



SUMMONS AND AGENDA

HEALTH AND SAFETY COMMITTEE

Date: Thursday, 23 May 2024 at 5.00 pm

Venue: Remotely, and at Civic Suite, Catford Road, London SE6 4RU

Enquiries to: Jasmine Kassim Telephone: 0208 314 8577
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COUNCILLORS

Councillor Laura Cunningham (Chair)
Councillor Paul Bell (Vice-Chair)
Councillor Chris Best
Councillor Ayesha Lahai-Taylor
Councillor Carol Webley-Brown
Councillor Atkinson

Unions

GMB, Unite, NEU, Unison

Directorate Representatives

Dr Catherine Mbema, Director of Public Health
Wayne Wilson
Mick Lear, Service Manager, Benefits
Rich Clarke, Head of Assurance
Matthew Henaughan, Head of Business, Infrastructure, Compliance and Education
Joan Hutton, Director of Operations - Adult Social Care
Paul Boulton, Interim Director of Public Realm
David Austin, Executive Director of Corporate Resources

Health & Safety Advisors

Rich Clarke, Head of Assurance
Marta Makowska, Corporate Health & Safety Manager

Members are summoned to attend this meeting

Jeremy Chambers, Monitoring Officer
Laurence House, Catford, London SE6 4RU

Date: 15 May 2024

The public are welcome to attend our committee meetings, however occasionally committees may have to consider some business in private.

ORDER OF BUSINESS – PART 1 AGENDA

Item No		Page No.s
1.	Minutes	1 - 5
2.	Declaration of Interest	6 - 9
3.	Corporate Health and Safety Update	10 - 18
4.	Timing of Health and Safety Committee Meetings	



Health and Safety Committee

Minutes

Date: 23 May 2024

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Chief Executive / Senior Committee Manager

Outline and recommendations

Members are asked to consider minutes of the meeting of the Health and Safety Committee held on 14 November 2023

1. Recommendation

It is recommended that the Minutes of the Health and Safety Committee meeting held on 14 November 2023, be confirmed, and signed.

Jeremy Chambers
Monitoring Officer

15 May 2023

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LONDON BOROUGH OF LEWISHAM

MINUTES of the HEALTH AND SAFETY COMMITTEE, which was open to the press and public, held in Committee Room 1 Civic Suite Catford Road London SE6 4RU on TUESDAY 14 NOVEMBER 2023 at 5pm.

Present

Councillors Laura Cunningham (Chair) Chris Best (Vice Chair), Paul Bell, Natasha Burgess, Ayesha Lahai-Taylor and Webley-Brown.

Also Present

Health and Safety Adviser – Rich Clarke – Head of Assurance
Marta Matowska – Corporate Health and Safety Manager

Minute No.

1. Minutes

It was agreed that the Vice Chair should have been noted as Councillor Chris Best in the minutes of 24 May 2023. With this amendment it was;

RESOLVED that the minutes of the meeting of the Health and Safety Committee held on 24 May 2023 be confirmed and signed.

Matters arising from the minutes.

Defibrillator policy – Members were advised that this had been considered by the Corporate Health and Safety Board and the Director of meetings. It had been Incorporated into the premises handbook which would be distributed to all premises responsible officers. However, the policy was not centralised as discussed and agreed at the last meeting of this Committee. This would require a change of responsibilities which had been manager lead. A draft report recommending a revised health and safety policy that would allow for this change, was with the Corporate Assurance Board and would be considered at their meeting on 15 November 2023. If this policy was agreed for the whole Council, it would allow for discussion for the policy changes as discussed at the last meeting of this Committee, provided senior management could identify the funding.

In response to a question about who would be responsible for knowing the position of all the defibrillators, members were advised that Executive Directors would be encouraged to liaise

Minute No.

with partners, e.g., the London Ambulance Service, to ensure that the list of defibrillators in the borough, was as comprehensive as possible. Corporate Health and Safety would have a centralised list of all defibrillators.

The Chair said that some defibrillators were in schools so were not accessible to the public when these buildings were closed. She asked officers for an overview of where defibrillators were located, and when a comprehensive list would be available. Officers agreed to provide this information.

2. Declarations of Interest

None.

