



**Minutes of the Health & Safety Branch Meeting held on Thursday
19th May, 1:30pm, Assessment Centre Meeting Room, Lothingland**

Present:- Paul Taylor, Cliff Dawson, Julie Hammett, Liz Potter, Mark Scarff, Glyn Reynolds, Wendy Arbon, Ian Talbot (Chair+Minutes)

Apologies:- Annette Petty, Cliff Dawson, Val Dutton, Noel Maher, Andy Willcox and Paul Gowen (Risk Manager-Coastal PCT)

1. Minutes of the last meeting/matters arising

The minutes of the last meeting held on 10 March, were agreed as a true and accurate record.

Ian welcomed Mark Scarff to his first Health & Safety branch meeting and outlined some of the branch protocol and training.

2. Matters arising

Page 1. 2 3.b – This matter has now been resolved.

Page 1. 2 3.c - Julie Hammett has now had a meeting with Paul Gowen, Risk Manager for Suffolk Coastal PCT to discuss ongoing issues at the Felixstowe Bartlet hospital. He is still awaiting capital bids for the flooring which continues to hold up 13 beds which remain closed until the work is completed. There is no further information concerning the problems with the car parks. It was suggested further regular meetings with Coastal Risk Management need to be set up as a regular bi monthly fixture.

Page 2. 3.a – This matter is ongoing.

Page 2. 3.b – Five inspections have now been completed.

Page 3. 3.c – There is still nothing to report despite a meeting being set up to discuss the matter. See item above: Page 1. 2 3.c

Page 2. 4 4.a – Paul Taylor reported the Health and Safety Seminar held on 11th & 12th March at Endeavour House in Ipswich was useful and very informative. The Seminar also highlighted several issues to hand and updates to present legislation.

Page 2. 4 4.f – Julie Hammett is still awaiting branch posters to enable local display highlighting the dangers of working excessive hours.

Action – Ian Talbot

3. Workplace Inspections by area

a) Cliff Dawson – SMHP NHS Trust /Walker Close

Cliff reported all inspections conducted jointly with Noel Maher are presently up to date in all Ipswich group homes.

b) Paul Taylor – SMHP NHS Trust / Walker Close

Walker Close is presently up to date with inspections and there are no major problems reported as the car parks situation is soon to be resolved with permits to be given out to all staff to stop Ipswich hospitals staff blocking up spaces and access. The dishwasher on Bungalow 4 is causing some irritating problem following the wash cycle, as it sounds identical to the fire alarms used. It isn't clear at this stage if this matter can be resolved without too much cost implication.

- c) **Mark Scarff – SMHP NHS Trust / St Clements Hospital**
Nothing to add at this point.
- d) **Liz Potter – SMHP NHS Trust / Heathfields Unit, Newmarket**
Full inspections carried out in partnership with the RCN H&S rep. Many issues inside and out have been reported.
- e) **Julie Hammett – Suffolk Coastal PCT - Bartlet/Felixstowe Hospitals**
Felixstowe General and the Bartlet hospital have been inspected in most areas over recent months. Aldebergh and Southwold hospitals are to follow with future inspections.
- f) **Glyn Reynolds – SMHP NHS Trust - Airey Close, Lothingland**
Inspection booked for 23rd May in the Assessment area at Lothingland. A night staff meeting on bungalow 6 discussed the problem of seating arrangements for the staff during night shifts as the present re-arranged situation is causing back problems for one or two staff. Glyn will follow up the matter which may include a risk assessment and possible Staff Health issues.
- g) **Wendy Arbon – SMHP NHS Trust – Hartismere Hospital, Eye**
Nothing to add at present.

3. A.O.B.

- a) It has been reported there is still considerable confusion about the implementation of the new SMHP NHS Trust Dress Code Policy as passed by the Trust board.

4. Date/Time Next Meeting

The next meeting will take place on Thursday 28th July, starting at 1pm, The Assessment Centre Meeting Room, Lothingland.

NB> There are no catering facilities on site except drinks.

There being no further business, the meeting closed at 3:20pm.

IT/ADP
10/13 June 05

