Agenda Item 11.5

Health & Safety Committee

The Unconfirmed Minute of the Dunfermline & West Fife Community Health Partnership Health and Safety Committee held on Tuesday, 15 July 2014 at 4.15pm in Conference Room 4, Lynebank Hospital.

Attendance Listed in Alphabetical Order of Surname:

Core Membership Present:
PCES & DWF CHP Localities Manager, Lesley Eydmann
DWF CHP Head of Clinical Governance, Ann Hatton
DWF CHP Interim Associate Nurse Director, Nicky Connor

Service Representatives in Attendance:
Head of Podiatry, Karen Baxter
Lead Nurse, Rhona Brown
Head of Physiotherapy, Lesley Bruce
CHP Lead Pharmacist, Fiona Forrest
DWF CHP Head of Clinical Governance, Karen Gibb
Clinical Services Support & Business Manager, Clinical Psychology, Anne Gillespie
Infection Control Nurse, NHS Fife, Deirdre Harris
Health & Safety Advisor, OHSAS, Julia Johnston
Head of Speech & Language Therapy, NHS Fife, Nancy Little
Head of Occupational Therapy, Anne McAlpine
PCES, Service Manager, Lisa Milligan
Service Manager, Learning Disabilities, Margaret Pirie
Clinical Services Support Manager, Fay Richmond
Clinical Governance Facilitator, Yvonne Robertson
Public Partnership Forum, Vice Chair, John Winton
Nurse Team Manager, Paediatric Nursing, Jackie Young

Apologies:
Legislation Manager (Clinical Services), Sue Anderson
NHS Fife Equality & Human Rights Lead, Angela Heyes
Infection Control Manager, NHS Fife, David Livingstone
DWF CHP Clinical Director, Dr Alan McGovern [Chair]
NHS Fife Chief Pharmacist, Evelyn McPhail
Head of Improving Health, Belinda Morgan
General Manager, Mary Porter
Health & Safety Advisor, OHSAS, Ian Scott
Staff Side Representative, Lorna Sherriff
Associate Nurse Director, Pauline Small
Public Partnership Forum, Chair, Isobel Vernolini

In Attendance:
Secretary, Karen Banks [Minute]

Minute Circulated For Information:
Sarah Carr, Clinical Services Facilitator (for Learning Disabilities Service)
Helen Bailey (for NHS Fife Health and Safety Committee)
Fiona Robertson, DWF CHP Management Accountant
ITEM

1  **Apologies for Absence**

Apologies and attendance arrangements were noted as above.

It was noted that the meeting was not quorate. The Committee agreed the meeting would go ahead, however any matters needing approval would be carried forward to the next meeting.

Nicky Connor (NC) advised the Committee that this would be Ann Hatton’s (AH) last meeting. NC extended thanks to Ann on behalf of the group for her fantastic contributions and influence across Fife over the years and wished her a wonderful retirement.

2  **Minutes of the Previous Meeting Held on 20 May 2014**

The minute of the previous meeting was confirmed as an accurate record.

3  **Matters Arising**

3.1  **Sharps Boxes**

Deferred until next meeting.

3.2  **Contractor Issues at Lynebank [Margaret Pirie]**

Evelyn McPhail [EM] was unable to attend the meeting however, she did provide an update. EM advised that issues had been raised with Senior Facilities Management personnel. There has been an excellent response and all the outstanding issues for Pentland House have now been resolved. Other issues such as communication, notice of changes happening etc were also raised. Jim Rotherham is also in the process of setting up a Lynebank Site User meeting, MP to chair.

3.3  **Podiatry [Julia Johnston]**

Julia Johnston [JJ] advised the Group that Podiatry will be represented on the Sharps Group. Davina Clark, Health & Safety Team Leader, OHSAS is currently drafting an Action Plan and will contact Podiatry in due course.

4  **Infection Control Update Report [Deirdre Harris]**

Deirdre Harris (DH) presented the Infection Control Update. The following issues affecting D&WF CHP were highlighted:-

**Norovirus**

There have been no ward closures in Fife since the last report.

**Health Protection Scotland (HPS)**

There has been no new guidance issued.

