



# SUMMONS AND AGENDA

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## HEALTH AND SAFETY COMMITTEE

**Date: THURSDAY, 10 OCTOBER 2024 at 6.00 pm**

**Venue: Civic Suite, Catford Road, London SE6 4RU**

**Enquiries to:** Clare Weaser  
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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**

#### **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**

A handwritten signature in black ink, appearing to read "Jeremy Chambers".

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

**Date: 2 October 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

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## Health and Safety Committee

### Minutes

**Date:** 10 October 2024

**Key decision:** No

**Class:** Part 1

**Ward(s) affected:** All

**Contributors:** Monitoring Officer / Senior Committee Manager

### Outline and recommendations

Members are asked to consider minutes of the meeting of the Health and Safety Committee held on 23 May 2024

#### 1. Recommendation

It is recommended that the Minutes of the Health and Safety Committee meeting held on 23 May 2024, be confirmed, and signed.

**Jeremy Chambers**  
**Monitoring Officer**

**2 October 2024**

# MINUTES OF THE HEALTH AND SAFETY COMMITTEE

Thursday 23 May 2024 at 5pm

PRESENT: Councillor Cunningham, Councillor Best, Councillor Webley-Brown, Councillor Atkinson

IN ATTENDANCE, VIRTUALLY: Councillor Lahai-Taylor

Also present: Rich Clarke (Head of Assurance), Marta Makowska (Corporate Health and Safety Manager)

Apologies: Councillor Bell

## 1. Election of Chair and Vice Chair

Councillor Cunningham was elected as Chair of the Committee.

Councillor Best was elected as Vice-Chair of the Committee.

## 2. Minutes

The Minutes were agreed as an accurate record.

As a matter arising, Councillor Best requested that a comprehensive list of defibrillators are reported.

The Lead Officer agreed to gather a list from inspection records and circulate it outside of the meeting.

## 3. Declarations of Interest

No interests were declared.

## 4. Corporate Health and Safety

The Head of Assurance, the lead officer, presented the report which outlined the Council's Defibrillator Policy, matters from previous meetings and relevant incident statistics.

4.1. The Defibrillator policy was approved by EMT. The policy sets out to support services who decide to acquire a defibrillator in making sure it receives adequate ongoing maintenance, taking into consideration concerns from the committee that devices should be in custody of people who are prepared to maintain and ensure proper use.

4.2. Members commented on British Heart Foundation campaign that is encouraging more people to learn how to do CPR. They mentioned that it is important for companies to link to first aid training with employees' skills.

- 4.3. Councillor Best expressed that it was disappointing that the next review would be in a years time, as this was not frequent enough. She also mentioned that it should be in corporate policy that each directorate has access to defibrillator and that this was as important a fire evacuation policy.
- 4.4. The HOA stated that the issue is not acquisition cost, but rather the resource of weekly checks to ensure device is in good order. Will discuss with colleague further.
- 4.5. On emergency evacuations, the HOA said that the Council continue with the revised approach to emergency evacuations across the Catford Complex following last year's unplanned events. So far there have been good levels of compliance with evacuations completed quickly and in good order. A review of all Council sites evacuation arrangements as part of routine health and safety inspections was included.
- 4.6. He seeks to consolidate the approach into a written procedure, spread out to other sites beyond the Catford Complex.
- 4.7. On matters raised at the Corporate Health and Safety board, the report outlines a list of sites visited where health and safety checks were carried out. 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. It is expected that remedial issues are to be 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.
- 4.8. Councillor Lahai-Taylor stated that it was alarming that two of the places which did not have working fire drills were children's centres. The officer confirmed that after inspections, it is expected that there should be an evacuation. He stated he will follow up with members on the escalation of the inspections that did not result in an evacuation.
- 4.9. Following completion of the 2022/23 health and safety audit cycle, have been reviewing conclusions and considering how we organise and resource expert staff to support colleagues in meeting health and safety responsibilities. A proposal to regularise disparate resource across the Council into an organised structure based on risk is being worked on. This is likely to lead to additional recruits to help deliver health and safety support.
- 4.10. Q3 and Q4 incident data was outlined in report. There were some significant changes in reported incidents in schools. The officer is working with colleagues to find out why there appears to be a decline and what is driving it and will report back to members later in the year.

