

MINUTES OF THE HEALTH AND SAFETY WORKING GROUP MEETING

Date	19 February 2009	
Time	10:00 hrs	
Location	Lecture Room, Annex, Steele Close, Eastleigh	
Attendees		
	Chair	Nick Burchell
	Mins	Heather Wilkins
		Dave Graham
		Jerry Leonard
		Steven Evans
		Paul Wormull
		Dick Hewitt
		Tony Brown
		Mark Budden
		Paul Watton
		Mary Pearson
		Graham Starke

Apologies	Paul Riddell
	Malcolm Pinchin
	Binzy Reynolds
	Jess Andrews
	Paul McMillan
Absentees	Dave Holloway
	John Hinton

Date of next meeting	02 April 2009
Venue	Lecture Room, Annex, Steele Close, Eastleigh
Time	10:00 hrs

Distribution: All named attendees, File

1 **MATERS ARISING:**

- 1.1 **Female Facilities on Station:** Graham Starke updated the meeting regarding work on female facilities at the following Stations:

Ringwood – work now finished

Tadley – work starting week commencing 2 March 2009

Kingsclere – working starting week commencing 2 March 2009

Basingstoke – almost ready to go to tender

Annex – work for this is at tender stage.

Graham reported that he has a list of work to be done within the next financial year (2009/10).

ACTION: Graham Starke

- 1.2 **Pedestrian Gate – Station 54:** Graham Starke has a meeting today (19/02/09) with the Contractor and Stu Adamson regarding work on the Pedestrian Gate. Steve Evans raised the point that now that the Station also has Retained personnel there may be a need to change the plans/design. Graham said that he has already submitted the plans for planning permission – he said that he would look at this and discuss during the meeting.

ACTION: Graham Starke

- 1.3 **Wessex Building:** With regard to the Scalping and Concrete pathways etc, Graham Starke says that this is more complicated than originally thought, due to drainage. Graham is speaking with Eastleigh Borough Council regarding this and will report back to the next meeting.

ACTION: Graham Starke

- 1.4 **Legionella Service Order:** This has now been circulated and is therefore closed from this meeting.

CLOSED

- 1.5 **Quarterly Inspection Update:** Good return of Workplace Inspections have been received. There has been a 100% return from SHQ. From Stations there have been 46 returned so far with a further 5 due to be returned by end of February – the reason for this is due to change of Group Manager.

Paul Watton said that he would be very willing to be a link for the Workplace Safety Reps and Nick thanked him for this and said it would be very valuable.

ACTION: Heather Wilkins/Nick Burchell/Paul Watton

- 1.6 **PT Equipment on Stations:** Jess Andrews has completed a lot of work with regard to the Collating and Testing of PT Equipment in Workplaces. The new Service Order on Physical Training is nearing completion and will be circulated accordingly. CARRIED OVER TO NEXT MEETING

ACTION: Heather Wilkins/Jess Andrews

1.7 Noise: Paul Wormull and Paul Riddell have commenced a Hearing Protection Project/Trial at Station 32 on 9 February 2009 for a period of 8 weeks. The trial is for two new sets of Hearing Plugs as well as old ones. The reason for the trial is that many people are coming for their screening at OHS&W and stating that they do not wear ear plugs because, they can not put them in, or cannot hear conversations once they have ear plugs in.

At the same time as the trailing of the ear plugs, Paul Riddell has also labelled all equipment which is considered to be a noise hazard at Station 32, with a blue sticker and the intention is to update the data sheets. There is a sheet in the three front line appliances reminding people to use the plugs.

The question was asked what about wearing with BA and Paul informed us that this is also part of the trial but in a training scenario.

The trial has a questionnaire which will be used to evaluate the effectiveness of them.

Steve Evans asked if, when they are issued after the trial would they be a personal issue and Paul confirmed that this is the intention.

The question was also raised as to how these plugs could be cleaned and Paul said to clean with just soapy water.

Tony Brown raised concern about removing the plugs and said that some people had found it almost impossible to remove them – this will be looked into.

Dave Graham pointed out that half the time, it is people who can not be bothered to get the ear plugs off the pump and put into their ears. And Steve Evans said that it would be a good idea to add them to the PPE Register, therefore putting the onness on the wearer to carry them with them.

Nick said that the same ear plugs are being trialled in Kent.

