

Minutes of Meeting  
Lead H&S Officers Network Meeting  
On-line Meeting (via Teams)  
Tuesday 10<sup>th</sup> May 2022

Present:

Gateshead Council	Stephen Foggin	(SF)	
North Tyneside Council	Anthony Laing	(AL)	
South Tyneside Council	Stephen Bell	(SB)	
Stockton Brough Council	Hattie Dell Aquila	(HDA)	
Sunderland City Council	Clark Brown	(CB)	
Middlesbrough Council	John Armstrong	(JA)	
Newcastle Council	Katherine Chapman	(KC)	Chair
Northumberland Council	John Froud	(JF)	
Darlington Borough Council	Joanne Skelton	(JSk)	Minutes
Redcar and Cleveland Council	John Summers	(JS)	

Item	Discussion	Action
1.	<b>Apologies for Absence:</b>  <div> <div>Stockton Borough Council</div> <div>Derek Macdonald</div> <div>(DM)</div> </div> <div> <div>Sunderland City Council</div> <div>Geoff Scrafton</div> <div>(GS)</div> </div> <div> <div>Durham County Council</div> <div>Kevin Lough</div> <div>(KL)</div> </div>	
2.	<b>Minutes from 8<sup>th</sup> February 2022 and Matters Arising</b>  Minutes reviewed, agreed as an accurate record with no matters arising. .	
3.	<b>Noise monitoring and risk assessments – Katherine Chapman, Newcastle City Council</b>  Katherine explained how noise monitoring and risk assessments have been programmed in and reviewed on a 2 yearly cycle. This programme stopped during COVID and this has provided an opportunity to review the process and asked colleagues to share their arrangements, pros and cons.  Gateshead, no formal programme however have own equipment and staff are trained, currently considering the BOHS training.  South Tyneside, noise assessments completed and reviewed when change of equipment or process and use an external consultant.  Redcar & Cleveland, have a Policy, completed assessments inhouse and review as an when necessary and advice on suitability of PPE.  Middlesbrough, occupational hygienist completed the assessments.  Northumberland, complete assessments in house when equipment changes, issue had been identified with higher levels whilst working in live traffic etc.	

	<p>Darlington, Noise arrangement in place, assessments completed by a consultant and reviewed as and when necessary i.e. change in equipment etc. Have own equipment and H&amp;S advisor trained by supplier but rarely carries out monitoring.</p> <p>Stockton, previously had someone trained, changes in organisation so there's an opportunity to review, have health surveillance arrangements in place.</p> <p>Stephen Foggin had heard that the HSE have issued enforcement notice against a consultant that was not trained to BOHS standard.</p> <p>North Tyneside, H&amp;S had been trained by equipment provider, managers provided with guidance on requirements and annual review.</p> <p>Sunderland, H&amp;S not trained, review information from manufacturer, equipment maintained, health surveillance in place.</p> <p>Middlesbrough, question on frequencies of audiometry, the group were asked to share responses.</p>	All
4.	<p><b>Fee For Intervention</b></p> <p>Sunderland, Improvement Notice for the incident at the Port has now closed (details on HSE website), expecting FFI to follow.</p> <p>Lessons learnt included higher requirement for monitoring and the HSE referred to empowering staff to raise concerns if they see something unsafe.</p>	
5.	<p><b>Recruitment issues</b></p> <p>Newcastle out to advert for Asst H&amp;S Officer</p> <p>N Tyneside, 2 posts H&amp;S Advisor and Senior H&amp;S Advisor (construction)</p> <p>Northumberland, shortlisting for H&amp;S Manager post, John F taking flexible retirement. Will also be needing to recruit Asst and H&amp;S Officer.</p> <p>Redcar &amp; Cleveland, have appointed to an asbestos officer post after a long recruitment process. Currently recruiting to a H&amp;S Compliance Officer role.</p> <p>S Tyneside, recruiting a full time occ health nurse and a p/t H&amp;S officer.</p> <p>Stockton, restructure within organisation so further work needed.</p> <p>Discussion regarding training for senior managers etc. in health and safety responsibilities. Newcastle, shared details of training provided by Emma Bowens DAC Beachcroft, for senior managers, which is also available as a webinar.</p>	

6.	<b>Exchange of Information/Council Updates</b>  South Tyneside, have seen an increase in violence and aggression to staff, particularly in housing.  Reports of an increase in violence, including elected members (nationally).  Stockton, raised the issue of suitable fire and first aid arrangement in the new hybrid/blended working environments.  Discussions took place around the new ways of working and the impact on fire and first aid arrangements. Northumberland have new open planned areas and are setting up grab bags and Middlesbrough are using a tag system for the last person out. PEEPs will need to be reviewed. The importance of effective communication of arrangements was agreed and additional evacuation practices completed to monitor effectiveness of the arrangements.	
7.	<b>Any Other Business</b>  None.	
10.	<b>GDPR</b>  No comments.	
11.	<b>Date of Next Meeting</b>  Tuesday 13th Sept 2022 10.00am Teams - John Armstrong Chair and Stephen Foggin Minutes.	
12.	<b>Future Meetings</b>  Tuesday 13 September Tuesday 8 November	