



# AGENDA

## HEALTH AND SAFETY COMMITTEE

**Date: MONDAY, 2 MARCH 2020 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**

### COUNCILLORS

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

### Unions

Gary Cummins UNITE  
Mark Fennell GMB  
Kim Knappett NEU  
Wayne Wilson UNISON

### 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

**Members are summoned to attend this meeting**

**Kim Wright  
Chief Executive  
Laurence House  
Catford  
London SE6 4RU  
Date: 21 February 2020**



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

<b>HEALTH AND SAFETY COMMITTEE</b>			
<b>Report Title</b>	<b>MINUTES</b>		
<b>Key Decision</b>			<b>Item No. 1</b>
<b>Ward</b>			
<b>Contributors</b>	<b>CHIEF EXECUTIVE</b>		
<b>Class</b>	<b>Part 1</b>	<b>Date: 2 March 2020</b>	

## **Recommendation**

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

# Agenda Item 2

HEALTH AND SAFETY COMMITTEE		
Report Title	DECLARATIONS OF INTEREST	
Key Decision		Item No. 2
Ward		
Contributors	CHIEF EXECUTIVE	
Class	Part 1	Date: 2 March 2020

## 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)

# Agenda Item 3

Health & Safety Board – January 2020

Corporate H&S Team update



## Health and Safety Committee

### Report title: Corporate H&S Team update

**Date:** 2 March 2020

**Key decision:** No

**Class:** Part 1

**Ward(s) affected:** None specifically

**Contributors:** David Austin, Acting Chief Finance Officer

### Outline and recommendations

**Outline:**

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.

**Recommendation:**

The Committee are invited to review and note the report.

## Timeline of engagement and decision-making

This report is part of the regular monitoring of H&S for the Council. It is not a decision report

### 1. Summary

- 1.1. The H&S Board has met as planned, with Officers and Unions.
- 1.2. The H&S incidents reported on a rolling year basis from Jan to Dec 2019 compared to previous year are reported for Members to note. Overall there has been a fall of 548 incidents or - 24% across the Directorates and Schools.

### 2. Recommendations

- 2.1. The Committee are invited to review and note the report.

### 3. Policy Context

- 3.1. The Council launched its new Corporate Strategy in 2019, with seven corporate priorities as stated below:
  - **Open Lewisham** - Lewisham will be a place where diversity and cultural heritage is recognised as a strength and is celebrated.
  - **Tackling the housing crisis** - Everyone has a decent home that is secure and affordable.
  - **Giving children and young people the best start in life** - Every child has access to an outstanding and inspiring education, and is given the support they need to keep them safe, well and able to achieve their full potential.
  - **Building and inclusive local economy** - Everyone can access high-quality job opportunities, with decent pay and security in our thriving and inclusive local economy.
  - **Delivering and defending health, social care and support** - Ensuring everyone receives the health, mental health, social care and support services they need.

## Health & Safety Board – January 2020

### Corporate H&S Team update

- **Making Lewisham greener** - Everyone enjoys our green spaces, and benefits from a healthy environment as we work to protect and improve our local environment.
- **Building safer communities** - Every resident feels safe and secure living here as we work together towards a borough free from the fear of crime.

## 4. General update

- 4.1. The H&S Board met on 24 January 2020 as officers and then with the Unions where they reviewed activity over the last quarter for:
  - Corporate update and incidents;
  - Occupational Health and training;
  - The Estate and use of buildings; and
  - Round up from the Directorate meetings.
- 4.2. Other than reviewing the actions from the previous H&S Committee (covered below) and noting the incidents involving members of the public no other non-employee related matters were noted at the Board.
- 4.3. At the H&S Committee meeting which took place on 4 November 2019, the following actions were agreed:
  - 4.3.1. Update on remedial works for the Sydenham Centre – the officer present at the last Committee has responded to Cllr Best.
  - 4.3.2. Explanation of how asbestos was managed in Beckenham Place Park – members were referred to the M&C report of the 24 April 2019 and a link circulated.
  - 4.3.3. Request for detail of significant incidents involving members of the public to be included in these reports – noted and officers confirm there have been no such incidents since the last report.
  - 4.3.4. Copy of the Beckenham Place Park incident report to be shared with committee members on its conclusion - the officer present at the last Committee has shared the report with members for information.
- 4.4. At the present time the country is on alert to the risk of the global spreading Covid 19 virus which emerged in China following the New Year. This risk and the response is being managed by Public Health England. The Council's engagement is coordinated through the Director of Public Health working closely with the Council's emergency resilience team. The H&S team are aware and supportive of this response alongside all other Council services.

