



# AGENDA

## HEALTH AND SAFETY COMMITTEE

**Date: MONDAY, 10 JUNE 2019 at 6.00 pm**

**Committee Room 3  
Civic Suite  
Catford Road  
London SE6 4RU**

**Enquiries to: Clare Weaser  
Telephone: 0208 314 7369 (direct line)  
Email: clare.weaser@lewisham.gov.uk**

This meeting is an open meeting and all items on the agenda may be audio recorded and/or filmed.

### **COUNCILLORS**

Councillor Abdeslam Amrani  
Councillor Caroline Kalu  
Councillor Silvana Kelleher  
Councillor Chris Best  
Councillor Alan Hall  
Councillor Joan Millbank

### **Unions**

Gary Cummins UNITE  
Mark Fennell GMB  
Kim Knappett NEU ATL SECTION  
UNISON - Vacancy  
Lea Bonnell NUT

### **Directorate Representatives**

Petra Der Man, Principal Lawyer  
Adam Bowles, Head of OD & HR  
Matthew Henaughan, Community  
Resources Manager  
Dr Catherine Mbema, Interim Director of  
Public Health

### **Health & Safety Advisors**

David Austin – Acting Chief Finance Officer  
Beatrice Aciro – Senior H & S Adviser

**Members are summoned to attend this meeting**

Janet Senior  
Acting Chief Executive  
Laurence House  
Catford Road  
London SE6 4RU  
Date: Thursday, 30 May 2019



INVESTOR IN PEOPLE

The public are welcome to attend our committee meetings, however occasionally committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

## ORDER OF BUSINESS – PART 1 AGENDA

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# Agenda Item 1

HEALTH AND SAFETY COMMITTEE		
Report Title	ELECTION OF CHAIR AND VICE CHAIR	
Key Decision		Item No. 1
Ward		
Contributors	CHIEF EXECUTIVE	
Class	Part 1	Date: 10 June 2019

## Recommendation

To appoint a Chair and Vice-Chair of the Committee for the municipal year 2019/20.

# Agenda Item 2

<b>HEALTH AND SAFETY COMMITTEE</b>			
<b>Report Title</b>	<b>MINUTES</b>		
<b>Key Decision</b>			<b>Item No. 2</b>
<b>Ward</b>			
<b>Contributors</b>	<b>CHIEF EXECUTIVE</b>		
<b>Class</b>	<b>Part 1</b>	<b>Date: 10 June 2019</b>	

## **Recommendation**

To agree the Minutes of the meeting of the Committee, which was open to the press and public, held on 4 March 2019 (copies previously circulated).

HEALTH AND SAFETY COMMITTEE		
<b>Report Title</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>Key Decision</b>		<b>Item No. 3</b>
<b>Ward</b>		
<b>Contributors</b>	<b>CHIEF EXECUTIVE</b>	
<b>Class</b>	<b>Part 1</b>	<b>Date: 10 June 2019</b>

## Declaration of interests

Members are asked to declare any personal interest they have in any item on the agenda.

### 1 Personal interests

There are three types of personal interest referred to in the Council's Member Code of Conduct :-

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests

### 2 Disclosable pecuniary interests are defined by regulation as:-

- (a) Employment, trade, profession or vocation of a relevant person\* for profit or gain
- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person\* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.
- (e) Licence to occupy land in the borough for one month or more.

- (f) Corporate tenancies – any tenancy, where to the member’s knowledge, the Council is landlord and the tenant is a firm in which the relevant person\* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:-
- (a) that body to the member’s knowledge has a place of business or land in the borough; and
  - (b) either
    - (i) the total nominal value of the securities exceeds £25,000 or 1/100 of the total issued share capital of that body; or
    - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person\* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

\*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

### **(3) Other registerable interests**

The Lewisham Member Code of Conduct requires members also to register the following interests:-

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes , or whose principal purposes include the influence of public opinion or policy, including any political party
- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25

### **(4) Non registerable interests**

Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members’ Interests (for example a matter concerning the closure of a school at which a Member’s child attends).

### **(5) Declaration and Impact of interest on member’s participation**

- (a) Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take no part in consideration of the matter and withdraw from the room before it is considered. They must not seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**
- (b) Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph (c) below applies.
- (c) Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- (d) If a non-registerable interest arises which affects the wellbeing of a member, their family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.
- (e) Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

## **(6) Sensitive information**

There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

## **(7) Exempt categories**

There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-

- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
- (b) School meals, school transport and travelling expenses; if you are a parent or guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor;
- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception)

<b>HEALTH AND SAFETY COMMITTEE</b>		
<b>Report Title</b>	<b>CORPORATE HEALTH AND SAFETY TEAM UPDATE</b>	
<b>Key decision</b>	<b>No</b>	<b>Item no 4</b>
<b>Ward</b>	<b>All</b>	
<b>Contributors</b>	<b>Acting Chief Finance Officer</b>	
<b>Class</b>	<b>Part 1</b>	<b>Date: 10 June 2019</b>

## 1 PURPOSE

- 1.1 This report updates the Health and Safety (H&S) Committee on H&S matters in the last period in line with the terms of reference for the Committee. It reports on non-employees issues raised at the H&S Board, incidents statistics, and actions raised at the previous meeting.

