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

**Date of Meeting: 4 December 2012**

**Time:** 10:00 to 12:30

**Held at:** London Councils Offices - Southwark

**Room:** Conference Room

**Present were:**

Trevor Webster Westminster (Chair)

Gary Mann RB of Kensington & Chelsea (Vice Chair)

Melanie Farrow Barking & Dagenham

Mike Koumi Barnet

Paul Eccles Brent

Liz Johnston Croydon

Graham Courtney Ealing

Lynne Thorburn Hackney

David Scott Hackney Homes

Garry Saunders Hackney Homes

Justin Tyas Hammersmith & Fulham

Fabrice Terrochaire Haringey

Marie Jene-Kanu Haringey

Sue Wilks Havering

Bill Hazleton HSE

Caroline Woodliffe Kingston Upon Thames

Glenis Williamson Lambeth

Phil Day Lewisham

David Liddell Newham

Iian Winge Redbridge

Chris Rackley Southwark

John Doherty Westminster

Charles New Whitgift Foundation

**Apologies Received:**

Terri Loran Hillingdon

Jonathon Robinson Richmond

Richard Buckley Hammersmith & Fulham

Oliver Sanandrez City of London

John Murphy Merton

Adam Viccari Merton

Gary Frost Barking & Dagenham

Janice Tofts Ealing

Gino De-Franco Islington

Michael Jankowski Islington

Christine Turner Sutton

Shila Agnew Waltham Forest

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| **Item** | **Details and/or action agreed** | **Action for and date** |
| 1 | **Presentation 1:**  **Safety Aspects of Lone Working**  **Neil Jobes – CMS Training Ltd**  Presentation providing a number of sites detailing useful information on localised areas.  It also provided a review of legislation and current recognised best practice.  Details of the presentation can be found upon the London Health and Safety Network – website through the London Councils at [www.londoncouncils.gov.uk](http://www.londoncouncils.gov.uk) | All |
| 2 | **Presentation 2:**  **HSE engagement and strategy with the regions**  **Ruth Sleigh – HSE**  Ruth is part of the HSE Public Service sector. She provided an overview of the strategic issues the HSE PSS are implementing and how the HSE are approaching changes in legislation over the next few years.  HSE PSS look at what the Government and HSE policy is and then look at what stakeholders need. Ruth is the lead for Local Government and higher and further education.  Others within the team deal with the Health services, Central Government and emergency services, Ministry of Defence.  Current priorities include dealing with the political and media side of business.Focussed on communicating with the press and the way they are dealing with health and safety issues.  Purpose of coming along to the meeting was to see how we within the London Networks Health and Safety Group can work with the HSE PSS. Especially around the area of breaking the Myths out there that the press are constantly publicising.  Focus of the HSE going to be around, Highways, waste and recycling and the Amenities management work.  Outside of these areas contact with LAs will be limited.  . |  |
|  | Ruth covered some of the changes coming into effect:   * Changes in Education – many schools going to Academies * Social and Health Care * Commercial partnerships, share services * Local Government Association - National health and safety advisor cut from the LGA   With the changes anticipated and the loss of the voice through the LGA, this is where HSE PSS see an opportunity to network with the health and safety groups to see if there are any key messages that the group would like to see put out into the public domain.  The HSE intervention plan was shared with the National Panel, which states the HSE PSS will take forward work with Local Government which is different than how they have worked in the past.  It will now be based around project work coupled with operational needs and how they can work with the individual sectors, authorities, and groups such as IOSH, working collaboratively nationally.  HSE are very keen to do push individual PR key messages looking at the real risks..  The challenge for the HSE and the forum is to get Senior Executives involved in deliver key messages about the positive aspects of health and safety.  Ruth is currently working with other regions.  Ruth spoke about her involvement with the Welsh Local Government, and one of the ideas they have started working on is revamping health and safety throughout Wales and talking in terms of risk management and risk control.  South West Group decided to get a number of brief workshops/training sessions set up for elected members, senior executives etc. where the HSE PSS were also invited along to talk about their intervention policy and the work they are trying to achieve. |  |

