

**London Ambulance Service NHS Trust
Vehicle & Equipment Working Group
24th May 2007, 1300-1700
Conference Room, LAS HQ**

MINUTES

Colin Jolly (Chair)	Head of Fleet	Greenwich
Karen Walling	Staff Side Representative	Hillingdon
Dipak Chauhan	Ergonomics Adviser	Pocock Street
Tim Stephens	Staff Side Representative	Oval
Paul Stewart	Staff Side Representative	Pinner
David Haylett	Staff Side Representative	Barnehurst
David Selwood	Corporate Logistics Manager	Bow
Alison M^cKee	Purchasing Buyer	Pocock Street
Nick Pope	Fleet Project Manager	Greenwich
Terry Edwards	Staff Side Representative	Poplar
Colin Ashburn	Safety & Risk Adviser	Pocock Street
John Winnister	Staff Side Representative	Croydon
Doug Crates	Staff Side Representative	Edmonton
Gordon Ballard	Logistics Manager	Deptford
Scott Velleman (Minutes)	ASSD Manager	HQ

20/07 Apologies

John Selby	Simon Parker
Dave Whitmore	Mick Maynard
Chris Vale	Alan Payne
Gary Ralph	Ian Lee

21/07 Previous Minutes – 18th April 2007

Agreed with the following amendment:

At the end of item 13/07 Trolley Bed Update add

“SP stated that trolley bed mattresses that have become torn were not to be taped up when split, they should be taken off the road and replaced.

CG concurred with this opinion”

22/07 Matters Arising

22.01 FR300 Oxylator (39/06)

DS confirmed that BF will carry out a trial, but wanted to make clear that this would be used as a backup product. DS agreed to follow up on the trial progress with BF and report back.

DS

22.02 Paramedic Bag Group (71/06)

CJ stated that the SPPP has been refused. CV has suggested that we defer this matter to the next meeting.

SV

22.03 Disposable Mattress Covers (98/05)

AM said that she did not think that we could rent a disposable product. She is waiting for product samples to arrive from NHS Supplies and will present these to the Equipment Approval Group (EAG)

DC demonstrated some slide sheet samples from Select Healthcare.

AM agreed to speak to the company to obtain prices and report back.

AM

CJ stated that if the prices were favourable against the Mediwrap product that AM should update DS so that he can organise a trial and report back.

AM/DS

The group discussed the Manual Handling Kit and whether the funds for it were spent appropriately.

DS reminded the group that the kit was trialled and approved by a group of staff side and management and at that time it was agreed that an additional mattress cover would be identified.

22.04 Pre-Hospital Bloods (110/06)

CJ reported that CV has contacted Fiona Moore and confirmed that she has not seen a protocol. CJ will speak to Fiona Moore to ask her to get GR to take the matter forward.

CJ

22.05 Vehicle Defect Book (113/06)

AM stated that the order for the books should come through on EROS next week and be delivered 4 weeks after that.

AM

22.06 Hard Surface Wipes (113/06)

JW identified that having spoken to Paul Farrow the issue was where to locate the wipes.

DS said that the SPPP for funding had been rejected.

KW suggested that they could be stored in one of the rear cupboards until a permanent location could be found.

CJ asked DS to raise the issue with the Infection Control Committee.

DS

22.07 Vehicle Daily Inspection – Sub Group (133/06)

DS stated that he would be setting a date tomorrow for the group to meet sometime in June.

DS

22.08 CRU Inventory Procedure Comments (16/07)

DS reported that no comments had been received however this would also be

covered in the VDI group.

22.09 Latex Free Gloves Suppliers (17/07)

AM stated that she will take samples to the EAG.

AM

22.10 Removal of Old Disposable Equipment Bulletin (19/07)

DS confirmed the bulletin has not been issued yet. A draft has been received from Training. He asked for it to be carried over to the next meeting.

SV

23/07 Alternative Response Steering Group (Standing Item)

NP stated that there has not been a meeting since the last VEWG.

24/07 Risk (Standing Item)

DC told the group that there have been no significant changes to the Risk Register since the last meeting.

The group then discussed the safety aspects of overshoes.

CJ confirmed that Pat Osliff will contact CA to discuss the existing risk assessment.

CJ

CA agreed to speak to John Selby next week regarding whether the overshoes are safe to use outside of hospitals.

CA

25/07 Manual Handling Implementation Group (Standing Item)

DC said that there are no updates to report since the last VEWG; however three relevant SPPPs will be discussed next week.

