



**London Ambulance Service
NHS Trust**

Procedure on Station Duties

For Use By: All Staff

Introduction

Station duties are the responsibility of all members of staff. Duties which focus on enhancing the work environment, including security, should be followed in principle even when outside contractors and visitors are involved.

Recognised systems for written communication, including information received on a regular basis as well as ad hoc, are essential in allowing staff to work effectively. It is therefore essential that station notice boards are regularly updated to ensure that relevant and current information is prominently displayed.

Objectives

1. To ensure that all staff are aware of all station related duties other than ambulance duties that are expected of them.
2. To maintain a pleasant, safe and clean working environment.
3. To provide consistency in approach to the management of notice boards and information received on station from the Communications Information Unit (CIU).

Procedure

1.0 Security

1.1 Security of Station

Any accessible areas must be secured when left unattended; this includes all windows and doors. It is the LAS's responsibility to ensure that all windows and doors are securable and line managers must ensure that security of premises is kept under constant review and improvement sought. It is all members of staff's responsibility to inform their line manager as soon as practical of any deficiencies found in security. None of the above should delay or impede the response to an emergency call.

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1.2 Security of Service Vehicles

All service vehicles should be kept in a lockable garage. If left outside the garage, which includes the station forecourt, they should be secured at all times. Garage gates should be closed and secured at all times.

1.3 Security of Equipment

All spare non-consumable equipment must be kept in a secure store room. Duty station officers (DSO) have responsibility for allowing access to the store room during working hours. Out of hours all store rooms must be accessible to the sector DSO (99) / Team Leaders; Ambulance Staff should contact the DSO via EOC when requiring non-consumable equipment. Consumable equipment should be stored in an accessible area for all staff; this will include medical gases which are covered by their own storage and health and safety arrangements.

1.4 Security of Drugs

In line with the POMS act, prescription only medicines should be stored on station in a locked cupboard within a locked cupboard/room. Security and storage of personal issue drugs is the responsibility of the paramedic they have been issued to. To enhance the security of prescriptions only medicines the guidance on the storage, issue and returning of drugs must be adhered to at all times.

1.5 Security of Personal Property

Personal property is the responsibility of each individual and should be kept on their person. Personal items should not be left in public areas or in vehicles.

2.0 Vehicle Cleaning

2.1 'Make Ready' is responsible for the cleaning and re-stocking of ambulances once daily.

2.2 It is the responsibility of individual crews to keep the interior and exterior of their vehicle clean in accordance with LAS Infection Control Manual. It is also the responsibility of staff to ensure that vehicle equipment is safely stored after cleaning.

2.3 Disposal of sharps and clinical waste must be in accordance with LAS Infection Control Policies.

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- 2.3 Appropriate personal protective equipment should be worn when undertaking vehicle cleaning.

3.0 Equipment Cleaning

- 3.1 There are some individual pieces of non-disposable equipment for which specialist cleaning in line with the Infection Control Manual is required. If staff have concerns over individual pieces of equipment they should notify their DSO / Team Leader or out of hours DSO, who will ensure that they are informed of the appropriate procedure.
- 3.2 Any equipment being sent for servicing or maintenance must first be decontaminated and then labelled to say that it has been decontaminated and is of no risk to the maintenance company.
- 3.3 Appropriate personal protective equipment should be worn when undertaking equipment cleaning.

4.0 Station Cleanliness

- 4.1 It is the responsibility of all staff to ensure that ambulance stations are kept clean and tidy at all times for the benefit and health and safety of themselves and others; this includes all garage and forecourt areas. The AOM may introduce some local arrangements for cleaning through the employment of a station cleaner or contract cleaners; however, this does not negate the responsibility of all staff.
- 4.2 Staff should ensure that work surfaces are kept clean at all times, spillages immediately cleaned and basic food hygiene adhered to at all times.
- 4.3 Staff should be aware of fire hazards that may occur, such as overflowing bins, and must act accordingly when observed. It is staff's responsibility to ensure all fire exits are kept clear from any obstruction and that fire doors are kept closed at all times.
- 4.4 If any Control of Substances Hazardous to Health (COSHH) issue arises, the LAS Health and Safety Manual should be referred to.

5.0 Parking of Private Vehicles

- 5.1 Parking of any private vehicle on LAS premises is at the concession of the LAS NHS Trust and administered by the appropriate manager. Where permission is granted it is the duty of all individuals to ensure that private vehicles do not impair the safe movement of ambulances or other LAS vehicles. Private vehicles must comply with legislation, have a current Road Fund Licence, Insurance and MOT where applicable. Staff must ensure that their private vehicles are not dripping lubricants or fuel and discharge of fuel must not take place on station premises.

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5.2 Staff are only entitled to park their private vehicles on LAS premises during their hours of work. Private vehicles are not to be left / stored on LAS premises. The parking of private vehicles is entirely at the owner's risk. The Trust does not accept any responsibility for any loss or damage, including accidental damage, that may occur.

6.0 Smoking Policy

6.1 The LAS has a service wide smoking policy. Staff should adhere to this at all times and only smoke in designated areas.

6.2 The NHS has introduced a no smoking policy effective from October 2005 for all NHS premises and grounds. All LAS staff must adhere to this policy when visiting hospitals and aware that they are not permitted to smoke on NHS premises.

7.0 Communication

7.1 All stations should have a visitors book in which managers and other visitors must sign in and out each time a visit is made to that station. Entries should include name (printed), signature and designation/organisation. Completion should be monitored on a daily basis by the appropriate manager.

7.2 Any information received by the (CIU) concerning hospital closures, road closures, etc should be transmitted to all stations via e-mail. It is individual staff's responsibility to check for transmissions at the beginning of each shift and when returning to station.

8.0 Maintenance of LAS Notice Boards

8.1 The DSO has responsibility for the maintenance of LAS notice boards. These boards should be kept locked and display:

- Job Vacancies
- H&S Bulletins
- Any other LAS Bulletins
- Performance Data

The boards should be kept free of any other notices.

8.2 It is the responsibility of staff to ensure that they read all new LAS bulletins after they have signed on for duty. Staff should inform their line manager if they are not getting the opportunity to read the notice boards.

9.0 Reporting of Building / Engineering Defect.

9.1 All reporting defects / requests for repairs or general maintenance building /

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site should be reported by Station Management to Estates Office at Barnehurst via the 'HEAT' online reporting system or verbally if it is not available. All items reported to Estates Office should be recorded in the Occurrence Book.

- 9.2 Any emergency repair required out of normal office hours must be reported to the DSO and a nominated contractor, whose details will be found on the 'Emergency contractors list', will be contacted. Up to date copies of the list are available from Estates Office. The Estates Office must be informed of any such report as soon as possible.

References: OP / 002 Procedure covering the issue and use of Drugs by LAS Staff – Guidance on indemnification and working with Voluntary Aid Societies Paperwork associated with storage and use of drugs
OP/ 012 - Procedure for Reporting Vehicle Availability, Vehicle Defects and Arranging Breakdown & Recovery Services.
OP/026 Procedure for Vehicle Inventory and Checking of Service Vehicles
OP / 030 Policy & Procedure for Ordering, Storage and Use of Morphine Sulphate
TP / 027 - Infection Control Policy
LAS Smoking Policy
Smoke-free policy

Signature :



Peter Bradley CBE
Chief Executive Officer

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