## 5. Accident and Incident Statistics

- 5.1. For this period of reporting, the following updates are provided by the Corporate Health & Safety Team:
- 5.2. The numbers of incidents in the last period are presented in the table below as part of a rolling twelve month view.

## Health & Safety Board – January 2020

### Corporate H&S Team update

Directorate	Jan – Dec 2019	Jan – Dec 2018	Variation number	Variation %
Children & Young People – Non Schools (CYP – NS)	17	20	(3)	-15%
Children & Young People – Schools (CYP – Sch)	1,438	1,943	(505)	-26%
Community services (COM)	80	125	(45)	-36%
Corporate Services (COR)	18	21	(3)	-14%
Housing, Regeneration & Environment (HRE)	193	185	8	4%
<b>Total</b>	<b>1,746</b>	<b>2,294</b>	<b>(548)</b>	<b>-24%</b>

- 5.3. In addition to the summary in the table above, the graphical analysis can be found at **Appendix A** and provides a more detailed view of the types of incident by Directorate.
- 5.4. Overall, there is a continued decline in the number of incidents being recorded onto the corporate incident reporting systems. Directorates, continue to analyse trends and anomalies at individual Directorate H&S JCCs. The results and actions from these are in the record of those discussions submitted to the Board for information.
- 5.5. In terms of the more serious cases reported in the last quarter (October – December 2019) there were 44 RIDDOR incidents (compared to 39 for the same period October – December 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 Category	October – December 2019				
	CYP – NS	CYP – Sch	COM	COR	HRE
Dangerous Occurrence					
Major Injury or Condition		10			
Member of Public taken to hospital		1	1		
Over seven day absence		2	1		
Pupil taken straight to hospital		29			
Prescribed Disease					
<b>Total</b>	<b>0</b>	<b>42</b>	<b>2</b>	<b>0</b>	<b>0</b>

5.6. Of the RIDDOR cases in the table above 40 involved members of the public, 39 where accidents involving school pupils and one suspected fracture after a member of the public slipped and fell on Council premises.

## 6. Financial implications

6.1. There are no direct financial implications arising from this report.

## 7. Legal implications

7.1. There are no direct legal implications arising from this report.

## 8. Equalities implications

8.1. There are no direct equalities implications arising from this report.

## 9. Climate change and environmental implications

9.1. There are no direct climate change or environmental implications arising from this report.

## 10. Crime and disorder implications

10.1. There are no direct crime and disorder implications arising from this report.

## 11. Health and wellbeing implications

11.1. How the Council assumes and delivers on its H&S obligations to both staff and members of the public have health and wellbeing implications. The report is about how the Council manages these responsibilities so any health and wellbeing implications are addressed in the body of the report.