## 2 EXECUTIVE SUMMARY

- 2.1 The H&S Board has met as planned, with Officers and Unions.
- 2.2 The H&S Board monitors the Council's Planned Preventative Maintenance (PPM) for their corporate buildings. A new model of service delivery is in place.
- 2.3 The H&S incidents reported on a rolling year basis from April to March 2018/19 compared to the previous year are reported for Members to note. Overall there has been a fall of 364 incidents or - 15% across the Directorates.

## 3 RECOMMENDATIONS

- 3.1 Members are asked to note the report.

## 4 H&S BOARD - NON EMPLOYEES

- 4.1 The H&S Board met on 26 April, 2019 where an update was provided on how the Council's new model of service delivery for the (PPM) for corporate buildings is performing. Although still at its early stages of operation, it was reported that the team are working to bringing up to date PPM for some properties that were outstanding from the works of a previous contractor Kier. The new model of service appear to work well however, time is needed for a better evaluation of the performance – which will be provided at the next quarter of reporting/meeting.
- 4.2 The H&S Board also were updated on the tree felling near miss incident where a member of the public was nearly missed by a falling tree – work managed by our main tree contractor. The HSE are still investigating the incident.
- 4.3 At the H&S Committee meeting which took place on 4 March 2019, further clarification/information was requested on the management/monitoring of service providers H&S in Community Services buildings. The Officer responsible will provide details as requested.

4.4 For this period of reporting, the below item has been provided by the Corporate Health & Safety Team for consideration:

- Accident/Incident Statistics.

## 5 INCIDENTS

5.1 The numbers of incidents in the last period are presented in the table below as part of a rolling twelve month view.

5.2 In addition to the summary in the table above, the graphical analysis at **Appendix A** provides a more detailed view of the types of incident by Directorate. Identified trends and anomalies are discussed at individual Directorate H&S Joint Consultative Committees (JCCs).

Directorate	Apr 2018 – Mar 2019	Apr 2017– Mar 2018	Variation number	Variation %
Community services	<b>99</b>	100	(1)	-1%
Customer services	181	174	7	4%
Children & Young People – Non Schools	<b>18</b>	9	9	100%
Children & Young People – Schools	<b>1,829</b>	2,206	(377)	-17%
Resources & Regeneration	16	18	(2)	-11%
<b>Total</b>	<b>2,143</b>	<b>2,507</b>	<b>(364)</b>	<b>-15%</b>

5.3 In terms of the more serious cases reported in the last quarter (**Jan – Mar 2019**) there were **42** RIDDOR incidents (compared to **61** for the same period **Jan – Mar 2018**) that required reporting to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. These are presented in the table below.

