

**East of England Ambulance Trust
Health & Safety County Leads Committee
Committee Meeting 18th February 2009**

Held in the UNISON Office - Bury St.Edmunds

1. Apologies

Pete Kelly.

2. In attendance:

Alan Chamberlain,(AC) Neil Higgs,(NH) Frank Ward,(FW) Dave Edwards,(DE)
Peter Davies.(PD)

3. Minutes of last meeting

The minutes of the Meeting of the 3rd December were read and accepted by the meeting.

4. 3rd Draft Terms of Reference (5th February 2009)

The 3rd Draft Terms of Reference were brought to the meeting for debate following suggested amendment by the Regional Branch Committee. (Appendix item)

Amendments were agreed

5. Knife Incident – Peterborough

AC gave an update with regards to the knifing incident at Peterborough. There was great concern expressed with regards to the fact the he (as the Branch Health & Safety Officer) and Peter Davies (as County H&S Lead for Cambridgeshire) hadn't been made aware of the incident by the Trust.

6. Stab Vests

AC & FF expressed concern with regard to the total lack of feedback re: the Stab Vest issue within the trust.

7. Improvement Notices

It was agreed that following the concern shown in 6 &7 above, that improvement notices would be served on the Trust as from this meeting with a deadline of the next Trust Health & Safety Meeting on the 11th March 2008. If no satisfactory resolution then letters would be sent to the respective HSE Offices responsible for the Trust's catchments area. These letters would dated as from the 11th March 2009.

9. Essex ECP Cars

AC informed the meeting that he had received emails concerning the securing of equipment in Essex ECP vehicles.(These being Honda Civic & Accord.) Although it appeared that this was a County issue, the principles involved were Trust wide as there is such a wide range of singleton vehicles throughout the Trust.

10. County Reports

Essex.

None.

Beds.

To support the concern about staff (including lone worker) safety, NH gave the meeting, information regarding the IDENTICOM personal safety emergency call "ID" holder.

It was agreed that this would be put to the Trust Health & Safety Committee on the 11th March for debate & consideration.

Cambridge.

PD gave a rundown with regard to the H&S situation at Cambridge Ambulance station. Also re: medicals with reference to C1/C2 licences.

Norfolk.

DE voiced concern that communication between AC and himself wasn't perfect. AC took this comment on board.

DE also voiced concern that there was conflict with a certain H&S Rep in Norwich re: inspections. It was agreed that this would be monitored.

DE informed the meeting that following discussion with Danny Daniel the trust has succumbed and arranged for spreaders/buckets and shovels for gritting in inclement weather.

11. Dates of Next Meeting.

The next meetings will be arranged following the Trust H&S meeting on the 11th March 2009.

Appendix

3rd Draft Terms of Reference (18th February 2009)

The membership of the committee includes:

- EoEAT Branch Health & Safety Officer.
- County Health & Safety Leads. *****NB: IT IS INVISED THAT AT SOME POINT, WORKPLACE H&S REPS WILL ALSO BE INCLUDED IN THE COMMITTEE MEMBERSHIP*****
- Branch Officer/s as required.

Comment [ac1]: It was requested by RBC that H&S Reps should be included in the committee membership under TheTerms of Reference

It is essential that the membership contains representation from each county to ensure that the issues unable to be resolved at locality groups, because they require a Trust wide solution, can be properly considered by this committee.

A list of names defining current membership will be attached to the terms of reference and reviewed and updated annually after Branch AGM.

Purpose of the Committee

The Primary Purpose of the Committee is to consider, assess and improve on compliance with Health and Safety legislation including all aspects of the Health and Safety at Work Act 1974 and other associated regulations, approved codes of practise and guidelines.

Responsibilities

The Branch Health & Safety Officer will be responsible for:

- Administering and co-ordinating the management of the Trust's Staff-side Health & Safety.
- Liaison with the Trust Risk Advisor, Trust Director responsible for H&S and appropriate Directors as required.
- Attending meetings eg. Regional Branch Committee (RBC) and working groups as appropriate.
- Attending courses and other events as appropriate.
- Being available for advice /support for County H&S Leads, H&S Reps and other Branch Officers.
- Act as H&S Lead Committee Chair

The County H&S Leads will be responsible for:

- Administering and co-ordinating the management of the Trust's Staff-side County Health & Safety.
- Liaison with appropriate Locality Managers
- Attending meetings and working groups as appropriate
- Attending courses and other events as appropriate.
- Being available for advice /support for County H&S Reps and members.

The committee will:

- Promote a positive service wide Health and Safety culture and actively promote good practice.
- Monitor the Trust's overall performance in relation to Health and Safety and risk management and where appropriate recommend actions to be taken. ****I.E. SERVE NOTICE (B&H IMPROVEMENT NOTICE)****
- Agree priorities and work plans.
- Approve Health and Safety related policies and procedures and comment on the health and safety aspects of other committee's policies.
- Receive reports from Locality Partnership Forum (LPF) and any other locality health and safety groups.

Comment [ac2]: Brought up at last meeting and approved by the RBC

Key actions will include:

- The review of incidents, risk assessments and investigations.
- The development, introduction and monitoring of Reps education pathway ****IN CONJUNCTION WITH THE BRANCH EDUCATION OFFICER****
- Providing a forum for debate etc.
- Providing items appropriate for inclusion on the Trust Health & Safety Committee Agenda and to supply feedback as appropriate.
- To seek advice from outside bodies eg. HSE as appropriate.

Comment [ac3]: Brought up at last meeting and approved by the RBC

Frequency and Structure of Meetings

The Committee will meet a minimum of four times a year approx 3 weeks prior to the Trust H&S Committee Meeting (TH&SC) but if possible, after LPFs so that any issues highlighted at those forums could be assessed for inclusion on the TH&SC Agenda.

For meetings to be quorate there should be at least four members present to include the Branch Health and Safety Officer or substitute).

Reporting Arrangements

The Health and Safety Lead Committee will attend the Trust's Health & Safety Committee and report back as appropriate to LSPF, RBC, H&S Reps and the Branch's members.

Administration details

- Members of the group to send agenda items to Branch Health & Safety Officer at least 10 working days before the meeting.
- Agenda to be agreed by the Chair.
- Agenda and papers to be sent out for receipt 5 working days before the meeting as agreed by individual group members.

- Minutes of the Health and Safety Lead Meetings will be posted on the Branch's Webpage, sent to the Communication Officer and copied to the RBC.

These Terms of reference are to be reviewed annually.