## 12. Background papers

12.1. Appended to this report are the incident numbers by Directorate.

## 13. Glossary

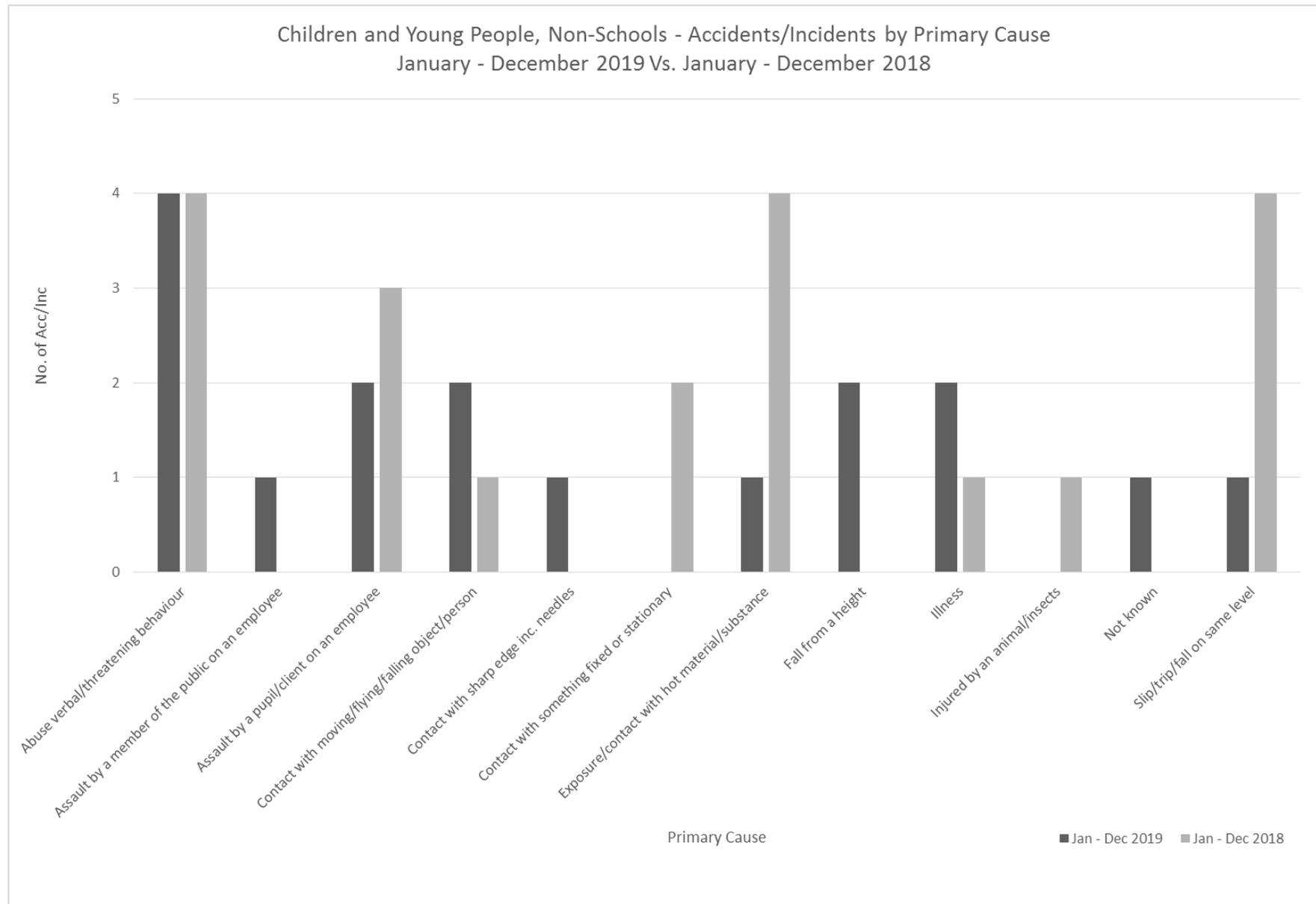
13.1. There are a number of technical terms and acronyms used when talking about health and safety. These include:

Term	Definition
H&S	Health and Safety
HSE	Health and Safety Executive
JCC	Joint Consultative Committee (meeting of officers with union representatives)
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