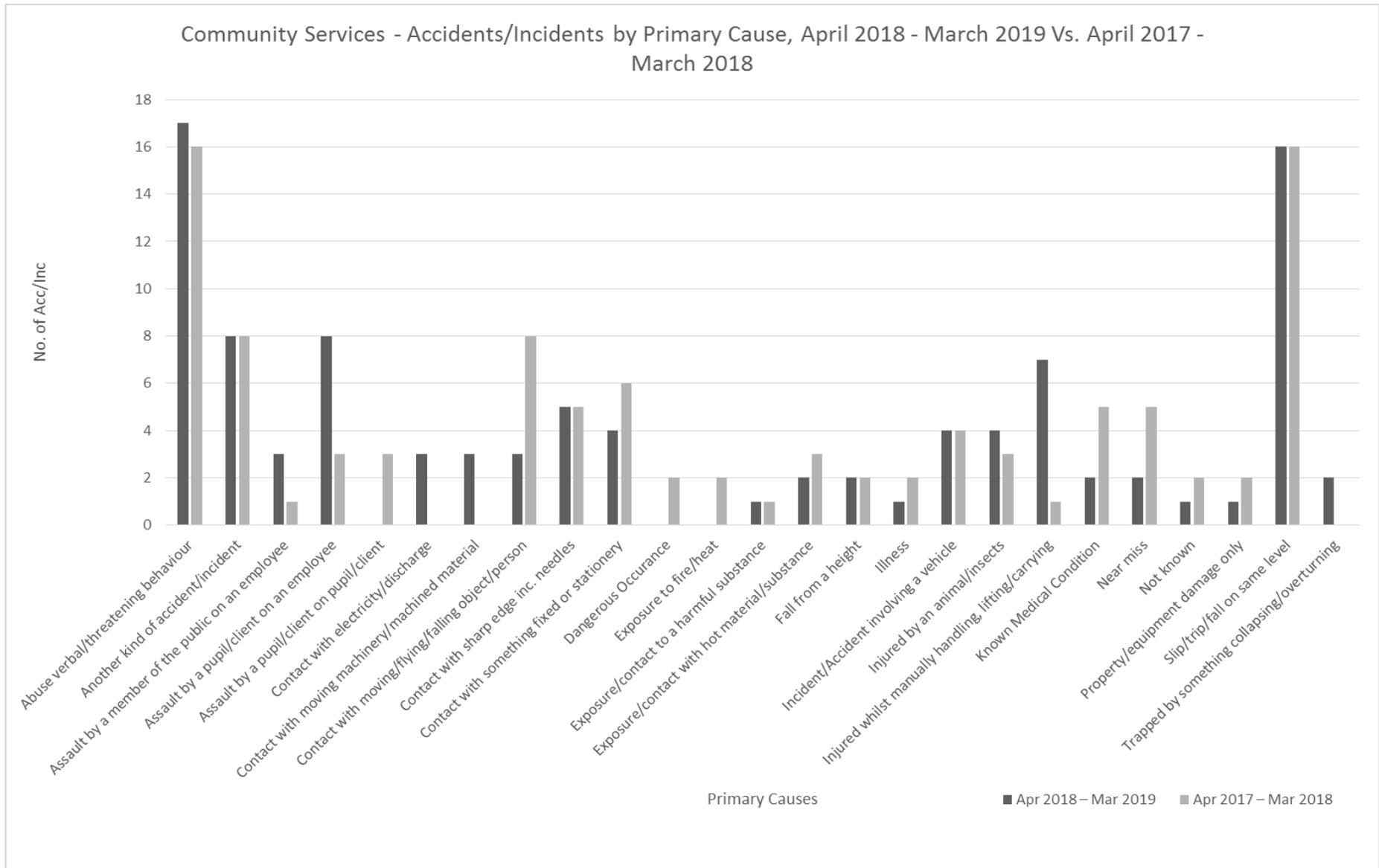
RIDDOR reporting	COM	CUS	C&YP non-Sch	C&YP Sch	R&R
Dangerous Occurrence		1		0	2
Major Injury or Condition				7	
Member of Public taken to hospital					
Over seven day absence		2			
Pupil taken straight to hospital				30	
