**Minutes of the London Health and Safety Forum**

**Date of Meeting: Tuesday 03rd December 2013**

**Time:** 10:00 to 12.00

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

**Room**: Meeting Room (2)

**Minutes**: J Doherty (JD) 0207 641 2964 or [jdoherty@westminster.gov.uk](mailto:jdoherty@westminster.gov.uk)

**Present were:**

Melanie Farrow (MF) Barking and Dagenham

John Kempster (JK) Barnet

Ian Roberts (IR) Brent

Chris Stacey (CS) Ealing

David Scott (DS) Hackney

Gary Saunders (GS) Hackney

Mike Sopp (MS) Hammersmith & Fulham

Marie – Jeng-Kanu (MJK) Haringey

Sue Wilks (SW) Havering

Chris Rackley (CR) Southwark

Shila Agnew (SA) Waltham Forest

John Throssell (JT) Wandsworth

Trevor Webster (TW) City of Westminster (Chair)

Charles New (CN) Whitegift Foundation

JohnDoherty (JD) City of Westminster (Minutes)

Peter Dempsey (PD) City of Westminster

Bill Hazelton (BH) Health and Safety Executive

**Invited Speakers**

Stewart McNaughton (CMN) Reactec Limited

Gez Gilbert (CG) Reactec Limited

Edmund Jacobs (EJ) Ministry of Justice

**Apologies**

Gary Mann (GM) Royal Borough of Kensington and Chelsea

Michael Koumi (MK) Barnet

Lyne Thorburn (LT) Hackney

Siobhan Sharpe (SS) Haringey

Fabrice Terrochaire (FT) Haringey

Adam Viccan (AV) Merton

Gary Fisher (GF) Newham

Dave Giroch (DG) Sutton

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| **Agenda Item** | **Details and/or action agreed** | **Action for and date** |
| (1) | Presentation by Stewart Mc Naughton from Reactec on the subject of Hand Arm Vibration Syndrome and engineering solutions available concerning vibration measurement.  The contact details of Reactec Vibration Solutions for further information is:  Reactec Ltd  Vantage Point  No 3 Cultins Road  Edingburgh EH11 4DF  Telephone 07814 215 833  e-mail [gezgilbert@reactec.com](mailto:gezgilbert@reactec.com) |  |
| (2) | Presentation from Edmund Jacobs on the subject of “Practical guidance to managing risk based decisions with the 3 – level risk management model” (Dynamic Risk Assessment) |  |
| (3) | **Minutes of Previous Meeting**  There were no observations or comments concerning the content or accuracy of the minutes of the meeting of the 10th September 2013. |  |
| (4) | **Matters Arising**  There were no matters arising or actions from the meeting of the 10th September 2013 |  |
| (5) | **HSE legal and recent prosecutions update**  Bill Hazelton (BH) informed the group that there had been two recent prosecutions of note. One instance related to a private landlord and the management and maintenance of gas safety in his premises. The second related to an SME wood working shop with a previous history of improvement notices.  BH informed the group the judges hearing both cases had a particular hard line with both the landlord and director of the wood working company.  Contd,  In the case of the landlord and the gas safety related matters the landlord had been sentenced to a six month custodial term with an additional six weeks for each of the three breaches of gas safety.  In the case of the director of the woodworking SME the company was fined £32,000 with the director receiving a personal fine of £8,000.  BH informed the group the courts were appearing to take a hard line with directors and those in positions of responsibility that can influence health and safety.  **Changes to Guidance**  BH informed the group the guidance concerning water management (L8) was being revised. BH informed the group that a series of events on the changes to duty holder’s responsibilities were scheduled in Newcastle, Birmingham and London during the early part of the year 2014.  (The London event is scheduled for 25th March 2014 at the Royal College of Surgeons)  Booking forms for the events are available from the HSE web site.  **Health and Safety Law Poster**  BH informed the group the H&S Law poster and information contained therein is scheduled to change to reflect changes to legislation. There will be information requirements relating to employees who work off site.  **Estates Excellence National Project**  BH informed the group a national project aimed at up skilling SME’s is scheduled to commence. The programme aims to target SME’s on the Park Royal Estate. The project will be in three (3) phases as follows;  Phase (1) involves a qualified NEBOSH/IOSH visiting the SME’s on the estate and selling the projects aims and objectives to the SME,s  Phase (2) Book the SME’s for a support visit  Phase (3) Facilitate free health and safety training for the SME’s  The project schedule is as follows  Phase (1) January 2014  Phase (2) February 2014  Phase (3) March 2014  Contd,  BH informed the group the HSE would appreciate any assistance from persons willing to assist with the successful completion of the programme.  Any member of the group willing to provide assistance should contact BH direct.  GS raised the issue of charity group involvement given their position in the community and their access to local skills. BH said this was a valid point and gave an undertaking to provide GS with relevant information with a view to encouraging active charity group involvement with the project | **Contact BH if interested** |
| (6) | JD informed the group that in his capacity as first point of contact with the HSE for the Local Government Employers he was being asked to circulate information about safety initiatives from the HSE to the ALG group members.  JD also informed the group that the position on the LGE group was an elected position and that he was deputising for TW (elected) until such times as his position was ratified by the group or another delegate was elected to the role.  JD informed the group the position was significant to the function of the ALG and that opportunities to have strategic matters affecting the ALG members were significant.  JD gave an undertaking to ensure all minutes and future agendas of the LGE would be circulated to members of the ALG for their consideration and that their opinions re agenda issues would be reflected at future meetings of the LGE  JKD to dispatch previous minutes of LGE and agenda for the 04/12/13. |  |
| (7) | TW informed the group that the position of chair and minute secretary for the ALG was up for renewal and that these positions and that of ALG representative to the LGE would be voted upon at the next meeting of the group.  TW informed the group that ballot papers would be submitted to members of the group with the next agenda dispatch | **TW** |
| (8) | **AOB**  GS informed the group the Social Housing Fire Safety Group was scheduled to convene on the 17/01/14. The meeting is scheduled to convene in City West Housing to consider fire safety related matters in housing |  |
| (9) | **Date of Next Meeting**  The next meeting of the group is scheduled to occur 04th March 2014  Future meetings   * 03 June 2014 * 09 September 2014 * 02 December 2014 | All meetings are held at London Councils Offices, 591/2 Southwark Street, London, SE1 0AL |