## 14. Report author and contact

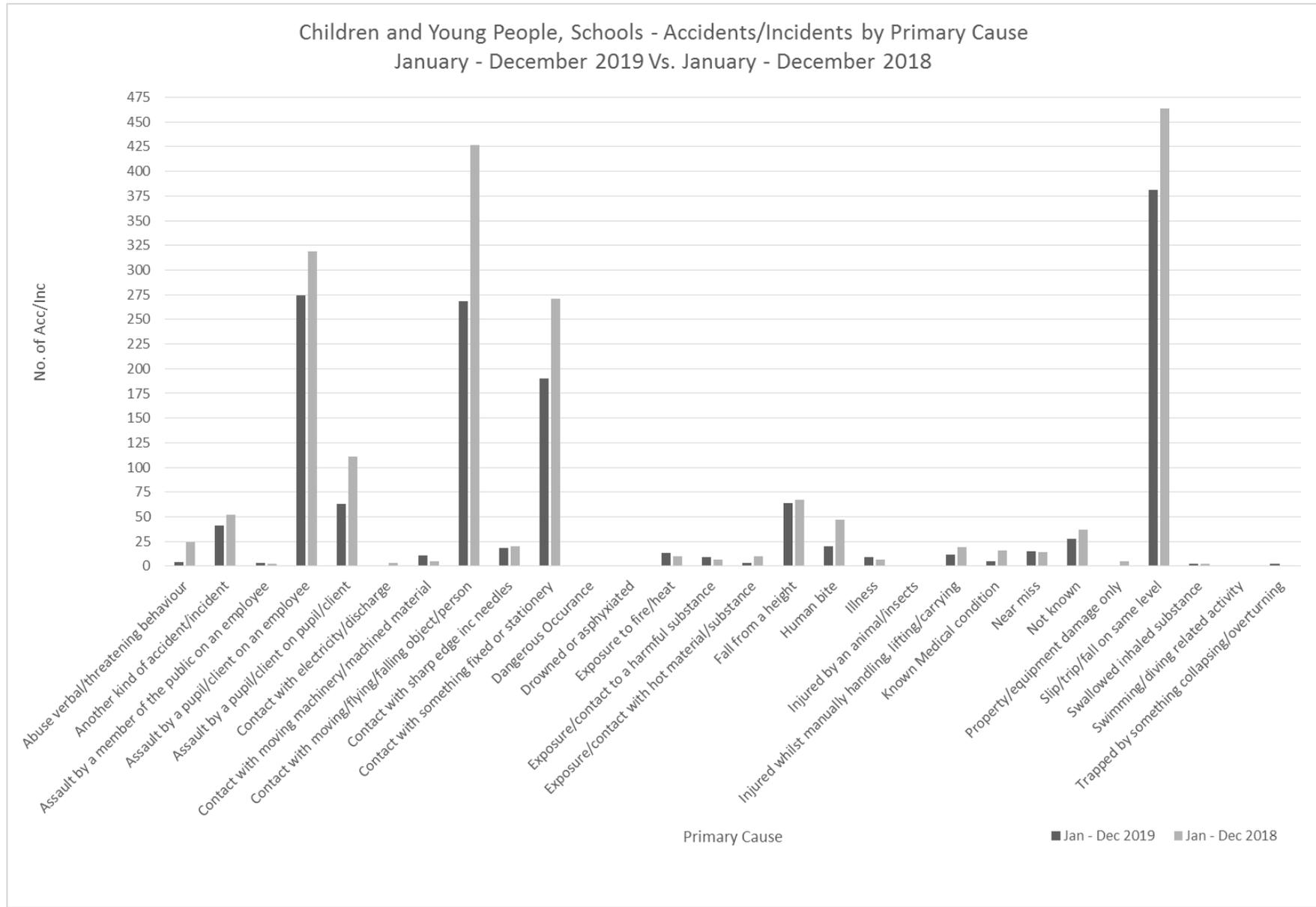
14.1. David Austin, Acting Chief Finance Officer – [david.austin@lewisham.gov.uk](mailto:david.austin@lewisham.gov.uk)

Appendix A – Rolling 12 Month Summary of Reported H&S Incidents by Category by Directorate Compared to Prior Year



