



**Minutes of the Health & Safety Branch Meeting held on Thursday 8<sup>th</sup>  
September, 1pm, Assessment Centre Meeting Room, Lothingland**

**Present:-** Ian Talbot (Chair), Ron Baker, Julie Hammett, Glyn Reynolds, Paul Taylor and Annette Petty (Notes)

**Apologies:-** Noel Maher, Wendy Arbon, Liz Potter, Margaret Goddard, Cliff Dawson, Mark Scarff and Paul Gowen

**1. Minutes of the last meeting**

The minutes of the last meeting held on 19<sup>th</sup> July were agreed as a true and accurate record.

**2. Matters arising**

- a) **Page 1** – Keith Cartright-Jones newly appointed H&S Adviser for Suffolk East PCT's has resigned after 3 weeks in post. His replacement is due to start in October and will be invited to attend the last meeting on 8<sup>th</sup> November.
- b) **Page 1.2.3.c.** The "pot holes" in the car parks at Felixstowe General and the Bartlet car have not been repaired despite being reported weeks ago – the situation at Felixstowe General is worse. Julie is to write a response letter to David Leckie in Estates & Facilities (attaching photos), copies to Ron Baker, Paul Gowen and Branch. If still no response following chasers, the matter will be referred to the H&S Executive in Norwich.
- c) **Page 1.2.3.f.** Glyn is still awaiting replies to his letter (inspection at Assessment Centre) and has been in contact with Paula Clarke/Mick Murphy.
- d) **Page 1.3.a.** Problems of understaffing in Learning Disabilities are still ongoing at Walker Close as agency staffs continue to be employed.
- e) **Page 2.3.b.** Ron Baker to investigate who is responsible for emergencies on nights as there is no duty Fire Officer (the on-call should be contacted) and report back to Mark Scarff (Fire Co-ordinator) for St Clements Hospital. Ron will update at next meeting.  
**Action** Ron Baker
- f) **Page 2.3.e.** Noel will report back at the November meeting in respect of re-arrangement of an inspection. He is due to attend H&S Stage II in October (Ipswich).
- g) **Page 2.3.f.** Annette has emailed the H&S Reps instructions how to email UNISON H&S Department to receive monthly information/updates etc.
- h) **Page 3.4.b.** Ian met with Jan Togher, Deputy Director of HR, SMHPT, every member of staff will be issued with an ID badge within SMHPT. He questioned the ID badges for branch reps – no reply to date.
- i) **Page 3.4.c.** Ron will email information on Statutory Mandatory Training to the Branch Office so that the reps are aware of their H&S obligations in a clerical/nursing capacity. Statutory training is a legal requirement and the overall responsibility of the employer.  
**Action** Ron Baker
- k) **Page 4.4.d.** A standardised Facilities Agreement needs to be agreed not just with SMHPT but also with the PCT's Suffolk wide as the unions seek improved working time facilities to enable reps to carry out duties.

**3. Workplace Inspections by Area**

**a) Julie Hammett – Felixstowe Hospitals**

Julie reported that she has not carried out any further inspections having been on A/L for the past 3 weeks. It was suggested that with the closure/bed reductions at the Bartlet, Risk Managers need to carry out Risk Assessments in this ongoing uncertain situation. Julie attending the Stage II TUC “Stepping Up Stewards” Course for 10 Fridays starting 30<sup>th</sup> September.

**b) Glyn Reynolds – Airey Close, Lothingland**

Inspections completed at Numbers 4 and 6 Allington-Smith Close. Glyn is now awaiting replies from managers for a response.

**c) Paul Taylor – Walker Close**

Situation is ongoing and Learning Disabilities remains continually understaffed with Agency Staff covering shifts. Ian reported that Philip Bloyce/Gordon Morris have recently secured a higher level of pay for “sleep-ins” during negotiations and subsequently accepted at the last Trust Council. Although this cannot be backdated due to the present financial crisis, this is ultimately a much fairer deal for all affected staff.

**d) Ron Baker – SMHPT**

Ron reported that the Stress Policy will be sent out in due course. It will be emailed out and discussed at the next Policy Review Group Meeting before being submitted to SMHPT Trust Council at the end of September.

