Health & Safety Committee

The Unconfirmed Minute of the Dunfermline & West Fife Community Health Partnership Health and Safety Committee held on Tuesday, 21 January 2013 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 Clinical Director, Dr Alan McGovern [Chair]
Staff Side Representative, Wendy McConville

Service Representatives in Attendance:
Head of Podiatry, Karen Baxter
PCES Lead Nurse, Janette Brogan
Head of Physiotherapy, Lesley Bruce
Health & Safety Advisor, OHSAS, Val Fyall
NHS Fife Equality & Diversity Lead, Angela Heyes
Head of Speech & Language Therapy, NHS Fife, Nancy Little
Infection Control Manager, NHS Fife, David Livingstone
Head of Occupational Therapy, Anne McAlpine
Lead Nurse DWF CHP, Liz Mitchell
Clinical Governance Facilitator, Yvonne Robertson
DWF CHP Public Partnership Forum, Chair, Isobel Vernolini
Senior Health Improvement Officer, Dianne Williamson
Nurse Team Manager, Paediatric Nursing, Jackie Young

Apologies:
Head of Clinical Psychology, Dr Katherine Cheshire
Lead Pharmacist, Fiona Forrest
Clinical Services Support & Business Manager, Clinical Psychology, Anne Gillespie
NHS Fife Chief Pharmacist, Evelyn McPhail
DWF CHP General Manager, Susan Manion
Improving Health Team, Belinda Morgan
In-Patient Lead Nurse, Learning Disabilities, Margaret Pirie
DWF CHP Facilities Manager, Jim Rotheram
Health & Safety Advisor, OHSAS, Ian Scott
Staff Side Representative, Lorna Sherriffs
DWF CHP Associate Nurse Director, Pauline Small

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)
ITEM 1  Apologies for Absence

Apologies and attendance arrangements were noted as above.

ITEM 2  Minutes of the Previous Meeting Held on 19 November 2013

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

ITEM 3  Matters Arising

High Valleyfield Child Health Development Centre
Ann Hatton (AH) reported on behalf of Jim Rotherham (JR). AH advised that CCTV is scheduled to be installed at the High Valleyfield Child Health Development Centre. AH was unable to provide the group with a works start date.

ITEM 4  Infection Control Update Report [David Livingston]

David Livingston (DL) presented the Infection Control Update. The following issues affecting D&WF CHP were highlighted:

Norovirus
Norovirus and flu levels are currently unusually low. There have been no ward closures and only 1 care home closure in Fife since the last meeting.

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 for Jul-Sep 13. In DWF there have been two community case in Nov/Dec.

Staph aureus bacteraemias (SAB)
Case numbers across Fife averaged 11 SAB per month in 2013 (with a HEAT target to reduce this below 4). In DWF there have been a total of 2 community cases in Nov and Dec. This is average for the time of year.

Healthcare Environment Inspectorate (HEI)
The action plan from the ‘announced’ inspection on 24 September 2013 in Cameron Hospital is being taken forward by K&L and Cameron staff.

Infection Control Action Plan
The summary report on the old infection control action plan, and the recently developed new action plan to be tabled at the next DWF CHP Health & Safety Committee Meeting. [DL]

ITEM 5  Health & Safety Intelligence Report [Val Fyall]

Val Fyall (VF) highlighted the following:
The Health and Safety Executive (HSE) have published a revised and updated version of the Approved Code of Practice and guidance to the Workplace (Health, Safety and Welfare) Regulations 1992.

The updated Approved Code of Practice (ACOP) has been released to incorporate the changes to legislation which may impact on the interpretation of the ACOP.

Such legislative changes include the Work at Height Regulations 2005, Health and Safety (Miscellaneous Amendments) Regulations 2002, the Equalities Act 2010 and the Construction (Design and Management) Regulations 2007.

The Workplace (Health, Safety and Welfare) Regulations along with the ACOP and guidance provide employers with the framework to determine what they require to do to provide adequate temperature, ventilation, lighting, cleanliness, room dimensions, sanitary conveniences and washing facilities.

It also informs employers about providing workstations and seating, dealing with falls or falling objects, advice about transparent and translucent doors, gates and walls, windows, skylights and ventilators, traffic routes and escalators.

The revised ACOP has been simplified and is easy to understand.

6 Health & Safety Briefing [Val Fyall]

Sharps Incidents
In the last Health & Safety update (November 2013) Val highlighted the lack of awareness about The Health & Safety (Sharps Instruments in Healthcare) Regulations 2013 which came into force on the 11th May 2013.

A piece of work is now ongoing reviewing sharps incidents. This is looking at those incidents being reported via Occupational Health and those being reported via DATIX.

A summary report will then be drafted showing NHS Fife as a whole with a breakdown of the figures and the staff groups involved for the CHP’s and the Acute Division.

These will be shared with this group on completion.

Respiratory Protection
A review is being undertaken of the respiratory protection requirements for NHS Fife with regards to face fit testing of masks.

This review is being led by NHS Fife Depute Director of Nursing Janette Owens from the Acute Division and supported by the Health & Safety Team. A strategy is currently being drafted by health and safety and this will be considered by the respiratory protection working group which also includes infection control representatives.

Skin Health Management
Ms King organised a meeting with OHSAS to ensure that the requirements for a robust skin health management process were made clear. OHSAS Consultant Sue Blair is the Clinical Lead for Skin Health Surveillance for NHS Fife and attended this meeting.

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.

YR reported that due to other commitments within the Clinical Governance Team, they had been unable to report the findings since the Health & Safety Checklist Audit carried out in May 2013. However, YB was pleased to report there had been a good response from all services and no major issues were highlighted. Some issues around Fire Safety were indicated, these were mainly around signage and evacuation.

The group agreed that Skin Health Management and Transportation of Dangerous Goods are to be added to the Action Plan. **YR**

8 **Health & Safety Committee Terms of Reference Annual Review**  [Ann Hatton]

DWF CHP Deputy General Manager to be removed from the membership. Any further amendments to the DWF CHP Health & Safety Committee are to be forwarded to Karen Banks within 2 weeks. **ALL**

9 **Any other Competent Business**

VF queried a Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) submitted 16/12/13, DATIX Ref: 42078 (Web17497) reported to the Health & Safety Executive. YF advised there was no evidence of any investigation and that the copy of the report was not uploaded on DATIX.

Liz Mitchell (LM) is aware of the background to the RIDDOR. LM to update the DATIX System ASAP. **LM**

11 **Date of Next Health & Safety Committee Meeting:**  18th March 2014 at 4.15pm, **Conference Room 4**, Lynebank Hospital, Dunfermline.