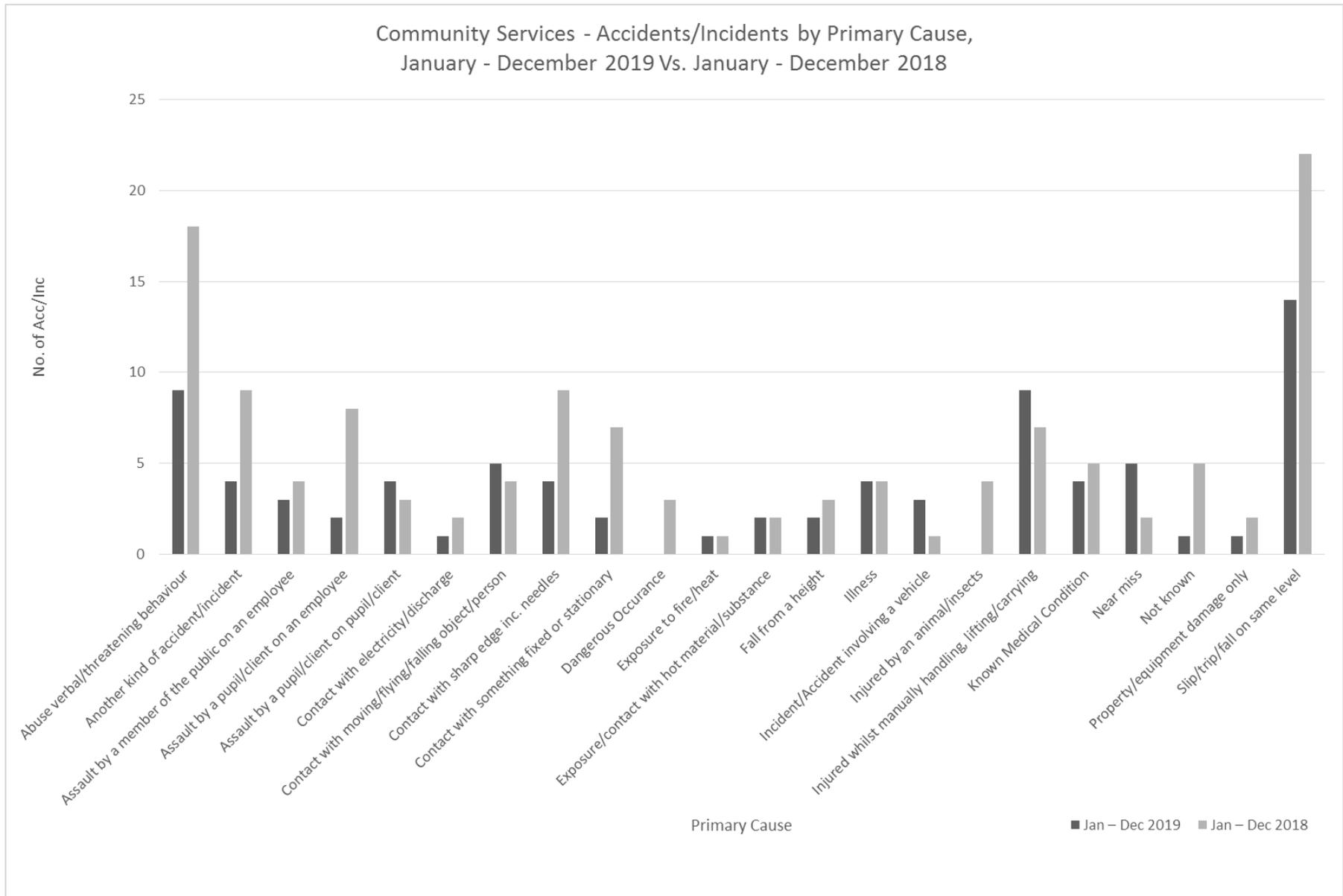
Appendix A – Rolling 12 Month Summary of Reported H&S Incidents by Category by Directorate Compared to Prior Year