**Action Ian**

SMHP Trust wide Intranet “Centre Service Excellence” shows all policies which can be viewed by staff with access to the intranet.

Ron has received the Capital Bids List – report to be completed to include Lothingland and confirmed funding has been received for Display Screen Equipment. He also reported that David Leckie (Head of Estates/Facilities) is looking at a more systematic system in respect of personal security/general risk assessment – an “exclusive” risk management across the board as a higher degree of security is required including “who is in the building?”

A Manual Handling Adviser has been appointed in respect of Statutory and Mandatory Training, but presently awaiting a Trainer. The Education & Workforce Development Team hold all training records. At present the employer is accepting an “acceptable risk” for staff outside SMHPT.

**e) Ian Talbot – Suffolkwide**

Ian reported that in March 2006 there should be just the one Suffolk PCT, i.e. 1 central body for Suffolk in respect of Risk Management/Health & Safety – instead of split PCT areas.

Ray Hill, Retired Members Secretary can produce business cards/compliment slips for H&S reps – please email Ian unison-shc@ntlworld.com if you would like a supply.

**4. AOB**

**a) Airey Close**

Glyn reported that the qualified “acting up” day staff at Airey Close units has caused problems – when they leave the unit the Health Care Support Workers are understaffed – steward/H&S issue. He is unsure if staffs are at present using the night walkie talkies. Ian stressed that staff should take these with them as a matter of course for emergencies – if not staff/patients could be “at risk”. Ian suggested Glyn contacts Mick Murphy.

- b) First Aid/Health & Safety Policies SMHPT**  
 Glyn asked for an update on these policies. Ron reported that the First Aid Policy has been "revamped" and is moving along. The first list sent out to staff to set up training for First Aiders has been returned with names to Education & Workforce Development Team who will set up First Aid Training. The minimum requirement/responsibility of an appointed First Aider is to ensure the First Aid box is up to date with stock. Outside the NHS, many employers pay a "premium set amount" as a First Aider (£200 trained F.A.). Ron will check the payment and report back at next meeting. It was suggested that the First Aid Register is organised through Payroll – at present E.W.D. Team hold the list. The H&S Policy is currently in draft format and is going through the system – via Policy Review Group.  
 Ron to sit on two new committees set up by David Leckie (Director of Estates/Facilities) headed up by the Estates, Environment and Health & Safety Governance Standards – split into Health & Safety Committee and Estates & Environmental Committee – sub-divided to East and West Committees. Ron will email information to Annette for distribution.  
**Action** Ron Baker
- c) Trust Matters SMHPT** – Ron reported that this bulletin which was launched 2/3 months ago has been "revamped" - a new Black & White bi-monthly Trust Matters to include a "centrepiece" for Risk Management/H&S will be re-launched at the end of September (issue 1). A forerunner will be electronically mailed to staff a week beforehand. Staff can also read the bulletins on the intranet including daily updates from Wendy Marsh in Ipswich PCT.
- d) Footwear SMHPT**  
 Glyn asked if the Trust would provide waterproof non-slip footwear for staff when showering patients. Ian suggested speaking with Mick Murphy. Annette to check if Alexandra Workwear stock this item.  
**Action** Annette Petty
- e) Health & Safety at Law – A5 Book**  
 Ian will order a supply for the H&S reps (copy to Glyn to date)
- f) SERTUC and HSE**  
**FREE** event for H&S reps in London, South East & East of England – Monday 10<sup>th</sup> October 10am to 4pm, Congress House, Great Russell Street, London – please contact the branch office for further details if interested
- g) Health & Safety Seminar – Looking after your Back**  
 Friday 14<sup>th</sup> and Saturday 15<sup>th</sup> October, Novotel, Ipswich –  
 Closing date **9<sup>th</sup> September** – Glyn to attend – cost £120 per delegate.
- 5. Date/time next meeting**  
 The next meeting takes place on Thursday 8<sup>th</sup> November 12.30pm  
 (Many thanks Glyn for sorting out 2006 meeting dates)

There being no further business, the meeting closed at 3.30pm

IT/ADP  
 8<sup>th</sup> September 2005  
 26<sup>th</sup> October 2005