



Minutes of the Branch Health & Safety Meeting held on Thursday 30th March
2006, 1pm, Assessment Centre Meeting Room, Lothingland

Present: Ian Talbot (Chair), Ron Baker, Cliff Dawson, Glyn Reynolds and
Annette Petty (Notes)

Apologies: Paul Taylor, Julie Hammett, Noel Maher, Wendy Arbon, Liz Potter,
Tony Buckle

1. Minutes of the last meeting

The minutes of the last meeting held on 12th January were agreed as a true and accurate record.

2. Matters arising

a) **Page 1.2.b.** Cliff and Noel to carry out inspections at Eccles Road in the next two weeks (non-slip flooring in the bathroom is required as a patient has slipped). Princethorpe Road will also be inspected as there is a small asbestos problem brought to their attention.

b) **Page 1.2.c.** The Education & Training Department at SMHPT have accepted the list from Ron Baker of 30-50 potential staff to train as First Aiders. The funding has been priced and 48 places have been awarded. Education/Training Department will be writing to those on the list including globally picking out those with First Aider requirements. If anyone else is interested please contact Ron Baker or Education & Training Department.

c) **Page 1.2.d.** Waterproof non-slip footwear for staff at Lothingland has been purchased via stores and is now in use.

d) The next Health & Safety Committee Steering Group for Suffolk East PCT takes place on Thursday 13th April, 2pm, Martello Room, Bartlet Hospital, Felixstowe. Ron will email Annette the latest structure for PCT's and Suffolk Mental Health Partnership Trust.

Action RB

e) **Page 2.2.f.** Cliff to speak with Paul Taylor, Noel Maher and Paula Clarke next week regarding the 3 pool vehicles based at different units in Walker Close as some staff have been at risk taking out potentially unsafe vehicles with patients as the system of "booking in/out" vehicles/log sheets is not standardized there. Ian will email John Dewar regarding the situation.

Action IT

Ron Baker is currently working with John Dewar and Dale Cobbold from SMHP Transport Department devising a vehicle log sheet form. Lothingland currently use a vehicle log sheet/check list/faults. Ian reiterated that it is the individual staff member's responsibility from each unit and also the manager should have taken the keys away from any unsafe vehicle in the first place.

Ron Baker to email Annette the new Third Party Cover for Risk Pooling Scheme for Trusts which is due out on 1st April. This will be emailed out with the minutes if available.

Action RB

- f) **Page 2.2.g.** Glyn asked if the quarterly incident report statistics can be forwarded for each individual unit at Lothingland. Ron will be attending a meeting next week with this agenda item proposing that the trust summaries for each unit, and are posted on the intranet quarterly. The figures will also be sent to the new Safety Assistants.
- g) **Page 2.3.a.** Glyn is waiting to carry out an inspection on Number 7 Airey Close. At present there is much refurbishment works being carried out, but once complete the inspection will be undertaken.
- h) **Page 3.3.c.** Cliff to confirm with Sue Carrington, Activist Education Administrator at Region for him and Noel Maher to attend the H&S Part II Training in Ipswich (3-5th July). Annette will check with Sue Carrington that Noel has completed Part I training first due to contention.
Action AP
- i) **Page 3.3.d.** Mark Scarff will not be undertaking further H&S Rep duties for the branch due to dual representation with the RCN. Under UNISON rules, no individual can be a dual rep for different unions and as a result, part I & II of training have now been cancelled. However, Mark will still liaise with our H&S reps at Walker Close (Cliff/Noel/Paul) as he requires help with inspections as to how they are carried out. UNISON's Walker Close reps have been emailed to contact Mark and make suitable arrangements as appropriate.
Action CD/PT/NM
- j) **Page 3.4.a.** The H&S Inspectorate visited SMHPT last week and feedback will follow in the next few weeks. The HSE concentrated on Management & Prevention, Violence & Aggression Training and Action Plans, both of which are being revamped. They also focussed on some small training issues. The Stress Survey and Counselling service was also mentioned. Ian reported that the national website for Government Updates on Mental Health guidelines are not too clear to understand in part.
- k) **Page 3.4.c.** Glyn asked for clarification on the SMHPT Risk Management Policy for clearing pavements of ice/snow. The policy states it is a management responsibility but Glyn had been informed it is maintenance. Ron will check with David Green in Estates and report back to Glyn via email.
Action RB
- 3. General Discussion on progress/any problems**
- a) **Cliff Dawson – Learning Disabilities - SMHP**
Cliff to email a list to Ian showing all Group Homes with dates when inspected by the Learning Disability Reps (Cliff, Paul and Noel with the exception of Lothingland which is covered by Glyn). Ian to email the list to Ron Baker, Val Dutton and office for information and Branch Directory to Ron/Val showing current H&S reps.
Action IT

