NHS BOARD MEETING
Date 24th June 2009

Subject: NHS Ayrshire & Arran Health & Safety (H&S) Committee

Purpose: To provide members with the draft minutes of the most recent meeting of the above,

Recommendation: That members of the Board direct any enquiries relating to these draft minutes via the Co-Chairs of the H&S Committee or the Head of OH&S

1. Background
1.1 The H&S Committee last met on 9th April 2009.

2. Current situation
2.1 A copy of the draft minutes of this meeting is attached.

3. Proposals
3.1 That these draft minutes are brought to the attention of the members of the NHS Board for their information.

4. Consultation
4.1 The H&S Committee is a partnership forum.

5. Conclusion
5.1 Approval of these minutes will take place at the next meeting of this committee on Friday 19th June 2009.

Wai-Yin Hatton, Chief Executive
NHS Ayrshire & Arran
December 2008

[Selina Woolcott, Head of OH&S]
1 APOLOGIES

Apologies for absence were received from Wai-yin Hatton, Stewart Donnelly, Mandy Yule, Jim Crichton, John Callaghan, Jean Hendry, Ann Reid, Maire Currie, Linda Boyd, Jackie Williams, Sinclair Molloy and Kimberley Montgomery.

2 MINUTES OF MEETING – 19 DECEMBER 2009

The minutes of the meeting held on 19 December 2008 were approved subject to the undernoted amendment:

Page 6 – Item 14 – “Closing the Loop – Claims Details” the fourth bullet point, “The Head of Occupational Health & Safety ……” which referred to closing the loop for RIDDOR claims to be included as an action within Item 13 – “Closing the Loop – RIDDOR Details”.

Action
MATTERS ARISING

Item 3 – Car Parking

The Area Partnership Forum has been briefed as to the current situation. Work was taking place with local authority to identify realistic control measures. Control measures put in place are breached by staff, e.g. Crosshouse laboratory main entrance – pedestrian access restriction agreed by APF and fully consulted with staff including presentations. Staff continue to ignore safety precautions and, on occasion, damage release mechanisms to ensure access/egress.

Stop press, risk assessments and Management of Occupational Road Risk procedure area in development. Action by Scottish Government meant that it would not have been a good use of time to undertake the visit to Dumfries & Galloway where a system of maximum waiting time is operated. The Scottish Government are against the use of such a system.

Item 3 – Regular Incident Reports – Datix and e-Irams “National Pathway for Falls”

The Head of Occupational Health & Safety nominated the Chair of the Safer Handling Group to liaise with the Clinical Development Manager, Ayrshire Central Hospital, to provide an update to the NHS A&A H&S Committee.

Item 3 – Action Point 2 – Closing the Loop – Claim Details

The Head of Occupational Health & Safety has met with the Executive Medical Director. Further discussion is to take place with the Executive Nursing Director.

Item 14 – Closing the Loop – Claim Details

The fire safety contractor is continuing to work on Ayr Hospital risk assessments and associated report.

Following the departure of the Director of O&HRD, and the current vacancy of this post, the Head of Occupational Health & Safety will take up directly with the Executive Director of Nursing.

Item 7 – Review of First Aid at Work Procedures in Line with CEL (2008)

Paper taken to APF – proposals rejected. Head of Occupational Health & Safety is attempting to obtain more in-depth information.

Item 8 – Loneworker Monitoring System Management.

‘Stop Press’ was issued by the Communications Department on 3rd April 2009.
4 WORKPLACE HEALTH AND WELLBEING

A verbal overview was provided by the Head of Workforce Futures on the work being undertaken within NHS Ayrshire & Arran in conjunction with the Local Authorities to reduce sickness incident rates and ensure a “healthier tomorrow” by promoting workplace health and wellbeing.

A Health and Wellbeing Group has been formed to consider required future changes and sustaining of funding for projects, i.e. OHSXtra, etc. Relevant questions or further information on the Health and Wellbeing Group to be addressed to the Head of Workforce Futures.

The Committee noted the Workplace Health and Wellbeing verbal overview provided by the Head of Workforce Futures.

