

**NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting**

AGENDA ITEM NO:10.....

Date of Meeting:25th May 2018.....

TITLE OF REPORT:	CCG Health and Safety Committee Minutes	
AUTHOR:	Joanne Taylor, Board Secretary	
PRESENTED BY:	Su Long, Committee Chair	
PURPOSE OF PAPER: (Linking to Strategic Objectives)	For the Board to receive and review the minutes of the Health and Safety Committee meeting held on 23 rd April 2018.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Delivery of Year 1 Locality Plan.	
	Joint collaborative working with Bolton FT and the Council.	
	Supporting people in their home and community.	
	Shared health care records across Bolton.	
	Regulatory Requirement	
	Standing Item	√
RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)	<p>The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:-</p> <ul style="list-style-type: none"> • Use of personal equipment in the workplace. • Fire evacuation test required. 	
COMMITTEES/GROUPS PREVIOUSLY CONSULTED:	Health and Safety Committee.	
REVIEW OF CONFLICTS OF INTEREST:	Conflicts of Interest are reviewed at every meeting.	
VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:	Patient views are not specifically sought as part of this report.	
EQUALITY IMPACT ASSESSMENT (EIA) COMPLETED & OUTCOME OF ASSESSMENT:	EIA and an assessment is not considered necessary for the report.	

MINUTES

HEALTH AND SAFETY COMMITTEE

Date: 23rd April 2018

Time: 3.00pm

Venue: The Bevan Room, 2nd Floor, St Peters House

Present:

Su Long (SL)	Chief Officer (Chair of meeting)
Joanne Taylor (JT)	Board Secretary, 2 nd floor representative
Jayne Nicholls (JN)	Finance/BI/Contracting, 1 st floor representative
Sarah Parker (SP)	RMBS, Ground floor representative
Alana Hall (AH)	Primary Care representative

Minutes by:

Joanne Taylor (JT)	Board Secretary
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Minute No.	Topic
1.	<p><u>Apologies for absence</u> Apologies for absence were received from:-</p> <ul style="list-style-type: none"> • Diane Sankey, Governance, Risk & Complaints Manager, 2nd floor representative. • Dianne Oakley, CHC/FNC Team representative. • Colin Warburton, NHSPS representative. • Amanda Williams, Finance representative.
2.	<p><u>Declarations of Interest</u> There were no declarations of interest.</p>
3.	<p><u>Minutes from the last meeting held on 8th November 2017</u> The minutes were approved as a correct record. An update on the actions agreed at the last meeting was received:</p> <p><u>First Aid/Defibrillator Training</u> – two further sessions were arranged for staff in January and February 2018.</p> <p><u>Workplace Risk Assessment Reviews</u> – An update was publicised in the November 2017 staff bulletin highlighting tidy desk policy/shredding to be undertaken by the BI apprentice/details of the workplace risk assessments and timings on when these are carried out.</p> <p><u>OD – Compliance Training</u> – a reminder to staff to complete any outstanding compliance training modules was advertised in November 2017 and early in the year due to the move of HR/OD services to Bolton FT from 1st April 2018.</p> <p><u>Safety Exercises – Fire Evacuation Tests</u> – this is still outstanding and is being chased up with NHSPS (JT).</p> <p><u>AED Checklist</u> – the pad has now been replaced. RMBS staff have been approached to join the checklist rota following completion of First Aid/Defibrillator training.</p> <p><u>Security Policy</u> – links now made with the Lone Worker Policy. Security codes on the reception door yet to be changed (JT).</p>

