



Minutes of Meeting

Friday 24 March 2017

Brookfield Masonic Hall, Westhoughton, Bolton

Present:

Mark Burns	MB	Chair
John Buck	JB	Vice Chair
John Houlihan	JHn	Secretary
Subash Ludhra	SL	Guest Speaker
Damien Waide	DW	Visocon Limited
Mark Rowe	MR	Visocon Limited
Keith Savage	KS	Consultant
Raymond Tweheyo	RT	University of Manchester
Melinda Lyons	ME	University of Manchester
Lyndsey Donbavand	LD	Dr. Kershaws Hospice
Paul Barnes	PB	Dr. Kershaws Hospice
David Hatch	DHa	Wirral University Teaching Hospital NHS Foundation Trust
Andre Haynes	AH	Wirral University Teaching Hospital NHS Foundation Trust
Tony Cummins	TC	Bolton NHS Foundation Trust
Christopher Hoare	CH	Pennine Acute Hospitals NHS Foundation Trust
Ian Neil	IN	Your Housing Group
Lyn Ellis	LE	Cheshire and Wirral Partnership NHS Foundation Trust
Debbie Carr	DC	Cheshire and Wirral Partnership NHS Foundation Trust
Deborah Halicki	DHa	Pennine Care NHS Foundation Trust
Edward Blanchard	EB	Consultant
Maureen Conway	MC	Mydentist
Kirsty Mulvaney	KM	Mydentist
Paul Morris	PM	Lancashire Care NHS Foundation Trust
Paula Coward	PCo	University Hospital of South Manchester NHS Foundation Trust
Sally Shihadah	SS	University Hospitals North Midlands



Sue Clemson	SC	St. Catherine's Hospice
Sue Doran	SD	St. Catherine's Hospice
Stephen Webster	SW	St. Catherine's Hospice
Paul Mason	PM	Barchester Healthcare

Apologies:

Jane Hadfield	JHad	The Christie NHS Foundation Trust
David Halicki	DH	Consultant
Lynne Atherton	LA	Wrightington, Wigan and Leigh NHS Foundation Trust
Tina Platt	TP	East Cheshire NHS Trust
Andy Wood	AW	Alternative Futures Group

Guest Speaker Presentation

Subash Ludhra, Visocon Limited

Presentation: Managing Contractors, Principles and Best Practice within the Health and Social Care Sector

Members were introduced to Subash Ludhra who began by outlining the aim of the presentation was to provide members with the key aspects of managing contractors covering the planning of work, selection of contractors, handover arrangements prior to commencement of work, managing contractors during the work and reviewing the work on completion.

Statistical evidence was presented to members for review highlighting the importance of managing contractors, not just from a health and safety perspective.

Subash Ludhra defined a contractor as being anyone you instruct to enter your premises, or premises under the control of others, to do work such as maintenance and repairs, construction, installation of equipment, catering, cleaning, security, other services or use of agencies, measurement, servicing or calibration etc. who are not permanent or temporary employees, and are not limited to just construction work.

In addition, contractors were identified as being either short term, one off for a particular task; short term repetitive for reoccurring tasks such as window cleaning etc.; medium term such as carrying out a small refurbishment or maintenance task and long term continuing functions, for example, catering or security.



Attention was also drawn from a health and safety perspective, to those long term continuing functions not leading to habitualisation or complacency.

Subash Ludhra gave a refresher on the key elements of the Construction (Design and Management) Regulations 2015 and provided examples of its application within different types of work.

Members reviewed the principles and objectives of managing contractors i.e. the main issue of ensuring all contractors being competent to undertake work required; hazard identification, awareness and communication; the agreement and understanding of responsibilities by all parties; work being delivered to agreed terms and/or desired standards and effective means of the prevention of work being carried out, including authority and control to stop and challenge work. What remains key is how this is achieved.

Subash Ludhra gave a broad overview of each of the five steps to managing contractors based upon the plan, do, check, act model. These are;

- planning the work [p] in terms of scope and extent, risk assessment, interface with other activities, who controls what and contractual arrangements
- selecting the right contractor [p and d] by way of locating contractor organisations, selection criteria, competence assessments, approved lists and/or frameworks and tendering process
- pre work actions [d] including pre-work commencement, coordination and cooperation, exchange of information, risk assessments, method statements and permits to work
- during work actions [d and c] such as ongoing liaison, monitoring and inspection, reporting procedures, security, facilities and access
- a review of the work and completion [a] in particular, why there is a need to review, what to review and what lies next, with reference made to the review checklist of both the contractor and the job.

