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

**Date of Meeting: Tuesday 08 September 2015**

**Time:** 10:00 to 12.00

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

**Room**: Meeting Room (2)

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

**Present were:**

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| Melanie Farrow (MF) | Barking and Dagenham |
| Patricia Hook (PH) | Bromley |
| Justin Tyas (JT) (Vice Chair) | City of London |
| Oliver Sanandres (OS) (Chair) | City of London |
| Sue Emery (SE) | Ealing |
| Liz Johnston (LJ) | Croydon |
| Lynne Thorburn (LP) | Hackney |
| Gary Mann | Hammersmith & Fulham / RB of Kensington & Chelsea |
| Gerry Austen-Reed | Hounslow |
| Gary Sanders (GS) | Hackney Homes |
| Caroline Woodliffe (CW) | Kingston |
| Selina Chen (SC) | Redbridge |
| Dave Garioch (DG) | Sutton |
| Ann Whalley (AW) | Waltham Forest |
| Peter Dempsey (PD) | Westminster |

**Invited Speakers**

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| Jean Hewitt | Director, Centre for Accessible Environments |
| Lisa Chappell | Acting HSE Principal Inspector, NW London |

**Apologies**

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| Mike Sopp (MS) | Hammersmith & Fulham |
| Darren Williams | Camden |
| Al Parry | Greenwich |
| Lorna Mansell | Kingston |

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| **Agenda Item** | **Details and/or action agreed** | **Action for and date** |
| (1) | **Open Meeting**  Oliver Sanandres (OS) Chaired the meeting and welcomed everyone. Apologies were noted.  OS recorded a note of congratulations and thank you to Patricia Hook (PH) was is retiring and this will be her last meeting. PH said her replacement was not yet in post. |  |
| (2) | **Minutes of previous meeting**  Agreed |  |
| (3) | **Matters arising**  OS noted the H&S Masterclass scheduled for 19 June 2015 had to be postponed due to lack of take up by Chief Executives. OS reported a different approach was being considered with HSE to enable better engagement. Contact OS with ideas for taking forward. | **All / Dec 2015** |
| (4) | **Presentation**  Jean Hewitt, Director of Centre for Accessible Environments gave a presentation on *Evacuation on Stairways*    Some issues that were highlighted in the post presentation discussion included:   * PEEP failures through communication issues * “Skills fade” e.g. erosion of practical training skills when using evacuation chairs * Wheel chair carry downs * The use of ‘Evacuation Mats’. |  |
| (5) | **Update from the Health and Safety Executive (HSE):** Lisa Chappell (LC), Acting Principal Inspector  LC gave a verbal update on several recent cases including:   * [Waltham Forest BC asbestos prosecution](http://press.hse.gov.uk/2015/london-council-in-court-after-decade-of-ignoring-asbestos-risks/) * [Temple lifts (Tower Bridge Lift Fall)](http://press.hse.gov.uk/2015/company-sentenced-for-tower-bridge-lift-fall/) * [Window firm fined for safety failings](http://press.hse.gov.uk/2015/window-firm-fined-for-safety-failings/) |  |

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| (6) | **National forum feedback**  OS gave verbal feedback from the last meeting.  Issues discussed included:   * Direct payments for equipment then installed into a vulnerable persons homes * CQC / HSE memorandum of understanding * Volunteering guidance (HSE) * Issues around hand over of premises to schools becoming academies and loss of control thereafter by local authorities.   A copy of these minutes to be circulated | ~~OS / Nov 15~~  Completed |
| (7) | **AOB**   * Melanie Farrow (MF) received an e-mailed newsletter from the London Councils which included an article cyclist safety / large vehicles. OS / MF to forward if possible. | Completed  ~~OS / MF / Oct 2015~~ |
| (8) | **Future presentations -suggestions**   * CDM 2015 / Client Duties * Fire Safety in Housing |  |
| (9) | **Date of Next Meeting**  Future meetings   * 1 December 2015 (10:00 – 12:00) | All meetings are held at London Councils Offices, 591/2 Southwark Street, London, SE1 0AL |