	<p><u>Update from NHSPS on condition of building inc repairs/maintenance/testing</u> – car park lights now fixed. Gas meter still outstanding but may not be required due to the move from St Peters House. The car park gates have been checked. A note to warn staff not to tailgate another car when exiting the car park has been sent to staff as a reminder.</p> <p><u>Mental Health and Wellbeing</u> – an awareness raising session was presented at the December staff brief alongside the launch of the Domestic Abuse Policy.</p>
4.	<p><u>Review of Terms of Reference</u> The Committee reviewed the terms of reference and agreed to update to outline that the Executive will receive health and safety updates by exception rather than quarterly reports as is currently the case.</p>
5.	<p><u>Health & Safety Update on actions since the last meeting including:</u></p> <p><u>Workplace Risk Assessment Reviews</u> The reports detailed the outstanding issues/hazards by floor as at April 2018. It was noted that a number of issues have now been actioned and removed from the assessment forms. The main issues related to general good housekeeping by staff, lighting issues, fire extinguisher testing and issues regarding exposed wires and storage in the server room.</p> <p>It was noted that with regard to the electrical boxes situated in the kitchens on each floor, NHSPS has confirmed that these are being checked as per Mitie's pre-planned maintenance schedule and that the dates are not relevant to when the checks are carried out. This is reported via the Mitie's work schedule report.</p> <p>It was noted that there were no major issues to report to the Executive and the Health and Safety advisors would progress the required actions needed to rectify the hazards highlighted (JT/DS/SP/AH).</p> <p>The assessments for April 2018 to be updated, following discussions held (SP).</p> <p><u>OD – Compliance Training</u> There has been a big push on compliance with statutory training with CCG staff reporting above the Greater Manchester average on all modules apart from safeguarding children. Due to the changeover of HR/OD provider, the process/system for completing compliance training is in the process of being agreed and will be shared with managers and staff in the next few weeks.</p> <p>Process for accessing and completing compliance training modules from April 2018 to be shared with staff and managers (JT).</p> <p><u>HR – Latest sickness figures</u> As at March 2018, monthly and annual sickness figures continue to reduce, with monthly figures showing at 1.45% and annual figures showing 2.60%.</p> <p><u>Induction Meetings with New Starters</u> Su Long continues to hold bi-monthly meetings with new starters which are being well received by the new members of staff. Finance updates are now included at the end of the Chief Officer induction update.</p> <p><u>Safety Exercises – Fire Evacuation Tests etc.</u> It was reported that a further fire evacuation test is due at St Peters House. This will be arranged with NHSPS (JT).</p> <p><u>AED Checklist</u> Diane Sankey has confirmed that the checklist rota is being checked weekly and all the equipment is present and up to date. The only exception occurs when the person on rota</p>

	is off work due to illness. This is acceptable as a different member of staff checks it the week after so there is never a time when it goes without being checked for a while.
6.	<p><u>Incident and Accident Reporting by CCG Staff</u></p> <p>A list of current staff incidents and accidents was reviewed. The Committee noted there have been 6 incidents in the past 7 months. It was noted that there are positive actions/outcomes recorded on safeguard that indicate the CCG is good at reacting and feeding back to staff when incidents occurred.</p> <p>The only issue the CCG/Council potentially face is a claim from member of staff who slipped on a wet floor at Wilfred Gere and is still having problems with their leg/hip.</p>
7.	<p><u>Update from NHSPS on Condition of building including repairs/maintenance/testing</u></p> <p>It was reported that the majority of outstanding estates jobs have now been completed. The only outstanding jobs related to some electrical work relating to change of light bulbs, replacement blinds in the comms office and garden maintenance.</p>
8.	<p><u>Any other business</u></p> <p><u>Use of personal equipment in the workplace</u> – Joanne Taylor highlighted the request recently received from a member of staff to bring in their own coffee machine into work. It was reported that this is currently happening on other floors and the views of the Committee were sought.</p> <p>The Committee had previously agreed that staff should not bring any personal electrical items from home, and this is highlighted in the Health and Safety policy. Other factors considered were the use of wattage and overpowering the electrical system and no guarantee that the right fuse is being used with personal equipment brought into the office.</p> <p>It was noted that as well as coffee machines, personal heaters have also been used.</p> <p>It was agreed that a reminder be sent to staff in the next staff bulletin and staff briefing that personal electrical equipment should not be used in the workplace (JT).</p> <p><u>PAT testing</u> – members were reminded that NHSPS guidance states that fixed equipment should be PAT tested every 3 years and mobile equipment every year. Mobile equipment PAT testing was therefore due in March 2018.</p> <p>Arrangements to PAT test mobile equipment to be made (JT).</p> <p><u>Fire Doors</u> – members also discussed the issue where staff are propping open fire doors when the weather has been warmer.</p> <p>A reminder to be sent to staff in the staff briefing (JT).</p>
9.	<p><u>Chair Reflection on significant decisions/actions/risks that may need reporting to the Board through these minutes</u></p> <ul style="list-style-type: none"> • Use of personal equipment in the workplace. • Fire evacuation test required.
10.	<p><u>Date of Next Meeting</u></p> <p>Agreed as 22nd October 2018 at 3pm in the Bevan Room, 2nd Floor, St Peters House.</p>