Prescribed Disease					
<b>Total</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>37</b>	<b>2</b>

For any further information on the content of this report please contact:

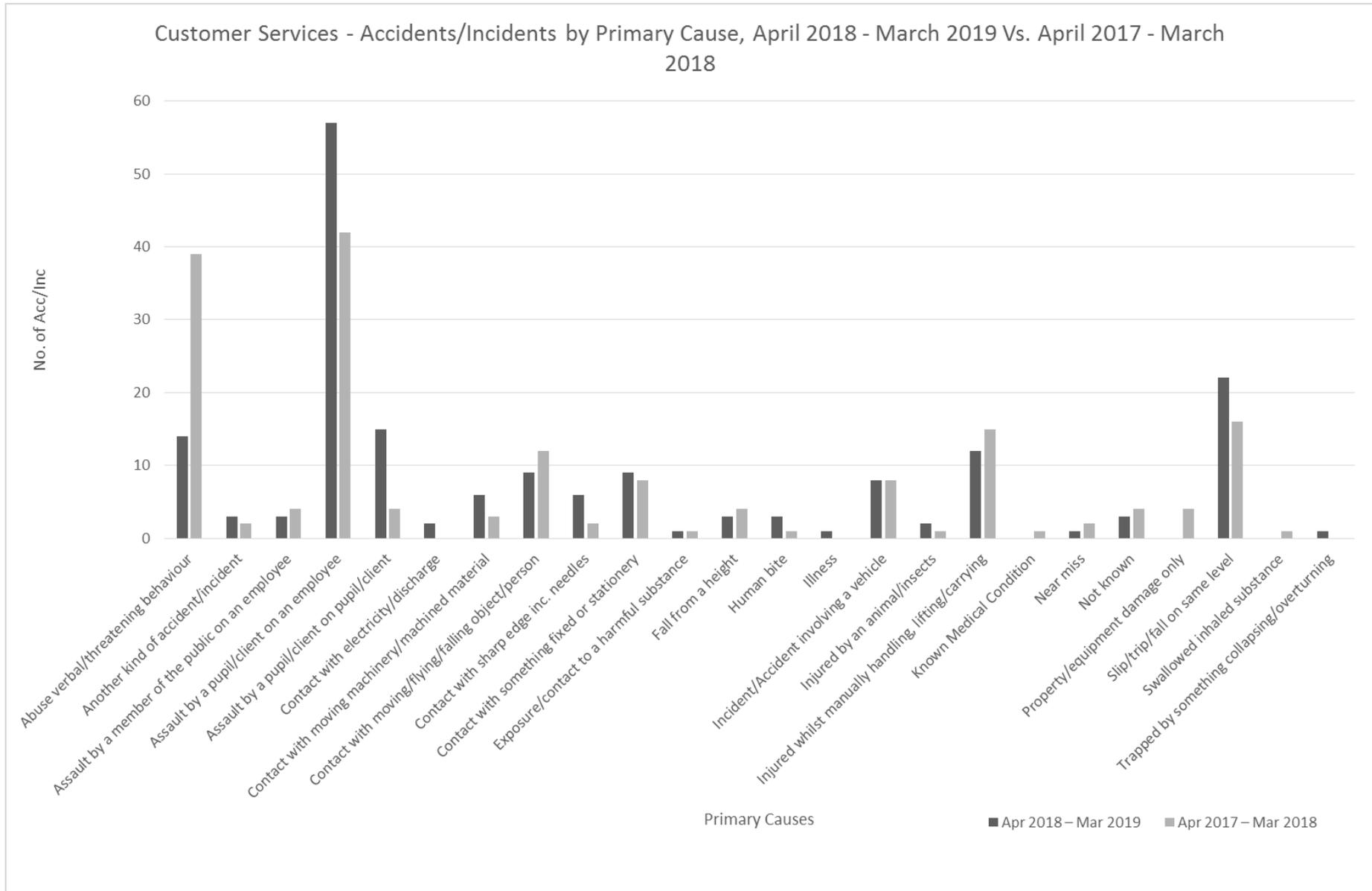
David Austin, Acting Chief Finance Officer on 020 8314 9114, or