- 4.11. Councillor Best asked if would damp and mould in housing be considered an “incident” where, for example, a resident had been hospitalised for respiratory issues caused by mould. The Officer clarified that the Committee is looking at incidents that affect employees, or service users who are in public areas.
- 4.12. Councillor Webley-Brown said that variation of what is considered an incident is important to differentiate and the way organisations report the incident will impact how it is reported. She asked if there was a template that is followed for reporting. The officer responded that there is a standard template that is to be used which allows the data to be thoroughly scrutinised.
- 4.13. RIDDOR incidents were also outlined in the report. The Officer stated that the aim was to centralise reporting to the HSE so that there is more consistency and investigative information about the incidents. This change has been ongoing since January.
- 4.14. The Chair picked up on the rise in assault numbers. The Officer responded that these incidents are discussed in great detail, and tend to come from passenger transport issues. The quantitative and qualitative data will help further discussions and make an improvement.
- 4.15. The Chair also asked what the council will to do about pavements where residents often trip and fall on unstable pavements. The Officer responded that he would liaise with colleagues in insurance about these incidents, and will report back. As the incidents are not taking place on council premises it may not a matter for this Committee.

The report was noted.

## **5. Future meetings**

The committee agreed to 6pm start for future meetings. The Chair agreed will liaise with the Governance team to proceed with this change.



## Health and Safety Committee

### Declaration of Interest

**Date:** 10 October 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)



## Health & Safety Committee

### Corporate Health & Safety Board Update

**Date:** 10 October 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.
- 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 developments in the Council's delivery of Corporate Health and Safety.

## 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

##### Defibrillators

- 4.1. The Committee previously requested a list of the Automated External Defibrillators (AEDs, or just “defibrillators”) on Council premises. There are currently 18 located in various Council buildings (listed below) and being maintained by Council staff. Our routine compliance inspections include monitoring whether local staff are completing routine maintenance checks on the devices. All of these devices are potentially accessible by members of the public as they are registered with the London Ambulance Service.

Premises	Defibrillator Location
Brockley Rise	Premises Reception
Civic Suite	Premises Reception
Granville Park	Premises Reception
Grove Park Adult Learning	Premises Reception
Holbeach	Premises Reception
Ladywell Children Early Learning	School Reception Area (device shared with Watergate school)
Ladywell Day Centre	Sports Hall Corridor
Landmann Way Recycling Centre	Office
Laurence House	1 x Ground Floor Reception 1 x 3 <sup>rd</sup> Floor lift lobby
Moonshot	Premises reception (device shared with Double Jab Boxing Club)
Mulberry	Premises Reception
Old Town Hall	Premises Reception
Torridon Road Library	Main Library Area
Wearside Depot	1 x Ground Floor Lobby 1 x Ground Floor Rear Office 1 x Security Area 1 x Security Lobby

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- 4.2. This list excludes schools, and any community locations who have acquired and maintain a defibrillator for themselves. We will be working on a comprehensive listing in liaison with school health and safety colleagues later in the year.

## Slips and Trips

- 4.3. At a previous committee meeting, Members enquired on the prevalence of incidents of trips and falls on Council pavements. The information we have is incomplete – these are not reportable “at work” incidents via our system unless the person falling is an employee in the course of their duties. So we would typically only become aware of those cases were the person asserts injury and seeks to make a liability claim against the Council. Even in that circumstance, people have 3 years to make a claim for injury so we cannot be confident we have tracked all the incidents in any given year for some time.
- 4.4. That caveat notwithstanding, the general statistics are that the Council has received 74 such claims in the past three years, showing a decline in each year (39 claims in 2021/22, 23 claims in 2022/23 and only 12 claims in 2023/24). Of these, the majority (44, or 60%) are still open as the Council’s insurance team seeks to establish details, review medical records and so on. Of the 33 cases closed, the Council has accepted liability in only 3 cases all of which involved a compensation payment to the injured party. The Council maintains an insurance reserve to cover potential settlement of the claims which remain open.