3. Corporate Health & Safety Team Update

3.1 The Head of Assurance presented the report.

3.2 In response to questions raised, the Head of Assurance advised the Committee of the following matters.

- The Chief Executive had asked Executive Directors to identify premises responsible officers by the end of the calendar year. It was expected that the premises handbook and associated training would be rolled out at the end of this financial year.
- The 26 incidences of threatening behaviour in the report, were mostly associated with libraries. The Head of Assurance agreed to contact Lewisham's libraries to find out what specific arrangement they had in place for managing threatening behaviour. He agreed to submit a report on the result of his investigation to the next meeting of this Committee. He also agreed to send Cllr Best more information regarding the 'other type of incident' that had increased by 10.
- The Health and Safety Self-Assessment form was explained. There were 12 questions on the self-assessment form. To be 50% compliant, the answer 'yes' had to be given to 6 of those questions. 71% compliance, meant that, across the whole Council, between 9-10 of the answers to these questions was 'yes'. Six of the questions were related to practical matters, the other six were related to governance. Officers found slightly more of a compliance to the practical matters.

3.3 The Chair said that a full audit of health and safety had been undertaken over the past 18 months and had been a huge amount of work for officers. She thanked them for their efforts

and the progress reports submitted to every meeting of this Committee. She asked whether threatening behaviour was generally face to face. Residents were living in challenging times, but dealing with aggression was challenging for officers. The Head of Assurance said that the violence/aggressive was not limited to face-to-face encounters. He always encouraged members of his team to report, as an incident, any aggressive phone calls received. However, he did not believe that staff always reported incidents. He hoped that streamlined reporting, to be rolled out in the next year would improve future reporting and that the violence and aggression policy would become well known throughout the Council. Reporting incidents was important because it showed where best to direct mitigating actions and support.

- 3.4 The Head of Assurance said that members had not reported threatening behaviour. The portal for reporting incidents was open to members and he encouraged them to report any incidents. He explained how members should report an incident on council premises and when out in the borough on council business. It was agreed that members be reminded about how incidents should be reported.

RESOLVED that

- (i) the report be noted,
- (ii) the Head of Assurance to contact Lewisham's libraries to find out what specific arrangement they had in place for managing threatening behaviour; and
- (ii) members be reminded about the procedure for reporting incidents of violence/aggression.

4 **Emergency Evacuations Report**

- 4.1 The Head of Assurance presented the report.
- 4.2 In response to a question about the steps to be taken to ensure that the number of fire marshals on site and fire evacuations were the same every day of the working week, members were advised that the new procedure for Laurence House was for 6 evacuations to be held every year. They would cover every weekday and an out of hours session. An evacuation strategy would be devised for each building depending on how it was used, and the aim was to ensure that every member of staff would be part of one evacuation.
- 4.3 Councillor Best asked about fire evacuation at adult learning centres. She referred to centres at Brockley Rise, Granville and Grove Park where there had been a programme of building

Minute No.

works recently. A number of students with disabilities attended courses at these centres and she considered it important that the safety of these vulnerable residents was considered. The Head of Assurance did not have information about the evacuation procedures for these centres but agreed to speak to colleagues to obtain the information. He agreed that whatever practice was in place, it should reflect the use and users of the building and would also refer this matter to colleagues.

4.4 In response to several questions about the evacuation procedure in Laurence House, the Corporate Health and Safety Manager advised that there was a fire curtain that comes down between lifts in the lobby and the front entrance to protect the staircase. Anyone within the reception area would evacuate via the front entrance, anyone else would evacuate via the back of the building. Data was collected on fire evacuations within all corporate buildings, and it was recommended that this should be carried out every six months. The compliance team checked this when officers visited the buildings. The site officer would arrange specific visits.

4.5 In conclusion, the Chair said that she was pleased that the change in working patterns was now considered as part of evacuation procedures in Laurence House and that these new practices would be rolled out to other corporate buildings. She thanked officers for the work that had been done.

RESOLVED that

- (i) the report be noted and
- (ii) the Head of Assurance contact Adult Learning Centres for information about their evacuation procedures.