Beatrice Aciro, Senior H&S Advisor on 020 8314 6481

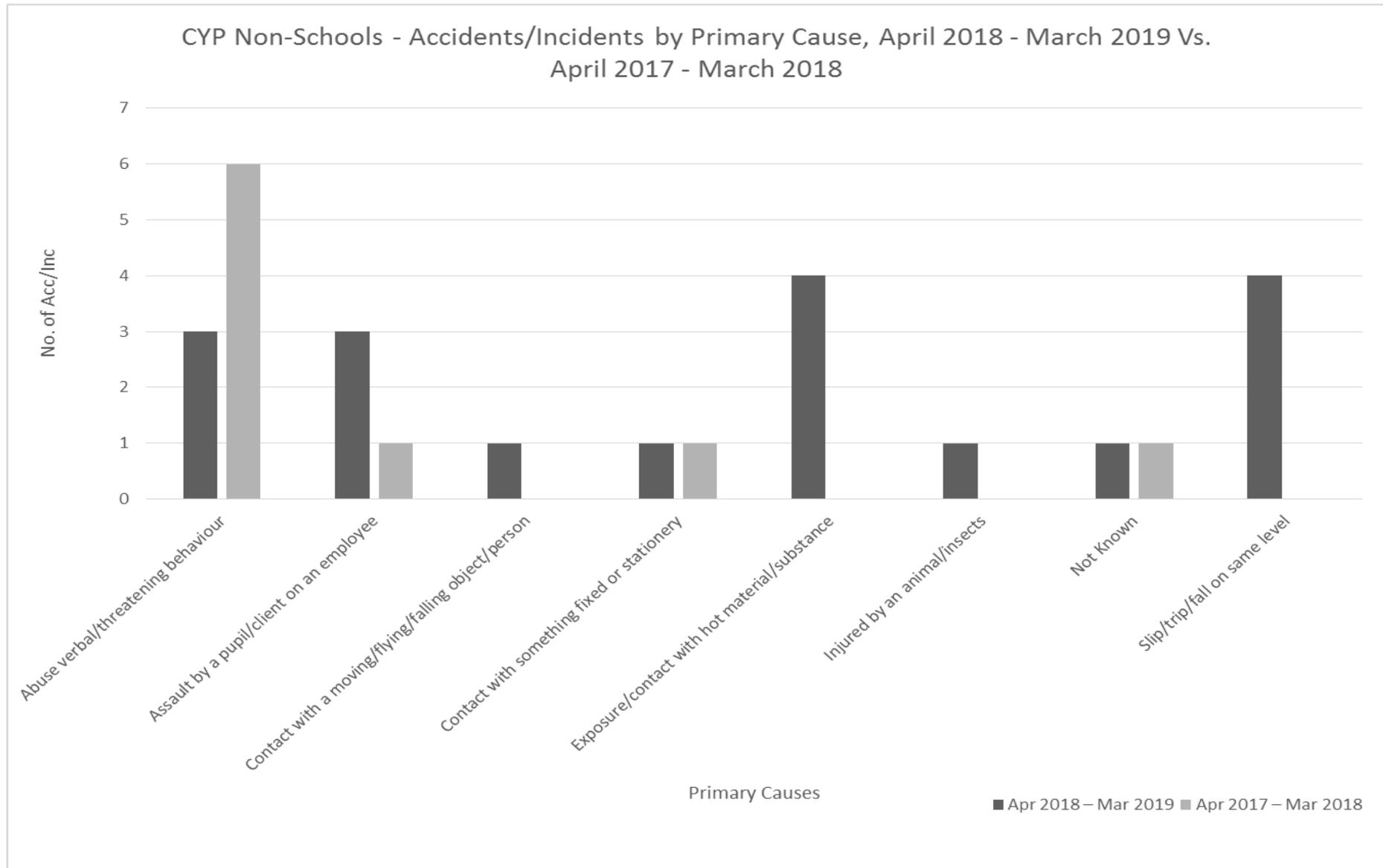
**Appendix A – Rolling 12 month summary of reported H&S incidents by category by Directorate compared to prior year**