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| . | The visit to the West Midlands group was very much around informing them of the purpose of the HSE PSS..  Any ideas, thoughts, questions or require further information then the group are able to contact Ruth Sleigh.  TW raised one question around downsizing of organisations and the degree of influence health and safety has in how that downsizing is achieved with the CEO and senior management.  Group discussed the value of a “Youtube” clip aimed at CEOs and senior management.  This was recommended by the forum to the HSE.  RS mentioned that a bulletin was being produced for the CEO’s within the LGA news letter.  A number of the members made points around CEO’s prioritising health and safety and that fact if a letter comes into the Council for their attention it is just passed on. Which is a challenge.,  Another suggestion made was around the timing of publications to increase their awareness is following inquests into unfortunate events, as this may have more of an impact.  The use of the successful health and safety record from the Olympics, being used as a platform for promoting the need for safety protocols to be followed.  TW finished off by saying thank you for coming to the meeting and this is something we as a group can take forward, and provide feedback to John Doherty and RS so they can take it to the National Group..  We will create a vehicle for the group to feed back to us, so we can pass this onto the National Group. |  |
| 5. | **HSE – legal and recent prosecutions update – Bill Hazleton**  **This part of the agenda was brought forward.**  Draw attention to:  Prosecution – special needs student in swimming school drowned, Essex county council had changed the guidance on how to manage safely in swimming pools, in pool without adequate supervision, and the school had no operating plans or emergency plans in place. Fined 20,000 and costs of 10,000 section 3 of HSAWA  Prosecution – group of care homes in South Lanarkshire, resident falling whilst being handled by a personal carer, found that they had failed to update the risk assessment for a particular resident and failed to provide adequate instructions and supervision to their employee who moved and handled residents in the care homes. Two people should have been involved in the movement and instead used the one person, which was against the care plan of the resident and died as a result of the fall. Fined 57,000 under section 3 of HSAWA, Costs also paid (no fee mentioned)  Prosecution – following and investigation to an injury of a pupil who was using a bench sanding machine, hand became trapped the rotating sanding disc and the machines table edge. Found the machine was designed to be used by adults therefore the gap was too large for use by pupils. Fined 3.500 and costs of 5,000 section 3. Disappointing that more planning had not gone into the session.  Croydon waste transfer station – did not involve a serious injury only minor, part-time worker fell through chute to waste storage space. The company has already two years previously received advice from the HSE on managing this type of incident and obviously no actions had been taken. 20,000 FINE 6,500 COSTS | All |
|  | Time costing for heatlh and safety inspected has started from the 1st October inspectors charge for their time when it is confirmed any breach.  First invoices will start going out after Xmas. Feedback been varied. |  |
| 3. | Minutes of the last meeting 06 March 2012  Accepted.  TW could not see any necessary actions outstanding from the previous minutes and the members agreed. | All |
| 4 | Matters arising  None | All |
| 6. | **Tri-Borough Progress**  Working towards all three Councils monitoring their councils in the same way, conscious of the statutory obligation for the CEO’s for their organisation and those that are responsible for the Tri-B aspects.  Policies and arrangements are being changed to create a set of arrangements that all three Councils are able to sign up to.  What we also conscious of is that policies once signed off become the standard applicable to sovereign areas of the organisation.  Joint committees are now set up.  Accident/incident – in April we are looking to migrate the three systems to make it easier for the individuals and managers to use.  If any other Councils are going through the same process and wish to learn from how RBKC/WCC/LBHF are dealing with this, then they are welcome to visit and discuss the issues/obstacles that go along with this change and how we have overcome them |  |
| 7. | AOB  Gary Saunders of Hackney Homes  Benchmarking – The question was asked of the members if they were using the site by Santia where they are willing to share information to enable benchmarking to take place. If there is anybody who knows of anyone wishing to use the system, then please can they contact Garry Saunders direct |  |
| 8. | **Next Meeting:**  **05 March 2013**  **04 June 2013**  **10 September 2013**  **03 December 2013** | **All meetings are held at London Councils Offices, 591/2 Southwark Street, London, SE1 0AL** |