5 DRAFT OCCUPATIONAL HEALTH GUIDELINES FOR MANAGERS AND STAFF

A paper on Occupational Health Draft Guide was submitted for approval.

The intention to change the format of future Occupational Health Quarterly Reports to provide statistical information in the form of “rates” as opposed to “numbers” was noted.

In reply to a question relating to the mental health data provided, the Head of Occupational Health & Safety stated that a breakdown of mental health statistics into “work related” and “non-work related” categories was being included within quarterly reports provided by the Employee Counselling Service.

The Committee:

- Approved the undertaking of further work within Occupational Health to produce the Draft Guide in an easily accessible form either/both as one document or a series of documents. Comments on the Draft Guide to be submitted to the Occupational Health Consultant.
- Agreed that Employee Counselling statistical reports be submitted to the NHS A&A H&S Committee on a quarterly basis.

6 AUDIT & MEASURING PERFORMANCE

A paper on Audit and Measuring Performance was submitted for approval of the proposed action plan.

The Committee approved the health & safety action plan schedule for measuring performance of implementation of health and safety risk control systems.
7 SINGLE SYSTEM POLICIES & PROCEDURES – HEALTH & SAFETY MANUAL

A paper was submitted on Single Systems Policies and Procedures (Health and Safety Manual) for acceptance of the revised action plan.

In discussion, it was noted that there would be a requirement to cross-reference procedures with a dual role.

After discussion, the Committee

- Approved the exception report relating to the progress of the Health and safety manual action plan.
- Acknowledged the combined effort undertaken by Health & Safety, Facilities and Estates Departments in collating the single systems policies and procedures.

8 WASTE MANAGEMENT PN27

A paper on Waste Management procedure PN27 was submitted for comment and approval.


9 FIRE SAFETY STATEMENT OF INTENT & FACILITIES HEALTH & SAFETY MANAGEMENT APPENDICES to PN19

A paper on Fire Safety Statement of Intent and supporting Appendices to PN19 Facilities Health and Safety Management was submitted for comment and approval.

The Statement of Intent was a single system document which would be published in the Health & Safety Manual and reinforced by an overarching fire safety procedure supporting documentation for each site.

“Working from home” compliance was raised in relation to Item 6 of the Fire Safety Policy Statement of Intent when it was explained that this would only be undertaken in exceptional circumstances and by mutual agreement with the line manager. It was noted that Health & Safety Manual procedure PN16 focused on issues relating to employee safety in non-NHS premises. During further discussion in relation to construction and design management, it was noted that working relationships were being developed to ensure that health and safety input was requested from initial design stages of new projects.
9 FIRE SAFETY STATEMENT OF INTENT & FACILITIES HEALTH & SAFETY MANAGEMENT APPENDICES to PN19 (Cont’d)

After discussion, the Committee approved the Fire Safety Statement of Intent and supporting appendices to PN19 Facilities Health & Safety Management as undernoted:

• PN19.2 Construction and Design Management
• PN19.3 Working with Asbestos
• PN19.4 Dangerous Substances and Explosive Atmospheres (DSEAR) Procedure
• PN19.5 Medical Gas Safety
• PN19.6 Pressure Systems

10 INVESTIGATION OF NEEDLESTICK INJURIES

A paper on Investigation of Needlestick Incidents was submitted for consideration and approval of investigation of needlestick incidents for the next 12 months.

Discussion included concerns regarding needlestick incident under-reporting, associated factors such as insufficient sharps boxes and possible solutions, i.e. use of retractable needles. It was reported that a number of activities had been undertaken on needlestick issues resulting from a government driven initiative.

After discussion, the Committee

• Approved the investigation of needlestick incidents for the next 12 months to gather further data.
• Agreed that a sub-group be set-up consisting of members from relevant clinic areas, occupational health, health & safety and infection control departments to consider needlestick issues incorporating previous undertaken activity.

11 REVIEW OF TERMS OF REFERENCE FOR RISK ASSESSMENT & TRAINING SUB-GROUP

A paper on Review of Terms of Reference for Risk Assessment and Training Sub-Group was submitted for approval.