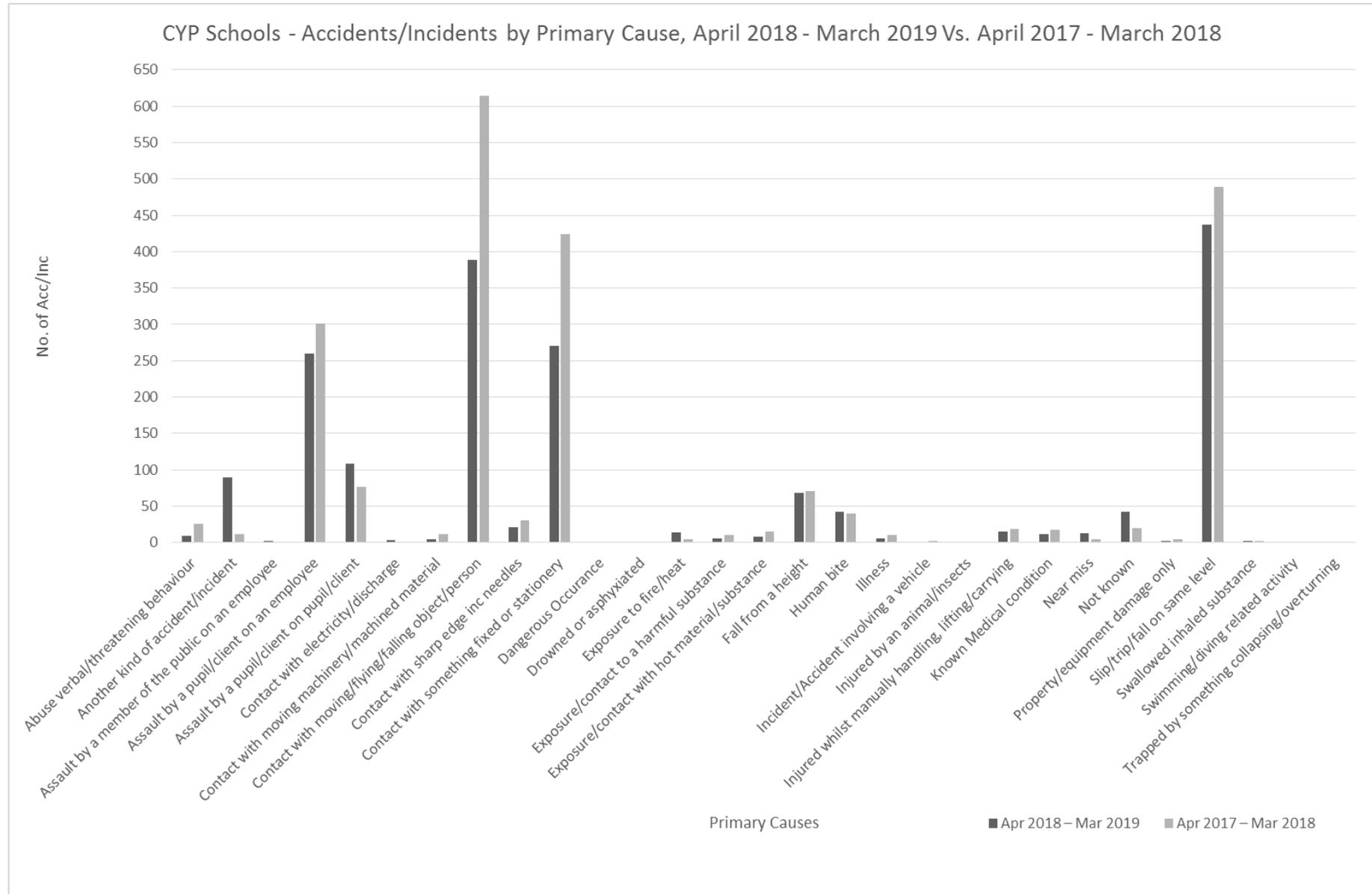
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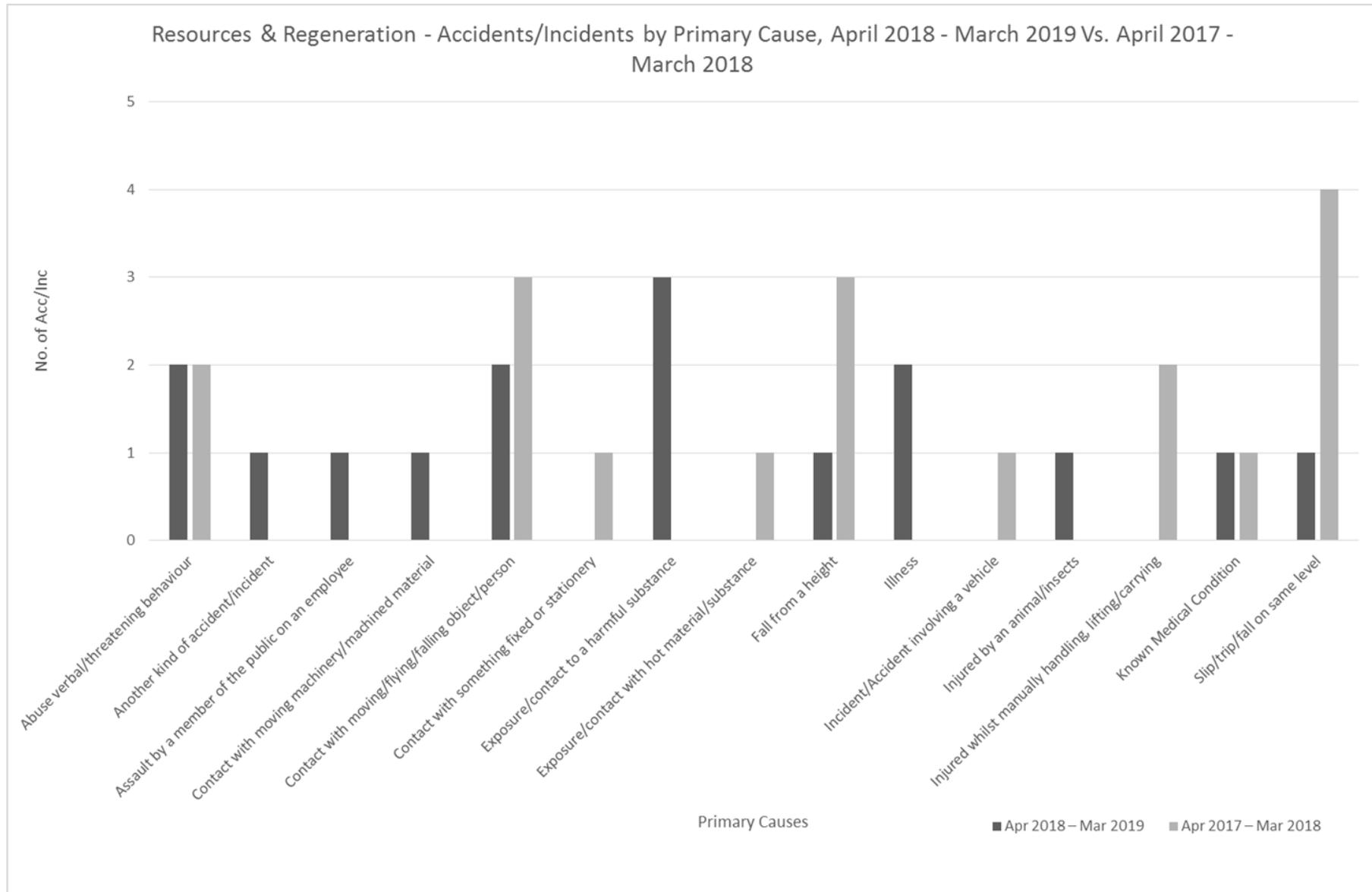
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**Appendix A – Rolling 12 month summary of reported H&S incidents by category by Directorate compared to prior year**



