



Notes of the Branch Health & Safety Meeting held on Thursday 8th March 2007, 1pm, Assessment Centre Meeting Room, Lothingland

Present: Glyn Reynolds, Paul Taylor, Tony Buckle (Risk Manager SPCT), Ron Baker (Risk Manager SMHP) and Ian Talbot (Chair-notes)

Apologies: Liz Potter, Annette Petty, Wendy Arbon, Paul Taylor, and Cliff Dawson

1. Minutes of the last meeting

The minutes of the last meeting held on 11th January 2007 were agreed as a true and accurate record.

2. Matters arising

- a) **Individual Injury Claims – Suffolk SMHP.** There are 11 claims, 3 of which the Trust has admitted liability and 3 settled out of court. The remaining 5 claims are ongoing.
- b) **Clutter Busters – SMHPT.** All departments received labels to stick on surplus to requirement articles or "clutter" mid Feb.
- c) **Smoking Update – SPCT.** The official position for community nurses visiting homes with a smoky atmosphere is a visit can be aborted and persistent offenders will be referred to their GP. All patients are made aware of the policy prior to any visit.
- d) **Local Risk Groups – SMHPT.** Glyn has now attended another Health & Safety forum consisting of staff registered by the Trust to support the local Risk Groups County wide. Safety Assistants are made up from designated staff from 80 work areas with a central register maintained and kept to help maintain even coverage around the Trust. Each Assistant is given a folder which details all required information which is updated regularly by the Risk Management team. SPCT are finding their feet at present and only hold committee meetings in the West at present.

3. HSE Improvement Notice Update (SMHPT) – Risk Screens for; Violence/Aggression, Entry/Exit, Lone Working & Community Visiting.

Notices have finally been satisfied and removed. Same applies to SPCT.

4. Vehicle Checks – SMHP

It has been reported the Trust continues to fail constructive negotiation over vehicle checking and policy construction for updating. The existing policy is believed by unions to be flawed by several problems.

Action – Paul Taylor

5. Rushbrook House – SPCT new HQ

Thingoe House in Bury St Edmunds has now been closed, and the Bartlet Annex in Felixstowe and Stowlodge in Stowmarket have now completed moving staff to the new PCT head quarters at Rushbrook House, Bramford.

6. **Walker Close**
Refurbishment at Walker Close has been undertaken. New posters to go out for contact info for members.
Action – Paul Taylor

7. **First Aid - SMHP**
Ron reported all sites across the Trust now have a qualified First Aider. In addition, there is a supply of First Aid kits available via Risk Management.

8. **A.O.B.**
Glyn sent a letter to the Fire Officer concerning problems with a tumble dryer at Airy Close, Lothingland and a lack of Carbon Monoxide detectors. No response as yet.

SPCT Children's services have made a raft of complaints including cramped conditions, unsuitable lighting and temperature problems, all of which it is believed to be causing health issues for some individuals. Tony Buckle is aware and will look into the problem in more depth.

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

Date/Time next Meeting
Thursday 3rd May 2007 – 1pm start

IT/ADP
March 2007