The Committee approved the revised Terms of Reference for the Risk Assessment and Training Sub-Group subject to the inclusion of a staff side member (Facilities) on the membership.

12 PERFORMANCE IMPROVEMENT & KEY PERFORMANCE INDICATORS

A paper on Risk Assessment Training Group Improvement Plan and Key Performance Indicators was submitted for comment and approval.
12 PERFORMANCE IMPROVEMENT & KEY PERFORMANCE INDICATORS (Cont’d)

It was considered that a structured approach was required when walkrounds were being undertaken. The Chair of the RATS Group agreed to develop a standard questionnaire for submission to the next RATS Group meeting.

The Committee approved the paper on Risk Assessment Training Group Improvement Plan and Key Performance Indicators.

13 OCCUPATIONAL HEALTH QUARTERLY REPORT – OCTOBER TO DECEMBER 2008

A Paper on Occupational Health Quarterly Report providing an activity report on the Occupational Health Service within NHS Ayrshire & Arran was submitted for consideration.

The Occupational Health Consultant raised the matter of informing staff of outcomes following disciplinary procedure. Staff members are presently notified of disciplinary outcomes by post but it was considered that these results should be notified to staff representatives in the first instance who would inform staff accordingly.

The Committee noted the paper on Occupational Health Quarterly Report – October to December 2008 and agreed that the Staff Side Joint Chair, Ayr Hospital UNISON Rep., would raise this matter at an imminent Union meeting for clarification.

14 REGULAR INCIDENT REPORTS – Datix and e-IRAMS – OCTOBER TO DECEMBER 2008

A paper on Quarterly Incident Reports was submitted for information.

In discussion, the undernoted points were raised:

- The format of the Datix Incident Category – column title “Change” be altered to show percentage rather than numbers.

It was noted that the increase in needlestick injuries within Facilities Department could, in part, be associated with recommendations implemented at the request of the Fire Authorities – this has led to the removal of clinical waste containers from the ward areas, which were considered by the Fire Authority representative to be a potential obstruction on escape routes, and has resulted in the need for double handling of clinical waste bags. Further information required.

The Committee noted the Quarterly Incident Reports – Datix and e-IRAMS – October to December 2008 and agreed that needlestick incidents within Facilities Department be monitored within the investigation being undertaken by the Chair of the RATS Group.
Questions on the Quarterly Incident Reports to be addressed to the Head of Occupational Health & Safety.

**15 CLOSING THE LOOP – RIDDOR DETAILS**

A paper on Closing the Loop – RIDDOR details was submitted for information.

Reference was made to Page 13 of the report and the incident relating to “a knife found in a patient’s locker and removed”. Discussion took place on the action which should be taken in situations where patients had dangerous items such as knives or firearms in their possession when attending hospital appointments. Concern was expressed that the safety of colleagues and other staff members could be at risk if these incidents were not reported.

After discussion, the Committee agreed that:

- RIDDOR reports to be issued on a 6 monthly basis to Directors providing details of RIDDOR incidents for their respective areas.
- The matter of patients in possession of dangerous weapons to be included on the Violence & Aggression Sub-Group Agenda.

**16 HSE AUDIT OF OCCUPATIONAL DERMATITIS MANAGEMENT**

A Paper on HSE Audit of Occupational Dermatitis Management was submitted for approval of the action plan.

The Committee adopted the HSE Audit of Occupational Dermatitis Management Action Plan for implementation of recommendation.

**17 AOCB**

**TRAFFIC MANAGEMENT**

Reference was made to the construction work presently being undertaken at Ayrshire Central Hospital and the associated problems which included alteration of parking arrangements by the Contractor without consultation with operational manager/staff. An agreement would have been made at commencement for the project to be undertaken in accordance with CDM Regulations. The current situation may have been avoided if relevant parties were involved.

A Risk Assessment which requires to be signed-off by a Director or Assistant Director has been undertaken providing recommendations which include changes to traffic routes to be referred to health & safety department.

**18 DATE OF NEXT MEETING**

The next meeting of the NHS A&A H&S Committee will be held on Friday 19th June 2009 in the Board Room, Biggart Hospital, at 10.00 am.