

## **Minutes of the London Health & Safety Forum**

**Date of Meeting:** 28<sup>th</sup> September 2010

**Time:** 10.00 am

**Held at:** London Councils Offices 59<sup>1/2</sup>, Southwark Street, London, SE1 0AL

**Present were:**

Trevor Webster	Westminster (Chair)
Gary Mann	RB of Kensington & Chelsea (Vice Chair)
Lumina Herman	RB of Kensington & Chelsea
Bradley Paris	Barking and Dagenham
John Kempster	Barnet
Mike Koumi	Barnet
Sue Emery	Brent
Alan Godden	BT/CWU
Lynne Thorburn	Hackney
Mike Sopp	Hammersmith & Fulham
David Cspe	Haringey
Fabrice Terrochaire	Haringey
Sue Wilks	Havering
Jason Hughes	Islington
Peter Kirton	Islington
Lorna Mansell	Kingston
Andrew Bickestaffe	Lewisham
Steve Sumner	LGE
Caroline Woodliffe	RB Kingston Upon Thames
Frank Mckeown	Redbridge
Jon Robinson	Richmond
Dave Garioch	Sutton
Charles New	Whitgift Foundation
John J Doherty	Westminster
Peter Dempsey	Westminster

**Apologies Received:**

Melanie Farrow	Barking & Dagenham
Bill Hazelton	HSE

Item	Details and/or action agreed	Action for and date
1	<p>Presentation by Andrew Furness – Salvus Consulting Ltd</p> <p>Fire Risk Assessment (in practice) – In particular within Tenant Management Organisations (TMO).</p> <p>A copy of the slides can be found upon the Health and Safety Networks site under Meetings.</p> <p>The presentation focused on the practical elements of the fire risk assessment for high risk properties within housing structures.</p> <p>Other key issues were:</p> <ul style="list-style-type: none"> <li>• The need to ensure your assessors are competent to carry out suitable and sufficient (S&amp;S) fire risk assessments (FRA)</li> <li>• The importance of the use of the right contractors, ensuring they obtain the correct breakdown of information to enable the S&amp;S FRA to be implemented.</li> <li>• The enforcers views</li> <li>• Key findings of the FRA's carried out on TMO within Kensington &amp; Chelsea</li> <li>• Importance of action plans</li> </ul> <p>If any borough who wants further information then they should contact Andrew Furness – contact details on the last slide.</p>	All
2	<p>Minutes of the last meeting (08/06/10)</p> <p>Accepted</p>	
3	<p>Matters arising</p> <p>None</p>	
4	<p>National Update</p> <p>Steve Sumner (SS) of LGE provided a national update on health and safety matters as follows;</p> <ul style="list-style-type: none"> <li>• Local Government Employers Group</li> </ul> <p>Steve informed members that the group is currently under review with regards to proposals for restructuring, looking to downsize in March 2011, unsure at present what impact this it will have, but SS will keep the members of the meeting updated.</p> <ul style="list-style-type: none"> <li>• Health at Work and Wellbeing</li> </ul> <p>SS informed members that the Government will be focusing on getting people on incapacity benefits back into the workplace, this plan will be implemented over the next 5 years.</p>	SS

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	<ul style="list-style-type: none"> <li>HSE Strategy</li> </ul> <p>The HSE are launching a UK Strategy report on the 4th October, looking at progress a year on from its original launch. This will only be available on the HSE websites.</p> <p>There are some useful case studies available on the website which have involved small task and finish groups looking at the frame work. These were carried out at three different levels.</p> <ul style="list-style-type: none"> <li>- National</li> <li>- Regional</li> <li>- Local</li> </ul> <p>This is supported by the HSE and over the next 18 months a focus will be on leadership within the Chief Executive Officers and Elected Members area.</p> <p>Further research will be carried out to see how the GB strategy has penetrated into the strategic leaders areas of organisation and their understanding of the IOD publication 'Leading Health and Safety at Work'.</p> <p>The HSE will look at where we are now and what further actions are required.</p> <p>In the New Year further research will be carried out to release a new IOSH booklet 'Elected Members Health and Safety Workbook'. This will focus on what they should be doing with regards to H&amp;S. Expected to be released around May 2011.</p> <p>The Secretary of State is currently drafting a Public Health 'White paper' and the public sector will be expected to play their part.</p> <p>Two other areas the HSE will be focusing upon are:</p> <ul style="list-style-type: none"> <li>- Respiratory Protection and</li> <li>- Grounds maintenance.</li> </ul> <ul style="list-style-type: none"> <li>Asbestos in Schools</li> </ul> <p>The HSE have released a report with regards to asbestos in system built schools following surveys carried out by themselves and in SS opinion on looking at the list produced by the HSE most London Boroughs proved to be satisfactory in response to the survey.</p> <p>LGE will be looking to see how they fit into this and a workshop has already been held on the subject with another to be held in Spring 2011. The public sector will be required to have a strategy and take part in this initiative.</p>	SS