The meeting ended at 5.54pm

Chair

Agenda Item 2



Health and Safety Committee

Declaration of Interest

Date: 23 May 2024

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Chief Executive / Head of Business and Committee

Outline and recommendations

Members are asked to declare any personal interest they have in any item of 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 members' 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 Committee

Corporate Health & Safety Board Update

Date: 23 May 2024

Key decision: No

Class: Part 1

Ward(s) affected: All.

Contributors: Rich Clarke, Head of Assurance

Outline and recommendations

This report provides information to the Health & Safety Committee on matters of interest raised in previous meetings. It also summarises information raised at the Corporate Health & Safety Board including relevant incident statistics.

We ask Members to note the report.

1. Summary

- 1.1. The report includes an update on matters raised previously by this Committee, including the Council's Defibrillator Policy.
- 1.2. The report summarises relevant matters raised at the Corporate Health & Safety Board, including most recent accident and incident statistics.
- 1.3. The report also advises the Committee of work currently underway to revise the Council's Health & Safety delivery structure.

2. Recommendations

- 2.1. We ask that Members note and comment on the report.

3. Policy Context

- 3.1. The Council has various legal, regulatory and ethical responsibilities in ensuring the continuing health and safety of all those to whom it owes a duty of care. The work of this Committee in general helps to ensure the Council meets its responsibilities, especially to non-domestic service users.
- 3.2. This report contributes to the Committee's understanding of health and safety

governance at the Council and so aids in the effective completion of its responsibilities.

4. Matters Raised at Previous Health & Safety Committees

Defibrillator Policy

- 4.1. The draft policy seen by this Committee last year has now received approval from the Executive Management Team (EMT). The policy sets out to support services who decide to acquire a defibrillator in making sure it receives adequate ongoing maintenance, as well as linking devices to The Circuit – a public register kept by London Ambulance Service to advertise their availability to help during an emergency.
- 4.2. We fed back comments from the Committee seeking a more ambitious policy that positively looked for opportunities to place defibrillators widely across the borough. Right now, we did not pursue that vision owing to a lack of clarity on the availability of corporate resource to ensure the devices would be consistently and definitely well maintained. Keeping the devices in good working order takes on even greater importance when advertising their availability through the Circuit.
- 4.3. However, the same EMT meeting also welcomed proposals to review expansion and co-ordination of the Council's health and safety resource (see section 5 of this report). EMT resolved to review the Defibrillator Policy in twelve months with a specific brief to consider whether developments in the Council's health and safety resource would support wider device acquisition and distribution.
- 4.4. With the policy now approved, we will shortly be launching it alongside staff encouraging services to review their interest in acquiring a defibrillator for staff or service users. Alongside that promotion, we will also invite staff to participate in the British Heart Foundation's "Every Minute Matters" campaign which provides further training on using defibrillators and providing emergency CPR.

Emergency Evacuations

- 4.5. We have continued the revised approach to emergency evacuations across the Catford Complex following last year's unplanned events. So far we have seen good levels of compliance with evacuations completed quickly and in good order. We have also included a review of all Council sites evacuation arrangements as part of routine health and safety inspections (see section 5).
- 4.6. Next steps will be to draw up a standard procedure for evacuations, including ensuring reasonably wide consultation on suitable dates. We will continue to report results of evacuation exercises to the Corporate Health & Safety Board.

5. Matters Raised At Corporate Health & Safety Board

- 5.1. Owing to having a cancelled meeting in February, there have been two meetings of the Corporate Health & Safety Board since this Committee last met on 14 November 2023. Those Board meetings took place on 25 January and 29 April 2024. The information below draws from both meetings.
- 5.2. Each meeting followed a set of Directorate level health and safety meetings, all of which included Trade Union representatives. These included new meetings for Housing Directorate following the Council's bringing Lewisham Homes back in-house in October 2023.
- 5.3. The Board's standard agenda includes:
 - HR Report on Occupational Health & Welfare, including sickness absence.
 - Facilities Management Update, including compliance report on the corporate estate.
 - Actions from each Directorate meeting.
 - Statutory compliance report and incident reporting summary provided by the Corporate Health & Safety team.
- 5.4. Principal matters of interest for this Committee included:

