Glenrothes & North East Fife
Community Health Partnership

UNCONFIRMED MINUTES OF THE HEALTH & SAFETY COMMITTEE
MEETING HELD ON THURSDAY 25 SEPTEMBER 2014 AT 2PM
WITHIN ST ANDREWS COMMUNITY HOSPITAL

PRESENT:
Gillian Fenton, Associate Nurse Director (GF)  Joyce Davidson, Facilities Manager (JD)
Bruce Anderson, Head of Partnership (BA)  Val Fyall, Health & Safety Advisor (VF)
Lynn Barker, Comm Hospitals Service Manager (LB)  Cathy Hitchings, Clinical Governance lead (CH)
Yvonne Bell, RCN (YB)  Alison Nicoll, RCN/ Staff Side Chair (AN)
Genna Dall, SPOA Manager (GD)  Angela Pullar, Unison (AP)
Kirsty Chater, Corporate Support Manager (KC)

1. APOLOGIES FOR ABSENCE
   Apologies were received from Gwenda Duff, Infection Control Nurse (GD), Vicky Irons, General Manager (VI), Karen Nolan, Public Health Services Manager (KN), Christine Pridham, CSP (CP), Stewart Watt, BDS (SW), Aileen Whyte, Community Services Manager (AW)

2. MINUTES OF MEETING HELD ON 31 JULY 2014
   The minutes were accepted as an accurate record.

3. MATTERS ARISING
   
   **Skin Health Surveillance** – Genna Dall lead for the CHP. Report circulated. Noted this is a legislative requirement with OHSAS leading on implementation. NHS Fife now has all documentation in place to take this forward and a draft action plan has been developed.

   Nominated staff will undertake responsible persons training to undertake checks. The CHP has now identified staff who require checks and 35 “responsible people” have been identified with 15 already trained. Allocated 10 sessions to do first line checks and will begin with ward areas and anyone who has had training will be invited to attend for info.

   Confirmed all areas are now covered including dental, palliative care, etc.

   AP noted attendance at training which was found to be very good.

   Staff awareness sessions have been poorly attended elsewhere. Looking at other options for presenting the information and reducing travel, eg Learn Pro.

   There will be an annual health check and if issues found staff will be referred to their manager for an OHSAS referral who will have block sessions available. Induction information has been produced for new staff.

   Queried how the annual recall will be monitored. Noted a spreadsheet will hold all info but will have to look at options for recall, etc. The responsible person will also keep up to date within their area.

   Queried if those working outside are covered eg gardeners and confirmed they will be included in checks.
Agreed the action plan should be circulated for comment direct to GD prior to SMT. The group thanked GD for her work to date.  

**Police Liaison Contact** – following difficulty contacting the Police Liaison Officer agreed KC to confirm contact information and advise that Karen Cummings (HR dept) will take messages as required for staff.

4. **ACTION PLAN**

   The action plan was reviewed and updated.

   **H&S Questionnaire** – action plan has been circulated to managers for updates.

5. **RIDDOR INCIDENTS**

   One RIDDOR reportable incident noted since last meeting in relation to alarmed seat pads in Ward 1, St Andrews. Similar to VHK incident and has had HSE involvement. Ian Scott attended the ward and C/N Peffers provided a report to the HSE with his input.

   Noted there are procedures in place for testing.

6. **INCIDENT REPORT**

   Information circulated showing incidents for the period July-August 2014.

   20 reported incidents of which 40% related to patient’s medical/clinical condition and 8 resulted in physical/mental/verbal harm to staff.

   5 others noted where no indication given that a patient was involved but on reading report they were. To remind staff to use drop down options to ensure this is recorded.

   Training needs analysis being undertaken for in patient areas and a review of V&A training organised. To review what is being done for community staff.

   Noted incidents reported and trends shown.

7. **ITEMS FOR INFORMATION**

   **Fire Drill Report** - noted request for more fire wardens at Dovecot and Pitteuchar. To discuss if reception staff available with Jennifer Cunningham.

   Query raised as to where reports should be sent? To provide Brian Adamson, Fire Manager with a list of managers who should receive reports.

   Fire drills to be arranged for hospitals. Meeting of clinical coordinators set up to arrange these.

   **Health & Safety Intel Report**

   Report noted and key points discussed.

   Noted reissue of MAC tool which is available on HSE website.

   **Circulars** - the list of circulars received to date was noted.

   **Manual Handling** – Linda Hynes currently on group. KC to contact to request that she represent the CHP.

   **H&S Group** – noted work on SHARPS disposal in the community. Large bins are to
be made available across Fife for patients to dispose of their bins. GPs can also prescribe clipits that keep needles safe.

Datix – query noted where incident downgraded without discussion with the person reporting the incident. To ensure that should this be felt inappropriate that the reasons are fed back and discussed.

To consider including a link in datix with examples of major incidents, etc to help staff when indicating importance.

8. **AOCB**
Ladybank Clinic – noted recent issue where it was found that the boiler was leaking fumes and staff were ill with symptoms of carbon monoxide poisoning. Boiler was condemned and now replace. No carbon monoxide alarm but now fitted. I Scott involved. Different reports received by building and estates.

KC – to request report from Estates (Alan Wilson).

9. **DATE AND TIME OF NEXT MEETING** – Thursday 27 November at 2pm within St Andrews Community Hospital