# Agenda Item 5

<b>HEALTH AND SAFETY COMMITTEE</b>		
<b>Report Title</b>	<b>CORPORATE HEALTH AND SAFETY TEAM UPDATE – ADDITION ON THE COMMUNITY LIBRARIES PROVISION</b>	
<b>Key decision</b>	<b>No</b>	<b>Item No 5</b>
<b>Ward</b>	<b>All</b>	
<b>Contributors</b>	Community Assets Manager Library and Information Service Manager	
<b>Class</b>	<b>Part 1</b>	<b>Date 10 June 2019</b>

## **1. Purpose**

- 1.1. On 4 March 2019, the Committee received a briefing specifically addressing the Health & Safety provision for Leisure and Community Libraries.
- 1.2. As a result, the Committee instructed the Library and Information Service Manager to provide:
  - the number of visits made by council workers in the exercise of monitoring health and safety in libraries;
  - a copy of the schedules which set out the responsibilities of each library.
- 1.3. The Committee also requested an update on the Pepys Community Centre, which hosts the Pepys Community Library.
- 1.4. This paper provides the information required.

## **2. Number of visits to community libraries**

- 2.1. The provision of library services in community venues is an integral component of the council's statutory provision of library services to residents of Lewisham. As such, the Library and Information Service has a programme of visits to Community Libraries – all of which include a Health & Safety component – that re carried out by:
  - Senior Members of Staff, including the Service Manager and the Service Development Managers. These are aimed at fostering the partnership, monitoring the performance of the contractual relationship between the council and the partner organisation, and providing and receiving feedback.
  - Operations Officers. These are aimed at considering operational issues and support to the partner organisation.
  - Outreach Officers. These are the core of the relationship between the Service and the partner organisation and include regular meetings attended by all the partner organisations.
  - Community Engagement Team – Senior Library Assistants. These are the liaison staff assigned to each Community Library and those who have the closer relationship with staff and volunteers at the community library.

- 2.2. Specifically in relation to Health & Safety, the sample table below shows that – during April and May – the Outreach Officers conduct an average of 10 visits per month.

**Health and safety visits by Outreach Officers**

<b>Library</b>	<b>April</b>	<b>May</b>	<b>Visits arranged</b>
Blackheath	2	1	1
Crofton	2		
Forest Hill	1		
Grove Park		1	
Manor House	1	2	
New Cross	2	1	1
Pepys	2		1
Sydenham	1	2	
Torridon	2	1	1
<b>Totals</b>	<b>13</b>	<b>8</b>	

- 2.3. In addition to this, the table below shows the total number of visits by library staff in the last financial year.

**Total visits to Community Libraries**

<b>Library</b>	<b>2018 – 2019</b>
Blackheath	21
Crofton	28
Forest Hill	14
Grove Park	14
Manor House	16
New Cross	16
Pepys	21
Sydenham	21
Torridon	24
<b>Totals</b>	<b>175</b>

- 2.4. The figures above exclude any visits by the Service Manager – e.g. to announce the proposed library cuts and strategy – and by other staff – e.g. those carried out since December in relation to the recent migration to a new Library Management System.

### **3. Schedule of responsibilities**

- 3.1. The Community Library Service runs in buildings that may be owned by the council or owned by others. In all cases the buildings themselves are managed by others.

- 3.2. The partner organisations manage these buildings:
- a. as owners, in the case of Age Exchange in **Blackheath**, or
  - b. as lease holders, in the case of
    - Archibald Corbett Community Library Arts And Heritage Centre in **Torridon Road**
    - Eco Communities in **Crofton Park**, **Grove Park**, **Pepys** (owned by Hyde Housing), and **Sydenham**
    - New Cross Learning / Bold Vision in **New Cross**
    - V22 in **Forest Hill** and **Manor House**
- 3.3. The relationship between the council and the partner organisation is regulated through two documents, one that relates to the building and one that relates to the library service provision.
- 3.4. The first document addresses the need for a community benefit, in exchange of which the partner receives either a one-off payment or the ongoing right to occupy the building at peppercorn rent.
- 3.5. The second document regulates the provision of library services from the building clarifying the duties of the council and those of the partner organisation.
- 3.6. The provisions in the first document includes a schedule of responsibilities that varies from building to building. Appendix 1 presents the details of responsibilities that apply to Torridon Road, Forest Hill, Manor House, New Cross, Crofton Park, and Grove Park.

#### 4. **Pepys Community Centre**

- 4.1. Officers visited the Centre and met Hyde Housing, who own the freehold to the building.
- 4.2. Hyde Housing confirm their continued support of community provision from the building. However, they clarify that they are seeking a community group able to be assigned a lease. The previous lease with Eco Communities is now expired.
- 4.3. Given that the current occupiers have no title to do so, Hyde Housing will be issuing a Tenancy at Will to one of the individuals active in the Centre, while they work with the council and other organised groups to create an organisation able to be assigned the lease.
- 4.4. Hyde Housing acknowledge some defects in the building, that they will action as follows:
- Missing ceiling plasterboard and ceiling stain from leak: this will be repaired within two weeks from 23 May 2019.
  - Electrics: the electrics will be inspected, and the specific issue of electrics tripping will be addressed by the end of June 2019.

- 4.5. Hyde Housing confirmed that they carry out DDA compliance to all their buildings regularly and that a schedule of redecoration of the building is in place.
- 4.6. They further clarify that any commercial lease would imply a clear responsibility on the tenant to maintain the building on a full repair and insure basis. Hyde Housing acknowledge, however, that the current set up at Pepys would not allow a commercial agreement to be put in place. This is why they are happy to work on the basis of a Tenancy at Will with the current occupiers, on the understanding that they will make every reasonable effort to progress – with the support of the council and others – to the point of being able to take on a lease.