Premises Inspections

- 5.5. Our new health and safety software has allowed for substantial improvement to our existing premises inspection work. Officers can now complete the inspection using cloud-enabled devices and provide the full report, including photographic evidence and required remedial actions, to premises responsible officers before leaving the site. Using common coding with facilities management colleague also supports tracking completion of remedial tasks that need maintenance support.
- 5.6. The full checklist used by the team includes more than 80 individual items including checking escape route clearance, planned maintenance routines, security arrangements, tree management, water and asbestos management, contractor and visitor control, onsite staff training records, fire evacuation arrangements and more.
- 5.7. We have now completed at least one inspection using the new software of all buildings in the corporate estate (that is, buildings where our staff work and/or from where we offer services; it does not include residential properties or the leased commercial estate). The table below shows the current inspection position of publicly accessible buildings:

Building	H&S Issues Identified	Maintenance Issues Identified
2000 Community	4	1
43 Bromley Road	4	0
45 Bromley Road	5*	0
Barnes Wallis Community Centre	1	4
Bellingham Childrens Centre	6*	0
Bellingham Gateway	2	0
Broadway Theatre	0	11
Brockley Adult Learning	5	4
Brockley Cemetery	0	1
Catford Library	5	5
Civic Suite	3	2
Dacres Wood Nature Reserve	7	0
Deptford Adventure Playground	1	0
Devonshire Road Nature Reserve	4	0
Evelyn Children's Centre	2	1
Evelyn Community Centre	6*	0
Granville Park Adult Learning	11	2
Grove Park Adult Learning	0	2
Grove Park Cemetery	2	2
Hillcrest	4	1
Hither Green Cemetery & Crematorium	0	8
Home Park Adventure Playground	5	0
Honor Oak Adventure Playground	5	0
Honor Oak Community Centre	4	1
Honor Oak Surestart	7	1
Honor Oak Youth Centre	3	0
Kirkdale Resource Centre	0	1
Ladywell Cemetery	1	2
Ladywell Children's Centre	7	0

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Building	H&S Issues Identified	Maintenance Issues Identified
Ladywell Day Centre	7	1
Landmann Way Recycling Centre	0	3
Laurence House	0	2
Leemore Centre	9	3
Lewisham Registrars	0	1
Lochaber Hall	1	0
Meloit Centre	5*	0
Midi Music	2	2
Moonshot	6	4
Mulberry	7	1
Old Town Hall	0	4
Rockbourne Youth Centre	0	2
Scotney Hall	5*	0
Sydenham Centre (Naborhood)	4	2
The Dumps Adventure Playground	8	1
The New Generation Community Centre	0	8
Torridon Road Library	0	4
Woodpecker Youth Centre	1	1

- 5.8. None of the issues identified posed direct and immediate threat to staff or service users. Typical issues included the need to clear areas of obstructions, carry out and document testing of safety equipment and ensuring adequate signage and instruction. In five buildings (picked out with an asterisk next to their identified issues list), issues included the absence of a documented fire evacuation drill having taken place in the last six months.
- 5.9. We typically expect remedial issues to have been resolved by the time of the next quarterly inspection. For issues left unresolved, we would escalate these first to relevant Heads of Service in most cases, but potentially more urgent escalation for issues of greater concern.

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Page 14

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Health and Safety Resources

- 5.10. Following completion of the 2022/23 health and safety audit cycle we have been reviewing conclusions and considering how we organise and resource expert staff to support colleagues in meeting health and safety responsibilities. We are currently working on a proposal to regularise disparate resource across the Council into an organised structure based on risk. This is likely to lead to additional recruits to help deliver health and safety support.
- 5.11. At present this proposal is in an informal consultation phase, seeking feedback from services to understand their health and safety needs. By the time this Committee next meets in November we hope to have finalised and begun implementing this new structure.

6. Incidents

- 6.1. The Board (and relevant Directorates) also received information on reported incidents and change from last year. The table below summarises:

Directorate	Q3&4 2022/23	Q3&4 2023/24	Change
Chief Executive's	2	1	-1
Children & Young People (non-school)	9	4	-5
Schools	771	379	-392
Community Services	56	37	-19
Corporate Resources	63	42	-19
Housing	n/a	26	+26
Place	27	16	-11
Total (Corporate Only)	157	126	-31
Total (including Schools)	928	505	-423

- 6.2. There have been operational changes from year-to-year that would tend towards fewer incidents, such as the temporary closure of Lewisham Library. However, our initial working assumption for the drop in reporting (especially on schools) was linked to our move to a new reporting system in January 2024 midway through the period. But, on review, we found that explanation did not hold. We kept the 'old' system open during the handover and, after incorporating that data in the 'new' system numbers, still observed a significant drop in reporting. The table above combines old and new system, with more than 85% of incidents reported on the new system. The old system is now closed and we are liaising with service managers to support use of the new system, in particular working with colleagues in Schools liaison.