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	<ul style="list-style-type: none"> <li>Lord Young Review</li> </ul> <p>The Lord Young review should have been published but has now been delayed for release, not date has yet been given.</p> <p>The key themes will include;</p> <ul style="list-style-type: none"> <li>- Compensation culture,</li> <li>- Uniform services,</li> <li>- Consultancy registers (around standards for consultants etc.),</li> <li>- Low risk premises,</li> <li>- School trips (risk assessments)</li> </ul> <ul style="list-style-type: none"> <li>Waste and Recycling</li> </ul> <p>The HSE have launched a press release proposing a 3 year Promotion on the 'Waste and Recycling Procurement Processes'.</p> <p>Local Authorities are looking at the WISH strategy. The 'LAWS' group currently meet four times a year. SS would encourage members from this meeting to attend the Laws groups meetings, which look at waste and improving practices to reduce accidents/incidents.</p> <ul style="list-style-type: none"> <li>HSE Laboratory</li> </ul> <p>The HSE Laboratory has also looking at reasons as to why people are not at or returning to work. If members would like to get involved in this programme they can contact Steven Naylor and Matthew Henry.</p>	SS
5	<p>Constitution - Trevor Webster</p> <p>TW informed members that the document was sent out for review and he wished to thank the members that provided comments.</p> <p>The constitution was updated and placed upon the Health and Safety Networks site for viewing and it was agreed that the constitution was suitable.</p>	All
6.	<p>Feedback from recent survey by TW</p> <p>TW released a basic survey looking into the number of safety advisors post currently in place within the London Borough's and the number of FTE staff within each.</p> <p>TW wish to express his thanks for the information supplied and that on average it seems there are in a majority of cases where figures were submitted one safety advisor per 1,000 employees. A couple were slightly less and a couple slightly higher up to one per 2,000 employees.</p>	TW/GM

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	A member of the meeting requested if the details could be place upon the health and safety networks site and that recently a more in-depth survey had taken place whereby Tower Hamlet were the lead on this. It was proposed that if this could be made available then this could be placed upon the health and safety networks internet page.	
7.	<p>Health and Safety – Potential for LA's to reduce costs by TW</p> <p>TW advised members that in collaboration with RBKC and the LBHF they are to have a meeting in the next few weeks to discuss possible ways to work together to reduce costs and maximise the use of resources. The initial meeting was to focus mainly around the Educations settings, but if anyone is interested in joining in on this they should contact TW or GM to express their interests.</p>	<b>All</b>
8.	<p>HSE update</p> <p>The HSE Representatives apologised for not being able to attend the meeting however TW/GM requested that prior to the next meeting could members with any specific questions they would like to put forward to the HSE, then can they do so to TW/GM at least one week prior to the meeting taking place.</p>	<b>All</b>
7	<p>Future Presentations</p> <p>Andy Furness is attending the next meeting the chair of the IOSH fire safety group</p> <p>All to submit questions and issues that they want covered during the presentation</p>	<b>All</b>
8	<p>AOB</p> <p>Future Presentations</p> <p>TW/GM requested that if any of the members wished for any particular presentations that they would like to have at the next and future meetings, which they feel would benefit all members present, could they please forward their ideas to TW/GM.</p> <p>TW went on to say that this meeting is about all members getting the most out of the meeting dates and if they know of any speakers that they have witnessed or would be worthwhile pursuing, then please forward their details. The group are reminded that the presenters will not get paid for this and they cannot put a sales pitch to the members, but would be able to promote their name and company within the slides etc.</p>	<b>All</b>

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	<p>Extending Remit to Well-being professionals.</p> <p>It was suggested by a member at the meeting consideration should be given to extending the meeting from the current health and safety officers to those involved with the well-being of staff i.e. occupational health professional.</p> <p>Whilst TW agreed and mentioned that this meeting is open to others to attend it would be useful if there was a particular area that needed to be raised that they are invited to present a topic at the meeting.</p>	
9	Date of Next meeting 7 <sup>th</sup> December 2010 10:00 to 12:00	