Attention was drawn to the construction phase plan on the HSE website

<http://www.hse.gov.uk/pubns/cis80.pdf>

Examples were given of poor leadership regarding the control of contractors that included tensions and often confusion over roles; provision and use of outdated information; personal aims overriding common aims; poor levels of compliance; no evidence of engagement; poor personal protective equipment and welfare standards, routine violations etc.

Those members in attendance thanked the guest speaker and expressed their gratitude for his valued contribution.



Meeting

1. Apologies for absence

Noted.

2. Minutes of the last meeting / matters arising

Members approved the minutes of the meeting held on Friday 20 January 2017 as a true and accurate record. All actions from the minutes form part of the standing agenda of the meeting.

3. Communication / correspondence / consultative documents

John Houlihan drew attention to recent case law regarding the protection of vulnerable persons at Springwood Day Centre, NICE quality standard QS147 of improving employee mental and physical health and wellbeing and recently published guidance from IOSH regarding return to work after cancer. He also sign posted members to a priced publication of the work of Professor Dingwall entitled 'health and safety in a changing world'.

Members were also advised of the IOSH annual conference scheduled to take place on 20 and 21 November 2017 at the ICC Birmingham which seeks to focus on globalisation and occupational safety and health in different contexts; the changing world of work including the impact of technology on safety professionals; developing personal resilience and skills; multi disciplinary working; workplace integration of occupational health and safety and building the profession to ensure it remains fit for the future.

4. Regulatory authority update

John Houlihan referred members to the findings of the HSE sharps initiative, a targeted inspection of forty NHS organisations across England, Scotland and Wales whereby intelligence e.g. from RIDDOR and/or purchasing data etc. suggested non compliance with the Health and Safety (Sharps Instruments in Healthcare) Regulations 2013, focusing, in particular, on the prevention and management of blood borne viruses.

It was agreed a web page link to the findings be included within the minutes of the meeting for review.

<http://www.hse.gov.uk/healthservices/needlesticks/prevention-management-sharps-injuries.pdf>

John Houlihan also referred members to the HSE sector strategy, in particular, of the HSE undertaking a comprehensive review of why musculoskeletal disorders continue to persist in healthcare and proposed actions to be taken to identify new problems and solutions, promote underused solutions and of HSE intervention where needed.



5. IOSH Manchester and Northwest Districts Branch update

John Houlihan requested members complete the health and social care survey that was recently issued through IOSH connect, if not already done so

Members also confirmed receipt of the Manchester and Northwest Districts Branch Programme 2017.

John Houlihan confirmed matters relating to improving working relations and of exploring the possibility of holding a joint event between the Healthcare Section and Group remain ongoing. He added that he is awaiting the outcome of the health and social care survey and Annual General Meetings so as to progress matters further.

Action: John Houlihan to update members on progress at the next meeting.

6. Future topics of interest

John Houlihan stated dates for meetings for 2018 have been submitted to the manager of the venue and are awaiting confirmation. He reiterated that once these dates have been confirmed he will be contacting Andy Marsden, from the Medicines and Healthcare Products Regulatory Agency, to rearrange a presentation on the safe use of medical devices and equipment and Brendan Mahood, from Physio-Control, to arrange a guest speaker presentation of the value of defibrillators in the workplace and community. It was also agreed he would try to arrange guest speaker presentations on the subjects of personal safety, fire evacuation alternatives and asbestos management in healthcare.

Action: John Houlihan to update members on progress at the next meeting.

Members were also reminded to think about any future topics of interest.

Action: Members to forward any expressions of interest prior to the next meeting.

7. IOSH CPD / IPD programme

John Houlihan publicised three new IOSH courses available from April 2017. Environment for Business is a one day course, with the aim of proving that sustainable practice can transform business; Fire Safety for Managers is a one day course demonstrating effective leadership in a fire emergency and Fire Safety Awareness, a four hour course raising awareness of fire safety for workplace teams.

8. Members forum

Members discussed local health and safety issues.



9. Any other business

John Houlihan referred to previous discussions held of concerns expressed by members regarding the provision of health and safety training, the roles of patient safety and occupational health and safety and the submission of feedback to the HSE being included as part of the interactive session that is to take place at the next meeting.

10. Date and time of next meeting

Friday 19 May 2017

Annual General Meeting and interactive session of local health and safety issues, sharing of best practice and lessons learned.