ACTION: Paul Wormull

1.8 Manual Handling/Risk Assessments: Jess Andrews is currently finalising the Service Order for Manual Handling which will also include scheduling of Refresher Training. Carried over to Next Meeting

ACTION: Jess Andrews

1.9 Oxygen Therapy: Jerry informed the meeting that the Oxygen Therapy Recording Form has now moved forward. South Central Ambulance is now our governing body and they have suggested that we use the same form as them, this is very easy to drive and they are very happy to accept this form when we hand the casualty over to them. The form will be available very shortly and Jerry will bring along a sample to the next Working Group. A pad of forms will be held on appliances.

ACTION: Jerry Leonard

1.10 Dyslexia: Tony should have attended a course on Dyslexia in December concern 'Dyslexia Awareness', but is waiting for another date. Nick said that at present we are doing a trial for someone in the Service with Dyslexia by providing them with software, etc. Tony will keep this meeting updated on progress.

ACTION: Nick Burchell

1.11 Asset Management: The trial of Asset Management is currently taking place at Alton Fire Station and also partly at Andover Fire Station. Although this is a relatively slow process, this is looking like the way to go forward. Fleet management and Stores are looking at a new system through SAP, and hopefully this will continue through to the rest of Fleet Maintenance. It doesn't just track where equipment is, but also it gives updates on the history of the equipment. On station everything is bar-coded, using different kinds of labels. The equipment is scanned and it tells you when standard tests have been performed/are due, it can also be used to inventory checking.

Every station will have a bar reader. The majority of items can be scanned whilst in place in the locker and tool rolls for example can be done collectively.

The initial labelling of the equipment took two days to do, eventually this will be done at source. Due to absence, Group will be updated at the next meeting by Jerry Leonard. Currently looking at a Bar Code System for Equipment etc.

ACTION: Jerry Leonard

1.12 First Aid Audit: The initial Audit has been completed with a couple of issues raised. These will be addressed in future audits and will incorporate new Regulations. The First Aid Service Order is to be addressed and training implications looked at with regard to training of Green Book Staff. This is to be carried over to the next meeting. Dave Graham has asked that he and Nick have a meeting to discuss this – Heather to arrange.

ACTION: Nick Burchell/Dave Graham/Heather Wilkins

1.13 Beacon Stations and Crew Cab Safety: Due to absence, Malcolm Pinchin to follow up at next meeting..

ACTION: Malcolm Pinchin

1.14 Decanting on Stations: Paul Wormull gave an update regarding the

Decanting on Stations, and said that Paul Drake had agreed to purchase Trigene from source, therefore all bottles would be correctly marked with name and details on them.

Jerry Leonard said that there are changes coming into place regarding decanting and infact Trigene was not going to be available on pumps and that it was going to be replaced with a new wipe. There is going to be a total review of BA Cleaning and discussions are being held between HFRS and Dragger.

Jerry said that there are still some issues regarding cleaning after viral incidents but this is being looked into.

Tim Mansbridge had contacted Jerry on 18 February to inform him that oil and greases, etc will be removed from appliances very shortly and the only item that remain on the vehicles is Screen Wash.

Concern was also raised regarding the Cleaners Cupboards, there are a lot of items that are obviously decanted from large bottles and stored in the cupboard but not sure what they are. Nick said that it is the cleaners responsibility for this but it is our responsibility to ensure it is done correctly. Graham Starke said that he would deal with this.

ACTION: Graham Starke

- 1.16 Water Rescue Sickness:** No reported incidents received since the Training has returned to Winchester. Woodmill will be reused later in the year again and additional controls implemented and subsequently monitored. **Carry over to next meeting**

ACTION: Nick Burchell

1.21 SHQ Site Safety: Graham Starke has met with Alan House and Bob Ratcliffe regarding the safety of the SHQ site. They have come up with a couple of ideas, pricing, etc and this will be put to SMT for them to make a decision. Graham will give an update at the next meeting.

ACTION: Graham Starke

1.22 Near Miss Forms: There still seems to be a problem with the reporting of Safety Events in that people do not seem to recognise the need to report all forms of Safety Events within the required timescale. Jerry Leonard said that Ops do not appear to be being informed when there is a Dangerous Occurrence or Near Miss and Paul Wormull said that he had been doing so.

Nick said that we would again send out another Routine Notice item, and a Health and Safety Bulletin reminding people of the importance of reporting these events. Nick will also arrange to attend Group Managers meetings to reiterate this.

H&S will ensure that they continue to forward Dangerous Occurrences involving operational equipment to Ops and PT related injuries to Jess Andrews.

Nick said that a new Service Order is being written on Safety Investigation. There will be three levels of Investigation and this will formalise the style of investigations that are needed. Nick is also arranging for a two day Accident Investigation Training Course.

