

**Meeting of Health and Safety Lead Officers' Network
to be held in Town Hall, Darlington, DL1 5QT
on Tuesday 5 September 2017 – 10.00am**

A G E N D A

1. Apologies for Absence
2. Notes of Meeting held on Tuesday 16 May 2017 (**attached**)
3. Demonstration of an Employee Protection Register – **Simon Harsley, Posturite Ltd**
3. Fees for Intervention
4. Recruitment/Staffing Issues
5. Exchange of Information/Council Updates
6. Any Other Business
7. Date of Next Meeting – Tuesday 21 November 2017 – **venue required**

Refreshments will be available at 10.00 am

Map and car parking information attached

Entry into the building is by the Main Entrance on Feethams. Please report to Customer Service Desk to sign in, you will be met and directed to the Committee Room

Lead H&S Officers Networking Meeting

Tuesday 16 May 2017

Present: Gateshead MBC (GMBC) - Susan Smith (SS) Sunderland City Council (SCC) - Geoff Scrafton (GS) Stockton Council (SC) - Derek McDonald (DM) Newcastle City Council (NCC) - Katherine Chapman (KC) Durham CC (DCC) - David Gray Middlesbrough Council - Edward Braisher (EB) South Tyneside Council – Tracey Gates (TG)	Apologies: Darlington Council - Joanne Skelton Durham CC - Kevin Lough Hartlepool Borough Council - Rachel Price & Julie Bowe North Tyneside Council – Karl Lowthian Northumberland Council – Fred McLaughlin
Notes	Actions
1. Minutes of last Meeting - agreed as a true record Previous minutes agreed as a true record. Matters arising: SS to circulate bench marking exercise templates. Group reiterated that completed information would only be shared with those taking part in the exercise. Offer to circulate revised monitoring protocols for commissioned care provision made by Rachel Price at February’s meeting. Raise with Hartlepool representative at next meeting.	SS
2. Grave Shoring Arrangements KC explained that the Muslim community like to fully manage the burial process. This includes lowering the body and back filling the grave. Periodically NCC receive requests from leaders of the Muslim community to also enter graves for the purpose of adjusting the body position (we agreed to the coffin being unlidded, but the body must be shrouded). NCC have stipulated that the grave can only be entered if it is shuttered. Currently the Muslim Community have resisted this, so NCC are currently prohibiting grave entry. KC requested information from other Councils on their approach to safely supporting Muslim burials.	All

<p>3. Bulky Waste Collection</p> <p>Group members discussed basic safety information provided to householders requesting bulky waste collections. DM provided the following example of advice added to the cleansing website aimed at householders in Stockton Council.</p> <p><i>‘When leaving household items out for collection please ensure they are stored safely and securely as not to expose others to harm especially young children.’</i></p>	
<p>4. SHE Apprenticeship</p> <p>Group members discussed current proposals to develop a SHE L3 apprenticeship.</p>	
<p>5. Fees for Intervention & Enforcement</p> <p>SS explained that they are currently expecting to receive an FFI following HSE investigation into 1 HAVS and 2 CTS cases (one late reported).</p> <p>SS explained the HSE had carried out a site visit and spoken to the three site operatives and managers. Robust HAVS policy in place but HSE considered consistent approach to implementation could be strengthened. Gateshead have developed an action plan to address issues raised. HSE have confirmed they will revisit in 1 year to monitor progress.</p> <p>GS outlined an accident involving a school child injured on a Go Kart built by a caretaker. HSE have confirmed they will be investigating. Group debated potential implications around the schools Voluntary Aided status.</p>	
<p>6. Recruitment/Staffing Issues</p> <p>GMBC – Recruiting 2 H&S Support Officers (one a fixed-term contract), 1 OH technician appointed.</p> <p>DCC advertising for a Senior H&S Officer.</p> <p>SCC have appointed MRL Ltd as Events Co-ordinator for the Tall Ships Race.</p>	
<p>7. Exchange of Information/Council Updates</p> <p>STMBC introducing a drug and alcohol testing policy on a phased basis targeting safety critical roles.</p> <p>Group members discussed various fire safety training options, including NEBOSH Fire Safety certificate, FPA Fire safety risk assessment and fire safety management course and private training providers such as CS Todd Associates.</p>	

<p>GMBC have arranged fire safety RA training for tower blocks. Places still available.</p> <p>GF outlined SCC approach to delivering H&S training for Service Managers using IOSH Leading Safely training package (condensed to 4 hours). Course considered valuable and has been well received.</p> <p>DM requested group members approach to permitting location of bee hives on Council property. Some group members had permitted this. RAs carried out and precautions identified.</p>	
<p>8. National Safety Practitioners Panel</p> <p>Group agreed that this would be removed as a standing item on the agenda unless there was something specific to raise from circulated emails, minutes from the National LGA meetings.</p>	
<p>9. AOB</p> <p>None.</p>	
<p>Date of Next Meeting</p> <p>Tuesday 5 September 2017, Darlington Council.</p>	