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

**Date of Meeting: Tuesday 03 June 2014**

**Time:** 10:00 to 12.00

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

**Room**: Meeting Room (3)

**Minutes**: Justin Tyas [Justin.tyas@cityoflondon.gov.uk](mailto:Justin.tyas@cityoflondon.gov.uk) / Oliver Sanandres [Oliver.sanandres@cityoflondon.gov.uk](mailto:Oliver.sanandres@cityoflondon.gov.uk)

**Present were:**

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| Melanie Farrow (MF) | Barking and Dagenham |
| Margaret Beevor (MB) | Brent |
| Patricia Hook | Bromley |
| Justin Tyas (JT) (Vice Chair) | City of London |
| Oliver Sanandres (OS) (Chair) | City of London |
| Sue Emery (SE) | Ealing |
| Al Parry (AP) | Greenwich |
| Lynne Thorburn (LP) | Hackney |
| Garry Saunders (GS) | Hackney Homes |
| Gary Mann (GM) | Hammersmith & Fulham / RB of Kensington & Chelsea |
| Bill Cassidy (BC) | Haringey |
| Fabrice Terrochaire (FT) | Haringey |
| Stephen Catley (SC) | Havering |
| Caroline Woodliffe (CW) | Kingston Upon Thames |
| Phil Day (PD) | Lewisham |
| Southwark | Chris Rackley |
| Sutton | Dave Garioch |
| Shila Agnew (SA) | Waltham Forest |

**Invited Speakers**

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| David Renshaw (DR) | City of London |

**Apologies**

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| Mike Koumi (MK) | Barnet |
| Graham Courtney (GC) | Ealing |
| Gary Fisher (GF) | Newham |
| Ian Wringe (IW) | Redbridge |
| John Throssel (JTh) | Wandsworth |
| Trevor Webster (TW) | Westminster |

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| **Agenda Item** | **Details and/or action agreed** | **Action for and date** |
|  | **Election of Chair and Vice Chairs**  GM opened the meeting and gave apologies for TW.  Oliver Sanandres (City of London) was elected Chair and Graham Courtney (Ealing) was elected Co-Chair and Justin Tyas (City of London) was elected as Vice Chair.  OS took over the running of the meeting and thanked TW and GM for all their hard work as past Chair and Vice Chair respectively. The London Health and Safety Forum members recorded a formal note of thanks to TW and GM for their leadership and hard work on behalf of the Forum. |  |
| (2) | **Presentation**  Informal presentation by David Renshaw from the City of London Corporation on Legionella L8 ACoP - Review  The contact details of David for further information are:  Health and Safety Advisor  City of London Corporation  e-mail [David.Renshaw@cityoflondon.gov.uk](mailto:David.Renshaw@cityoflondon.gov.uk)  Appendix 1 (below) provides summary notes from David’s presentation |  |
| (3) | **Minutes of Previous Meeting**  There were a couple observations/comments concerning the content and accuracy of the minutes of the meeting of the 4th March 2014:   * Name spelt incorrectly: David Garioch * Agenda Item (5) near bottom of page ‘group’ incorrectly spelt. |  |
| (4) | **Matters Arising**  There were no matters arising or actions from the meeting of the 4th March 2014. |  |
| (5) | **HSE legal and recent prosecutions update did not happen. New Principle Inspector to attend future meeting on behalf of HSE.**  Follow up with HSE to ensure attendance by new Principle Inspector at next meeting  (Bill Hazelton, Principle Inspector, attended last meeting in March on behalf of HSE) | **OS / By next meeting** |

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| **Agenda Item** | **Details and/or action agreed** | **Action for and date** |
| (6) | **Introductions / setting the scene / options for change**  OS gave a short introduction to the Forum. OS also gave apologies for Graham Courtney (Co-Chair) who could not attend the meeting due to illness.  OS initiated a discussion about the aspirations for the Forum moving forward. There was a good discussion and the Forum agreed to develop actions around:  -Benchmarking / data comparisons (actions to be agreed) but in principle agreed to share (initially) data on top five accident / incidents. It was acknowledged that this was not the ‘best’ place to focus in the long term, but it could provide an initial focus to the Forum. Discuss further as appropriate.  -Refocusing the Forum around added value projects / actions relevant to the representatives. To be discussed and agreed further. Members to be surveyed. OS to e-mail questions for discuss / review at next meeting.  The Forum members gave open accounts of current successes and current challenges (not to minute) in their respective organisations. | All Forum Members / next meeting  OS / All Forum representatives to provide / review by next meeting |
| (7) | **Future presentations -suggestions**   * Changes to CDM regulations * Wellbeing Charter |  |
| (8) | **Date of Next Meeting**  Future meetings   * 09 September 2014 * 02 December 2014 | All meetings are held at London Councils Offices, 591/2 Southwark Street, London, SE1 0AL |

**Appendix 1:** Informal presentation by David Renshaw from the City of London Corporation on Legionella L8 ACoP

**NOTES:**

**1)** **ACoP 4th edition is now separate from the technical guidance HSG274 which is in 3 parts**

- part 1 cooling towers

- part 2 hot and cold services

- part 3 other services

Has greater emphasis on the legal requirements of COSHH and MHSW Regulations. Items which were previously referred to as guidance are now required i.e. must Places responsibilities on manufacturers suppliers and installers to comply and provide services fit for purpose Duty Holder must play greater role in managing and decision making especially where and external Responsible Person is used Scheme of control must be reviewed annually

**2)** **risk assessment**

- now review based on risk and not mandatory every 2 years so needs greater input from Duty Holder/ Responsible Person who should be involved setting timescales

- low risk systems need little else i.e. mains cold water/point of use heaters

- Risk Assessment should follow BS 8580 guidance

- competence of service providers should be confirmed

**3)** **cooling towers**

- clean and disinfection is now risk based and so pack removal or need to clean should be based on inspection of the system and history of chemical & microbiological control (typically every 6 months for air conditioning system)

- must record findings of inspections: boroscope and visual inspection, remove pack to inspect out of sight areas, identify any other works which may need to be done at time of clean & disinfection, include pictures to show condition of tower

- example pictures to show acceptable conditions are now included in HSG274 part 1

- need for pre disinfection can be removed if records show suitable control of biocide and microbiological checks

- guidance on clean and disinfection process and limitations of using chlorine so bromine is recommended in elevated pH water (typical in London)

- guidance on what corrosion or scaling is acceptable and possible causes of loss of control

**4)** **hot and cold**

- greater technical details on types of hot water services; calorifier, combination heaters and pouh [Point of Use Heater] and how they vary in risk

- detailed monitoring requirements including new checks: hot water service temperature limits depending on source, sentinels including principle and sub ordinate loops, expansion vessels, removing TMV's [Thermostatic Mixing Valves] where no significant scald risk

- photographs of acceptable tank conditions

- solar systems and risk from pre heat vessels

**5) other**

- little significant change as [HSE] ran out of time to review

- apply risk assessment principles

**Main points to note of the discussion arising from the presentation by LHSF Members:**

* The ‘Responsible Person’ / Duty Holder needs to have real knowledge, understanding and greater involvement especially when challenging contractors
* Paperwork i.e. monitoring / record keeping is being challenged by the HSE under FFI
* Dave Renshaw discussed appropriate challenging of contractors and ‘taking back’ control. For example, by formalising an agreed log book and requiring contractors to work to the organisations standards / practices rather than the other way round.