ACTION: Nick Burchell / Heather Wilkins

1.24 Unions New Risk Assessments: Tony Brown and Steven Evans have a Union Risk Assessment Pack, this is an excellent resource and is compatible to what we are already doing. Nick Burchell and Dave Graham would like to have a copy of the Pack and Steve Evans will arrange this.

ACTION: Steve Evans

1.25 Rope Pack Training @ St.Mary's Fire Station: A near miss report has been received from Steve Evans at St.Mary's with regard to Rope Pack and the Quadra being roved the incorrect way. Being that if a load was placed on the line it would have paid out uncontrollably. This has occurred 3 times at St.Mary's now. The question is being asked, has this happened at other Workplaces and is the Rope Pack training being carried out frequently enough to maintain competence in using the Rope Pack? Steve Evans said that there appears to be a training issue and also people not updating the log.

USAR looking into this problem and it appears that people are re-oving the pack the wrong way. A training Bulletin needs to be done. Dave Graham to arrange a meeting with USAR to look at this and then to report back at the next meeting.

It was also suggested that Neil Ray be asked to take photographs/video of the correct re-oving procedure so that people can watch it to ensure they are doing it correctly. Dave Graham will sort this.

ACTION: Dave Graham/Tony Brown

1.26 QSA Audit: Nick Burchell gave an update on the recent Quality Safety Audit which took place three weeks ago. The Audit was led by Oxford and consisted of 4 Auditors from other brigades. Nick had hoped for a 75% score, but in fact we came out slightly better with a score of 78%. There was nothing major that came out of it and we are in the top three of the region. Nick is waiting for the final report, this will then help him to be able to set out a 3/5 year plan for improvement.

1.27 HSE Audit: The Health and Safety Executive visited the other day and it was very positive. We are still waiting to hear whether we are going to be Audited by them later in the year.

ACTION: Nick Burchell

1.27 Safety Representatives: Nick Burchell is hoping to have all Safety reps in post by April. Nick will check to see what training is required or needed and is hoping to engage this across the board so that standards, especially at SHQ will be raised.

GMB has had their time reduced which does not allow them time to attend meetings, etc. Nick will be meeting with Lee Phillips shortly and will discuss the need to improve our 'hear say' culture.

Mary Pearson reiterated the need for representation of Unison. The Unison Rep Secondment has been ended by Geoff Howsego as there is no budget available. She said this was very sad and it meant that there would be no representation by Unison at this meeting.

ACTION: Nick Burchell

1.28 Performance Indicators: Work is being done on Performance Indicators and this will include:

Workplace Inspections
Safety Events
Workplace Risk Assessments

These will all be available to view on the Shared Drive.

ACTION: Nick Burchell

2 ANY OTHER BUSINESS

2.1 Cherry Picker: Dave Graham raised concern regarding the recent incident involving the use of the Cherry Picker without a licence and no harness, he reiterated that if we see anything like this it must be reported.

2.2 Scissor Lift: Graham Starke said that he had been waiting for two years to get one of his members on a Scissor Lift course. Dave Graham suggested that he speak with Kriss Birkett regarding this. Graham is now of the opinion that he may have to fund it out of his own budget in order to get the training done.

ACTION: Graham Starke

2.3 COSSH Register: Paul Watton is just over half way through updating the data for the COSHH Register, he said it has been like wading through mud but he is getting there, he really needs complete days to be able to do

this rather than at bit here and there. When it is completed it should be on the computer and a blank book will be sent to every workplace for the workplace to put their own stuff on it. It will also have an idiots guide. This is on going

ACTION: Paul Watton

- 2.4 Cleaners:** Tony Brown raised concern over the cleanliness of the Wessex Block, there appears to have been no cleaning done for six weeks. Tony Brown is to raise this with Dave Riley.

ACTION: Tony Brown

- 2.5 Deep Clean of Kitchens:** Steve Evans raised concern about the deep cleaning of Kitchens, it doesn't seem to be happening. Graham Starke says that there have been issues, this has fallen behind and he is dealing with it along with various other issues concerning cleaning in general. Graham will update the next meeting on progress.

ACTION: Graham Starke

- 2.6** Mark Budden raised concerns about what should be on Stations and their Risk Assessments, apparently Tim Mansbridge is about to give a list of what there should be on station and things that are being issued will need to have Risk Assessments done – these will be done initially by Workshops but they will need a list to work from.

- 2.7 WII:** Mark Budden raised concern that a WII had been purchased for the Drop in Centre at Portsmouth. Heather said that she had received a Risk Assessment for this and Nick said that he would look into it.

ACTION: Nick Burchell/Heather Wilkins

3 Date of Next Meeting

- 3.1** Thursday 2 April 2009
1000hrs
Lecture Room
SHQ Annex