**Drivers Meeting**

**Held at 1800 at Osprey and by Zoom on Tuesday 5th October 2021**

**Attendees**

Osprey

* Hesham Elhalabi, Stephen Brooks

Zoom

* Sarah Eaton, Tony Brown, Alan George, Andy Coogan Mcbride

**Meeting’s Minutes**

**Meeting commenced at 18.00**

**Incident Feedback**

HE gave a quick update and review of our incident procedure and numbers for September, IPC still dominates the majority of incidents, clinell wipes left in the car, cars not being cleaned end of shift and so on, HE asked everyone to please make sure they adhere to the checklist in regards to checking and cleaning the cars end of shift.

**Car Equipment/Paperwork**

TB reiterated on what HE has said about making sure the cars are properly cleaned as it puts himself and others at risk when they check the car afterwards.

TB talked about the paperwork not being completed fully, for example case numbers/initials on sample runs , writing info in the wrong boxes, ACM raised the question about what to do when we pick up samples for the maternity hospital at cossham as those won’t have a case number, TB answered that these are an exception, however we need to write on the sheet that these are from the maternity hospital so that when he does his audits he can differentiate between ours and theirs.

TB also raised the issue of not documenting the milage correctly, an example of this is when on some shifts the car is only used for a check run or milk run, the end milage is then not documented end of shift, which creates discrepancies, the other thing he noticed, is that on a few odd occasions when the car doesn’t go out at all, it seems like some drivers do not complete their paperwork/checks, The checks have to be done regardless of whether we have a visit or not.

Lastly TB asked everyone to make sure they turn off the tough books end of shift, there has been a few occurrences where he came in the morning and found the tough book to be very hot as it was left on, this is potentiality a fire hazard as its sat on a wooden shelf. Please make sure you turn off the tough book end of your shift. Instructions on how to use the Toughbook are in the driver’s handbook, and if anyone has any questions please speak to TB

**Vehicle Tracking Data**

HE Advised that we now have all the tracking data for the past 4 month, which he will be going through in the next week or so, and praised everyone for adhering to the speed limits.

**Statutory and Mandatory Training**

HE gave a quick reminder of the S/M training, and also shared the good news that we are 92.61% compliant with training and that’s across the whole of the IUC Operational team. A big well done to everyone, and just reminded all that the deadline for completing all S/M training and PDRs is the 31st of October, so please make sure you complete yours before the deadline as it will impact your being prepared bonus. And re BLS and customer service training which are held at osprey in November and December, this will not affect your bonus as long as you are booked on one before the 31st of October.

**Driver Audits**

Driver audits are going well, HE asked everyone who have been audited to give any feedback as its still a new process, and invited all who have any questions/concerns to speak to either himself, Tony Brown or Andrew Mellor.

**Infection Prevention & Control**

HE just reminded everyone that we should still follow all the IPC procedures that either BrisDoc or the Government have put in place. The Covid 19 guidance and SOPs are going to remain with us until further notice, and reinforced that we should all still be adhering to the hands, face and space mantra.

**Health and Safety**

HE said that there is nothing in particular to raise at this moment in time, however this is an open topic, and wanted to give the opportunity to everyone to flag up any concerns. ACM asked of whether we are planning on keeping the PVC screens in the cars to which HE replied that yes they will remain there for the foreseeable future, this was also confirmed by TB.

**Health And Wellbeing**

HE gave a quick update about the Health and Wellbeing survey, in terms of IUC, we had 26 responses from drivers which although down from 33 last time, is still a good score and thanked everyone for taking part. HE further urged all to get in touch if they need any support, all the information is on available on the BrisDoc Health and Wellbeing Hub which can be accessed via Weblinks.

**AOB**

HE advised that the learnership survey deadline has been extended and asked everyone to please take the time to complete it.

HE asked everyone to let their line manager know once they get the booster jab.

SE asked anyone who has any questions, or needs any help with Training, to get in touch with brisdoc support team.

ACM raised the issue of bits of interior trim falling off from K1, TB said that he is aware of it, he advised ACM and all, if they come across any falling bits of the trim in any of the cars, to take them out of the car and put it the cupboard for his attention.

Meeting concluded at 18.45