26/07 Ambulance Procurement Update (Standing Item)

NP stated there would be no progress on ambulance procurement until the front end model has been finalised.

27/07 RRU Procurement Update (Standing Item)

NP told the group that there are now 31 in operation plus one vehicle that is with the LARP team for signal testing, however this will also revert to fleet once testing is finished.

28/07 Specialist Vehicle Update (Standing Item)

NP said that there was no information to report.

29/07 Hot Zone Working Vehicles (Standing Item)

NP stated that there have been some minor issues identified through the vehicles operation.

CJ confirmed that the CBRN/HART desk in EOC now has the details of which organisation to call in the event of a vehicle breakdown.

29.01 Multi-Person Oxygen Delivery Demonstration (11/07)

DS will arrange for a demonstration at the next meeting.

DS

30/07 Carry Chair Update (Standing Item)

CJ reported that the SPPP has been deferred.

DC stated that he has been asked to look into the solutions that other Trust's are utilising and report back to the Board via Caron Hitchen.

DS confirmed that a tender specification has been written but there is no guarantee that a suitable product will be identified, however he will continue to push for the funding to be agreed.

31/07 Trolley Bed Update (Standing Item)

CJ demonstrated Ferno's pressure relieving mattress that will be trialled.

DS

CJ then sought staff side's opinion for cases where a mattress gets torn in a place where it would be unlikely for body fluids to enter, such as around the foot area. He suggested that in order to keep the mattress in operation that it be temporarily repaired with tape until a replacement can be obtained.

Staff side disagreed with this suggestion saying that fluids can travel substantially and there would be no guarantee that fluids could not get into the repaired area thereby creating a risk of cross-infection.

CJ agreed to ensure that a procedure is put in place so that damaged mattresses can be replaced promptly by workshops carrying a stock and swapping damaged mattresses straight away, thereby avoiding having to take vehicles off the road.

CJ

31.01 Costing of Strap Replacement – SP Services (87/06)

DS stated that CV has written to Richard Deakins but has not received a reply yet, and asked SV to carry the item over to the next meeting.

SV

32/07 PTS Issues (Standing Item)

NP said that there were no new updates.

32.01 Sector Rep Names Passed to A&E Support (14/07)

NP stated that an email has been sent to Paul Tattam to disseminate to A&E Support staff informing them of their relevant stewards and health & safety reps.

33/07 **Equipment Approval Group (Standing Item)**
DS reported that the group has not met recently but that a date would be set tomorrow to cover issues 32.01-32.06 on the agenda. He asked SV to carry these over. **SV**

34/07 **7/7 Action Plan**
DS updated the group that pocket stretchers had been added to the 7/7 action plan along with clipboards, triage packs and tabards.

35/07 **National Vehicle Specifications**
CJ reported that the process of agreeing a national specification for ambulances and their equipment is just beginning. There is a question of whether a bulkhead door should be included. The LAS has argued for the door in order to help protect crews from violent patients by creating a safe area within the vehicle. CJ asked staff side for their comments.

The group discussed the issue and felt that this was a topic that staff should be consulted on more widely via the LAS News, RIB and The Pulse etc. **CJ**

CJ then discussed an electronic box made by Carnation Systems that operates various electronic devices within the vehicle and gives warnings for certain conditions. He suggested that the company come along to demonstrate the product, to which the group agreed. **CJ**

36/07 **London Ambulance Radio Project**
DS was hoping to have a representative from the project present to day but they were unable to attend so he will try to get someone from the project team to demonstrate the trial vehicle at the next meeting. **DS**

37/07 **Any Other Business**

Blankets

JW asked how the ongoing shortage of blankets in the Service could be dealt with.

DS responded that the logistics team were still looking at effective ways of ensuring LAS blankets were retrieved from hospitals and ensuring that they were not sent to the hospital laundry contractors as this often resulted in the blankets being sent to other ambulance services.

CJ suggested that another effort needs be made to publicise the fact that blankets must be returned to stations rather than left at hospitals and GB agreed to issue a bulletin. **GB**

Laryngeal Mask Airway (LMA) Equipment

GB stated that Make Ready have asked if they can batch the LMA equipment into

a pack, and if so where it should be stored.

DS replied that there will be a review meeting of the Make Ready packing list shortly so GB should take this matter up at that meeting.

Ken Murphy

CJ informed the group that Ken Murphy leaves the LAS tomorrow and gave thanks for his service to the VEWG, and on behalf of the group wished him well for the future.

Date of Next Meeting: **12th July 2007**
 1300-1700
 Conference Room, HQ