- b) Ron Baker – Risk Management - SMHP**
 The SMHPT Health & Safety Manual is currently in draft but will be produced shortly which will also link to risk assessment. It will include all guidelines, hazards at work book, H&S approved procedures, Policy, copies of risk assessments etc. The policy will be held by all safety assistants, safety co-ordinators, UNION H&S representatives, and also all departments for guidance. The H&S Committee + 2 local risk groups have produced a H&S at risk check list sheet which was sent out to 120 staff and will be held by the safety assistants and the Risk Register will be updated on a regular basis. Ron and Val will organise the initial training which will then be referred via managers.
- 4. AOB**
- a) Policies - SMHP**
 Ron reported that the following New Policies have been approved for March 2006 and are now available on the Trust intranet (follow link to Centre of Service Excellence)
- Management & Prevention
 - Violence & Aggression
 - Management & Stress in the Workplace
- b) SMHP NHS Trust Health & Safety Policy Implementation Date March 2006**
 Glyn asked for clarification on the workplace inspection action plan form which is signed and dated by a manager, Risk Manager, Safety Assistant and Safety Representative. Should this form be used in place of the current UNISON H&S inspection forms? The policy was issued to management last week and Ian confirmed this form is to be used and he will convert to it once received to PDF and email out to reps for use.
- c) Waste Management Policy - SMHP**
 Recycling information has been sent to Lothingland from Waveney District Council and 3 new external bins will be delivered in due course. Glyn enquired who should pay for the internal sorting bins to put the recycling waste in before transfer to the council bins. Ron will raise this at the next meeting with David Leckie in Estates & Facilities. Glyn will contact Carole Clarke, Facilities lead for the Trust. Annette will forward her email address to Glyn.
- Action AP**
- d) Health & Safety Laminated Posters - SMHP**
 Ron reported that supplies of the posters have been circulated to all sites within SMHPT Countywide: -
- Slips, trips and falls
 - Manual Handling in the workplace
 - First Aid
- e) Step Machine**
 Glyn reported that a step aerobic machine has been donated to the Lothingland units but needed clarification on maintenance. Glyn will contact Sue Redmond (sue.redmond@smhp.nhs.uk) who checks gym equipment at Body Matters etc for information.
- f) TUC Courses for all Union Reps**
 The latest A5 booklet is now available (April – July 06) and will be forwarded to H&S and stewards accordingly. In addition, email updates are sent from the Colchester Institute, Centre for Trade Union Studies which are forwarded on to reps on a regular basis.
- g) Suffolk West PCT**
 The Risk Manager for Suffolk West PCT is Lois Reseigh – Ian to email for future H&S meetings (lois.reseigh@suffolkwest-pct.nhs.uk)

h) Walker Close - SMHP

Ian read an email from Paul Taylor who reported that the visit by the Health & Safety Executive on 20th March went well. However, some staff had reported they were not happy with the lack of counselling services for those who have been abused verbally or physically by patients. It was also noted, staff are not up to date with H&S training.

Action IT

5. Date/time next meeting

Thursday 4th May 2006, 1pm, Assessment Centre Meeting Room, Lothingland (apologies received from Paul Taylor)

There being no further business, the meeting closed at 3.45pm
AP/IT 300306