For further information please contact  
Antonio Rizzo, Library and Information Service  
on [antonio.rizzo@lewisham.gov.uk](mailto:antonio.rizzo@lewisham.gov.uk).

## Repairs and Maintenance in council owned community premises

The following list outlines the main repairs and maintenance required at the borough's community buildings, along with who is responsible. The Council (Regeneration and Asset Management) will be responsible for major works, health and safety compliance and statutory requirements. The Organisation will be responsible for internal minor repairs and the exterior grounds. The list is not exhaustive, and guidance should be sought for areas that may not be covered.

Note: For Manor House, this list relates only to the premises management agreement and not for those organisations undertaking a lease for the building where they would have full responsibility for repairs and maintenance.

Element	Description	Council responsibility	Organisation responsibility
Foundations		√	
Roof coverings and roof space		√	
Roof gutters and down pipes	Rainwater pipes and gutters	√	
Windows and doors - external	Locks, fittings, security, glazing, panels, door entry systems, keys, magna locks, joinery. Includes fire doors.	√	
Windows and doors – internal	Locks, fittings, security, glazing, panels, door entry systems, keys, magna locks, joinery. Includes fire doors.		√
Access Control	Automatic shutters and electric doors.	√	
Access Control	All other equipment (apart from automatic shutters and electric doors) that forms the access control system.		√
External walls and cladding	Masonry, render, timber, air bricks / ventilation, boards, paintwork, tiling, damp, decoration.	√	
Internal walls, ceilings, floors, stairs, landings	Masonry, paintwork, plastering / wall coverings, suspended ceilings, hall partitions, handrails, balustrades, decoration.		√
Services external to the building	Lightning protection (tapes, earthing pits, conductors rods). Utilities cables and pipework (overground and underground) – including gas, electric, water, telephone mains.	√	
Central heating and ventilation & controls (HVAC)	Boilers, controls, burners, associated pumps, pipes and valves, flues, chimneys, oil/gas fired heaters, radiators, radiator valves, thermostats, electrical water heater devices, hot water supply.	√	
Air conditioning and ventilation	Fans, air moving equipment, plant, equipment and duct (not H&S).		√
Plumbing, sewerage and drainage	Foul water pumps, storage vessels, manhole / access chambers, drains, gullies, cold water supply, distribution pipework, pumps, storage tanks, insulation.	√	
Sanitaryware	WCs, wash hand basins, sinks, showers, waste water preventers, sanitary bins.		√

Fume cupboards and other L.E.V.	Fume cupboards, extractor fans and duct work	√	
Electrical (Statutory)	Fixed mains electrical wiring systems and 5 year electrical testing.	√	
Electrical (Non Statutory)	General distributor / switchgear, circuits, fuse boards, fuses, switchgear, switches, socket outlets, contactors, transformers, automatic control sensors, water heaters.		√
Lighting	Emergency Lighting Systems.	√	
Lighting	Internal and external. Light bulbs, fittings, switches, electrical fittings, sockets, starters etc.		√
Lift installations	Passenger lifts.	√	
Security and alarm systems	All alarm systems (excluding fire alarms).		√
Fire Alarms	All systems, including call points etc.	√	
CCTV	Internal and external. Cameras, detectors, monitor, panel etc		√
Kitchen equipment	Gas/electric cookers, extractor fans, water softeners, water boilers, carbon monoxide alarms, fridge freezer, small appliances (e.g. toasters, microwaves). Includes PAT testing.		√
Fixed equipment	e.g. cupboards, hand dryers. Includes PAT testing.		√
Loose equipment	e.g. tables & chairs. Includes PAT testing.		√
Specialist equipment	e.g. hoists, lifting aids		√
Signs and noticeboards	Internal and external		√
Information and Communication Technology (ICT)	Computer (and ancillary) equipment, internet connections, public address systems, screens and projectors, telephone lines, sockets and equipment		√
Pest control	Inspection, prevention and eradication of vermin (e.g. bees, wasps, mice, pigeons, squirrels etc)		√
Fire control equipment	Fire blankets, extinguishers, fixed hoses and valve, smoke detectors.	√	
Statutory health and safety compliance	Statutory regulations including but not limited to internal control of asbestos, legionella, gas safety, fire risk assessments.	√	
Grounds, car parks, garden space	Shrub clearance / pruning, grass cutting , weed maintenance, planting and flowerbed maintenance.		√
Fences, boundary walls and gates			√
Trees	Damaged branches, rot, structural stability.		√
Outbuildings, stores, sheds, temporary buildings			√
Winter weather	Grit and salt on pathways, car park and other relevant outdoor spaces.		√