPF and Health & Safety Operations Partnership Forum and felt the need to protect a structure for reporting issues.</p> <p>JW informed a certain amount of VWG agenda items fit within the Fleet Delivery Board agenda and other come under Health & Safety.</p> <p>JW is proposing a lead representative from Unison and GMB to attend plus a working group for each of the items on the Fleet Delivery Board agenda.</p> <p>TS suggested a review of membership and agenda items as he was reluctant to merge the 2 groups.</p> <p>JW and TS to discuss further for a decision.</p> <p>Mk to invite TS to the next 2 Fleet Delivery Board meetings.</p>	<p>JW/TS MK</p>
<p style="text-align: center;">DATE OF NEXT MEETING APRIL 5TH 2018 14.00 – 16.00</p>		