**C Difficile**
Rates have remained low with Fife being the second lowest mainland board, however overall Fife numbers have shown a rise in the first quarter of 2014. Fife had 24 cases in Apr-Jun. This appears to be an upward fluctuation in a steady overall decrease.

Healthcare Environment Inspectorate (HEI)
The report on the HEI inspection at Glenrothes Hospital on 29-30 April was published 24 June 2014. The report was generally very positive. An action plan has been established to respond to the report findings.

Infection Control Staffing
Yvonne Bernard (YB) has left Infection Control to return to a clinical role. It was noted that the team were very grateful for the effort and commitment she had given in her time with the team. Deirdre Harris (DH), Nurse Consultant will act as first point of contact to co-ordinate support for DWF CHP while the vacancy is filled.

The group agreed that the current Audit Programme in place in the Learning Disability Wards and Ward 7 are very stringent.

Ann Hatton (AH) commented that YB produced an Infection control work plan which was useful to see as it relates specifically to DWF CHP.

5 Health & Safety Intelligence Report [Julia Johnston]

Julia Johnston (JJ) highlighted the following:

The Health and Safety Executive (HSE) have launched a consultation looking to align current UK health and safety regulations with the European Union direct acting Regulation on the Classification, Labelling and Packaging of chemicals.

This direct acting Classification, Labelling and Packaging Regulation (CLP Regulations) will come into full force in June 2015. Parts of CLP are already in place with the current labelling of single containing chemicals requiring to comply with this Regulation now but mixtures of chemicals have until the 1st June 2015 to comply.

The HSE have developed a new section of their website in line with a refreshed initiative to tackle Occupational Disease. To view any of the material go to http://www.hse.gov.uk/aboutus/occupational-disease/occupational-community-site.htm

The technical guidance for Legionnaire’s disease is now available on the HSE Website. Hard copy versions will be available to purchase later in 2014.

6 Health & Safety Briefing [Julia Johnston]

Sharps Incidents
A meeting was arranged for 28 April to expand on the currently identified sharps work plan actions where required. There has been HSE involvement within another Board regarding disposal of sharps in the community and the learning outcomes from this was taken to the meeting.

Further review work is being undertaken and actions identified from the initial meeting and from the review on completion will be added to the work plan.

**Skin Health Management**
A meeting was held on 12 May 2014 to review the arrangements and roll out of the Skin Health Surveillance programme. Occupational Health Consultant, Dr Sue Blair is the clinical lead for the programme and will provide updates on the roll out of the programme across all NHS Fife.

The programme has started to roll out across the organisation and local support is being given by the health and safety team.

Fay Richmond (FR) has been identified as the Skin Health Surveillance link person for DWF CHP.

**Stress Management Toolkit**
The live Positive Stress Management resource toolkit was launched on 10 April 2014 at Victoria, Queen Margaret and St Andrews Hospitals. Since the issue of the event flyer and the toolkit, staff have been in contact with OHSAS and has identified stressors and a requirement for support. Counselling services have reported an increase in numbers requesting support.

**Health & Safety Training**
There will be a strong focus by the safety team this year on what safety training is now appropriate and how it is delivered to ensure it meets the needs of the staff and the organisation. One of the first areas under consideration is manual handling and where and how this is delivered.

Nicky Connor (NC) asked Service Managers to ensure manual handling is up-to-date for their areas.

**RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences)**
There have been 2 RIDDOR reports submitted to the HSE for DWF CHP since the last update, found on Datix.

MP advised that the Learning Disability service is aware of the incidents.

7 **Health & Safety Action Plan** [Yvonne Robertson]

As part of the Health & Safety Action Plan, a Service Self Inspection Health & Safety Checklist is used as a tool to audit the Health and Safety arrangements across the Dunfermline & West Fife CHP. This is to ensure that the CHP meets its obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
Yvonne Robertson (YR) advised the group that results from the audit will be reported to the DWF CHP Health & Safety Committee in September 2014.

8 Skin Health Management Update [Fay Richmond]

Fay Richmond (FR) advised the committee that all documents in relation to Skin Health Surveillance have been sent out to Senior Managers. A number of responsible people have also been identified and training arranged.

9 Date of Next Health & Safety Committee Meeting: 16th September 2014 at 4.15pm, Conference Room 4, Lynebank Hospital, Dunfermline.