

Minutes of the London Health & Safety Forum

Date of Meeting: 07th December 2010

Time: 10:00 to 12:00

Held at: London Councils Offices 59^{1/2}, Southwark Street, London, SE1 0AL

Room: Committee Room 4

Present were:

Trevor Webster	Westminster (Chair)
Gary Mann	RB of Kensington & Chelsea (Vice Chair)
Shila Agnew	Waltham Forest
Chris Rackley	Southwark
Billy Cassidy	Haringey
David Cope	Haringey
Siobhan Sharpe	Haringey
Garry Saunders	Actions for Children
Paul Eccles	Brent
Alan Godden	BT/CWU
Melanie Farrow	Barking & Dagenham
Richard Buckley	Hammersmith and Fulham
Lynne Thorburn	Hackney
Sue Wilks	Havering
Adam Viccari	Merton
Charles New	Whitgift Foundation
Andrew Bickerstaffe	Lewisham
John Doherty	Westminster
Oli Sanandres	City of London
Bill Hazleton	HSE
Peter Livock	City of London
Marie Jeng.Kanu	Haringey
Fabrice Terrochaire	Haringey

Apologies Received:

David Garioch	Sutton
Lumina Herman	RB of Kensington & Chelsea

Item	Details and/or action agreed	Action for and date
1	<p>Presentation by Subash Ludhra – Anntara Management Ltd</p> <p>Managing Contractors – A copy of the slides can be found upon the Health and Safety Networks site (London Councils website) under meeting date.</p> <p>Subash provided an interesting presentation with the emphasis on the management of contractors with particular focus on Local Authorities.</p> <p>Key issues discussed were:</p> <ul style="list-style-type: none"> • Over-view of legal responsibilities to manage contractors • Managing contractors within CDM Regulations • Selection of contractors • Collaborative working with other Local Authorities • Use of volunteers/and voluntary sector • Use of locally sourced contractors • The historical contractors (overly close to authority) • The local authorities monitoring role <p>The presentation provoked a number of questions from the members of the group; a number of these are shown below.</p> <p>1. What level of control is required by the client in respect of monitoring – is for example holding quarterly contractor meetings enough within the waste collection industry?</p> <p>It was also asked what level of monitoring would be required for example with a care setting for the elderly in their own homes?</p> <p><i>Subash and Bill Hazleton of the HSE confirmed that there should be a proactive approach by the client (LA) where they go out and monitor the work being carried out as designated within their risk assessments, method statements, working procedures etc.</i></p> <p><i>The level of monitoring should be based upon the level of risk in the operations being carried out.</i></p> <p><i>Other aspects that should be regularly confirmed are that the person(s) carrying out the work are suitably competent to do so.</i></p>	All

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	<p>2. What about the use of sub-contractors?</p> <p><i>Response again from Bill Hazleton based upon experience through auditing of organisations is that the use of sub-contractors is allowed within the original contractor, with particular attention being paid to what arrangements are being made to monitor the sub contractor.</i></p> <p>3. When it comes to schools that are not owned by the LA what level of monitoring is placed upon the Council and would the LA be responsible for any accidents/incidents that occur?</p> <p><i>Bill Hazleton responded by stating that in general notices are served upon the Governors of the school but where you are funding a school to what extent do you have control, so be aware that any service level agreements/contracts show where any clear responsibility lies.</i></p>	
2	<p>Minutes of the last meeting 28th September 2010-12-09</p> <p>Accepted</p>	
3	<p>Matters arising</p> <p>None</p>	
4	<p>HSE – Legal and recent prosecutions update</p> <p>Bill Hazleton updated the group on the three key projects that they are currently working upon, which were:</p> <ul style="list-style-type: none"> Waste and Recycling – Covering a 3 year period, the visits have already started, focusing on the five LA's closest to the Olympic site. Areas that will be discussed are: <ul style="list-style-type: none"> - How they procure waste recycling contracts - discussions with individual managers responsible for the contracts - Carry out samples through inspection looking at how they collect the waste etc. Arboriculture and Amenity Horticulture, going out and visiting site works with staff. <p>Plans are in place to visit all other LA's over the next two to three years looking at the same areas.</p>	All

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	<ul style="list-style-type: none"> Duty to manage asbestos in schools <ul style="list-style-type: none"> - 1st phase already started and now looking to start the 2nd phase of visiting independent schools 150 in total, 15 of these within the London areas. - several improvements have already been served on those visited, a majority of those notices served saw that the head teachers had very little knowledge or training of health and safety <p>The HSE would back the need for head teachers and governors being trained in health and safety and their responsibilities. They also mentioned that Bexley had a good asset management system in place, which should be looked at as good practice.</p> <p>A question was raised by one of the members as to the appointed person and does this person have to be appointed to an individual site or can they be responsible for a group of buildings?</p> <p><i>Response from Bill Hazleton was that it can be covered by either method; the important fact is that they are effectively managing asbestos with the premises ensuring all risks are adequately managed.</i></p>	
5	<p>Future Innovations for future meetings update</p> <p>Potential Olympic Park Visit / Authority Best Practice Workshop</p> <p>The company Enable Infomatrix who work with a number of the Councils in London are organising a trip to the Olympic Park on the 23rd February 2011 for the members of the health and safety group. However this is limited to 28 people from the group, therefore we are allowing one person from your Council to attend, but it will be first come first served basis, once the spaces are filled that will be it.</p> <p>It is expected that the event will start around 10:00 and finish around 16:00 but times will be provided nearer the date with a event calendar. It is expected the morning will see a visit around the Olympic Park and Olympic Park medical centre by Lawrence Waterman, looking at the issues faced around health and safety.</p> <p>This will be followed by lunch and then the afternoon session will concentrate on information management workshops, including Councils case studies. It will look potentially at:</p> <ul style="list-style-type: none"> The business case for a solution Incident reporting/benchmarking/violent incidents <p>Along with a few other aspects of information management in health and safety.</p>	All

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6	<p>Collaborative working</p> <p>Trevor Webster addressed the group with highlighting them to the recent press release about the collaborative working between Westminster, RB of Kensington & Chelsea and Hammersmith & Fulham.</p> <p>All councils are now talking about the scope to cut out duplication of work and look at how operations can be better achieved.</p> <p>Trevor Webster, Peter Dempsey, Richard Buckley and Gary Mann have had two meetings to look at how this can be achieved within the three boroughs, and history tells us that this is not an easy objective to achieve.</p> <p>What has been decided to date is to look at quick wins which will use up limit resources in order to achieve them. This is the early stages and two areas that were felt to be worth investigating are:</p> <ul style="list-style-type: none"> • Occupational Health – currently in-house with Westminster and Hammersmith & Fulham and RB of Kensington & Chelsea contracting out the services. • Health and Safety Training- can generic training such as first aid training, client handling etc. be joined up to ensure maximum occupancy, can training accommodation be better used to lower costs. <p>Once the group get to a point of further clarification and decisions are made, they will share this with the group. Other members mentioned groups had been set up to look at OH, Trevor Webster requested any information to be sent to him on the details</p>	
7	<p>AOB</p> <p>John Doherty of Westminster asked the group if they were aware of who is taking over the role from Lord Young.</p> <p>At this present moment in time it was not certain but Chris Rackley of Southwark mentioned that the Barbour magazine had noted that a junior minister is set to take over the role, It is expected that further news would come out at a later date.</p>	
8	Date of Next meeting 10 th March 2011	