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Page 15

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- 6.3. A significant advantage of the new system is that it allows for live monitoring and reporting, plus much improved ability to tailor and query reports. Previously, analysis of incidents was largely a manual task which limited our ability to use the data to shape policy response. Now, we are able to analyse incidents across the full range of categories advised by the Health & Safety Executive. Note that the tables below are only for Q4 2023/24 (that is, since going live with the new system) so numbers will not align with the table above.

Summary and Detailed Cause	Incidents
Illness (see paragraph 6.4)	4
Injury	162
Near miss	9
Other (see paragraph 6.5)	5
Total (Summary Cause)	180
Verbal abuse or threatening behaviour	8
Accident (minor)	22
Assault by member of the public	3
Assault by a pupil/client on an employee	48
Assault by pupil/client on another pupil/client	17
Contact with moving machinery	2
Contact with moving object	26
Contact with fixed object	24
Exposure to fire or heat	1
Exposure to or contact with harmful substance	2
Exposure to or contact with hot material or substance	2
Fall from height	4
Human bite	5
Illness	4
Incident involving a vehicle	1
Injured while manual handling	6
Near miss	9
Slip, trip or fall on same level	40
Total (Detailed Cause)	180

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Page 16

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- 6.4. Typically, staff illnesses would be reported through our HR system (Oracle) as absences and not appear automatically in health and safety incident statistics. We would only expect reporting as a health and safety incident where the illness was clearly attributable to a workplace event. For example, an incident in the last quarter where an asthma attack was brought on by use of an aerosol in close proximity.
- 6.5. The “other” category includes, for example, a pupil experiencing a period of mental health distress but is ultimately driven by people who report incidents choosing to define under that category. Our new ability to see incident reporting data ‘live’ means we are better able to liaise with officers who raise incidents to ensure correct categorisation, which should limit use of ‘other’ or non-specific descriptions further.
- 6.6. The more serious are called ‘RIDDOR’ incidents. These come with compulsory reporting to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The number and nature of such incidents in the six months to 31 March 2024 is below.

RIDDOR Category	Council	Schools
Dangerous Occurrence	0	0
Major Injury or Condition	0	2
Member of Public to Hospital	1	0
>7 Day Absence	6	4
Pupil to Hospital	n/a	18
Prescribed Disease	1	0
Totals	8	24

6.7. The most serious incidents involved fractures arising from falls or slips. The Council documents all RIDDOR incidents and investigates as appropriate. There is, to the best of our knowledge, no external agency involvement in any of these incidents. From January 2024 we changed policy so that RIDDOR reporting goes through the Corporate Health & Safety team. This should improve consistency in RIDDOR reporting and better ensure incidents are appropriately investigated and lessons learned.

7. Financial implications

7.1. The report is to note. There are no financial implications arising.

8. Legal implications

8.1. The report is to note. There are no legal implications arising.

9. Risk implications

- 9.1. The risk of non-compliance with Health and Safety requirements is recognised in the Council's corporate risk register, along with service-specific related risks within Directorate registers. Operating effective oversight and governance of the Council's arrangements and their performance is a key mitigation in reducing the level of risk.

10. Equalities implications

- 10.1. The report is to note. There are no equalities implications arising.

11. Climate change and environmental implications

- 11.1. The report is to note. There are no climate change and environmental implications arising.

12. Crime and disorder implications

- 12.1. The report is to note. There are no crime and disorder implications arising.

13. Health and wellbeing implications

- 13.1. The report is to note. There are no health and wellbeing implications arising.

14. Background papers

- 14.1. No background papers.

15. Report author and contact

- 15.1. Rich Clarke, Head of Assurance. rich.clarke@lewisham.gov.uk. Telephone (020) 8314 8730 (ext. 48730).