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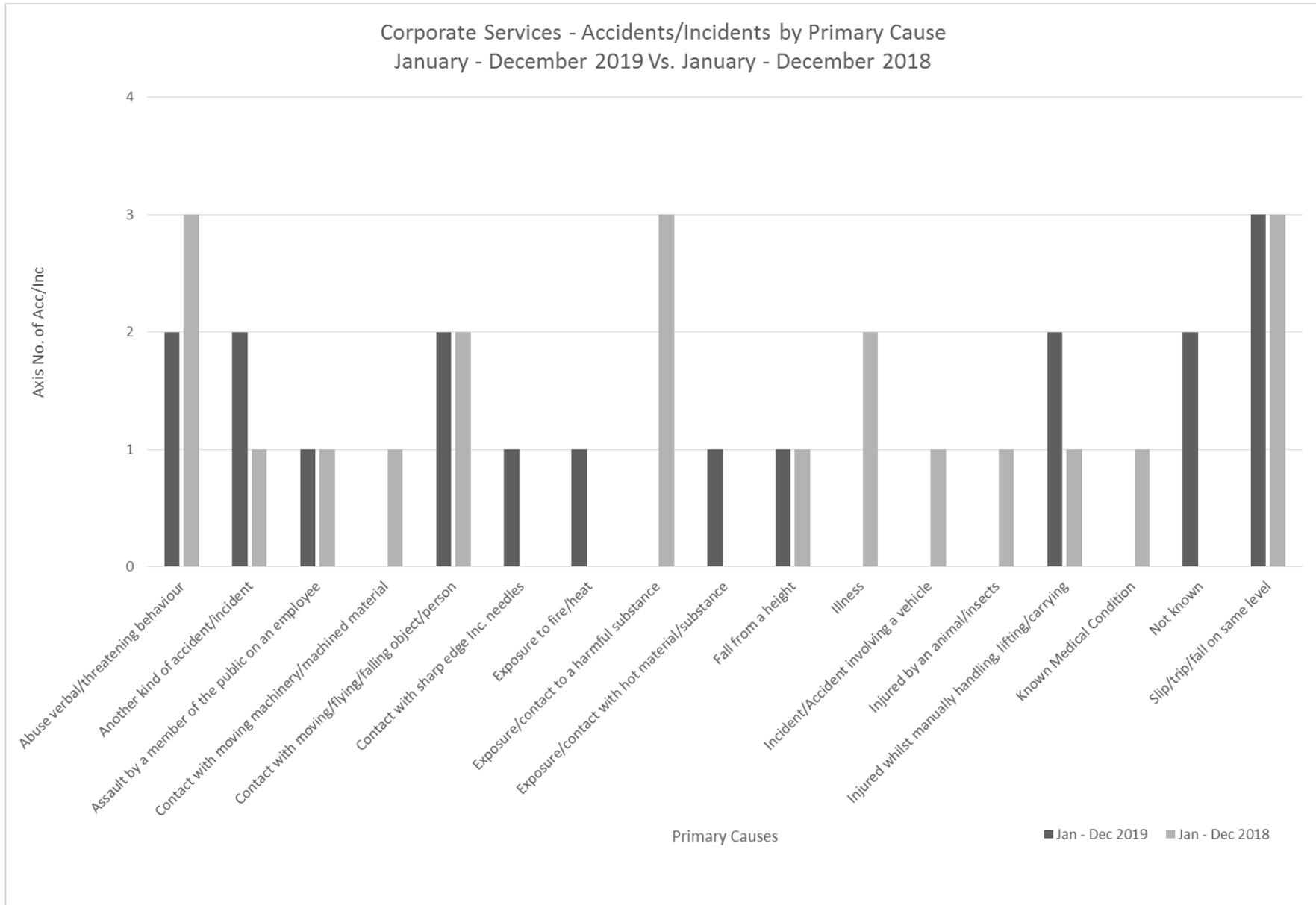
**Appendix A – Rolling 12 Month Summary of Reported H&S Incidents by Category by Directorate Compared to Prior Year**

Community Services - Accidents/Incidents by Primary Cause,  
January - December 2019 Vs. January - December 2018



Appendix A – Rolling 12 Month Summary of Reported H&S Incidents by Category by Directorate Compared to Prior Year

Corporate Services - Accidents/Incidents by Primary Cause  
January - December 2019 Vs. January - December 2018



Appendix A – Rolling 12 Month Summary of Reported H&S Incidents by Category by Directorate Compared to Prior Year