## Health and Safety Resources

- 4.5 At the last Committee meeting, we discussed a proposal to fully integrate former Lewisham Homes staff responsibilities in a revised health and safety corporate structure. Unfortunately, those plans have been delayed by the decision of our Health & Safety manager to leave the Council and return to Europe for family reasons. She will be significantly missed by all at the Council for her work in improving the service over the past couple of years.
- 4.6 However, I am pleased to report we had a strong response to the advertisement for a new Health & Safety Manager, and our previous manager was able to participate in the recruitment. The final assessment day is on 7 October and hopefully by the time the Committee meets we will have made an appointment.

## **5. Matters Raised At Corporate Health & Safety Board**

- 5.1. Since this Committee last met, the Corporate Health and Safety Board and the various subordinate Directorate Boards have met once, in July. The meetings for this quarter will take place later this month. All meetings include staff representatives, including colleagues from Trade Unions.

- 5.2. 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.

5.3. Principal matters of interest for this Committee included:

**Premises Inspections**

- 5.4. We continue to complete quarterly premises inspections using our new health and safety software. This allows officers to complete and distribute outturn reports, including photographic evidence, before leaving site. This enables issues to receive immediate attention from premises officers or facilities management as appropriate.
- 5.5. We continue to develop and expand the full checklist used by the team, including the recent addition of defibrillator checks where applicable as mentioned above. The checklist now involves examination of near 90 individual compliance items.
- 5.6. The table below shows the current position of publicly accessible buildings outstanding issues on most recent inspection:

<b>Building</b>	<b>H&amp;S Issues</b>	<b>Maintenance Issues</b>	<b>Change</b>
2000 Community	1	3	-2
43 Bromley Road	1	3	0
45 Bromley Road	4	2	+1
Barnes Wallis Community Centre	0	5	0
Bellingham Childrens Centre	3	2	-1
Bellingham Gateway	0	3	+1
Broadway Theatre	6	13	+8
Brockley Adult Learning	5	2	-2
Brockley Cemetery	2	4	+5
Catford Library	3	3	+1
Civic Suite	1	3	-1

Building	H&S Issues	Maintenance Issues	Change
Dacres Wood Nature Reserve	5	1	-1
Deptford Adventure Playground	2	1	+2
Devonshire Road Nature Reserve	2	1	-1
Evelyn Children's Centre	5	2	+3
Evelyn Community Centre	1	3	-2
Granville Park Adult Learning	5	2	-8
Grove Park Adult Learning	5	2	+5
Grove Park Cemetery	5	8	+9
Hillcrest	2	2	-1
Hither Green Cemetery & Crem	8	13	+13
Home Park Adventure Playground	0	2	-3
Honor Oak Adventure Playground	5	1	+1
Honor Oak Community Centre	3	2	0
Honor Oak Surestart	6	1	-1
Honor Oak Youth Centre	3	0	0
Kirkdale Resource Centre	0	9	+8
Ladywell Cemetery	1	2	0
Ladywell Children's Centre	11	4	+8
Ladywell Day Centre	8	1	+1
Landmann Way Recycling Centre	3	4	+4
Laurence House	1	4	+3
Leemore Centre	1	2	-9
Lewisham Registrars	0	2	+1
Lochaber Hall	0	4	+3
Meloit Centre	5	2	+2
Midi Music	4	4	+4
Moonshot	4	6	0
Mulberry	9	4	+4
Old Town Hall	3	4	+3

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Building	H&S Issues	Maintenance Issues	Change
Rockbourne Youth Centre	0	4	+2
Scotney Hall	1	1	-3
Sydenham Centre (Naborhood)	3	2	5
The Dumps Adventure Playground	0	2	-7
The New Generation Community Centre	2	5	-1
Torridon Road Library	1	8	+5
Woodpecker Youth Centre	1	6	+5

- 5.7. 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. None of the issues are recurring; but we would typically escalate where we found the same problem on successive inspections.

## 6. Incidents

- 6.1. The Board (and relevant Directorates) also received information on reported incidents and change from last year. Note that this table includes data that will be reported to the Board later this month so as to provide a more up-to-date picture. The table below summarises:

Directorate	Q1&2 2024/25	Q1&2 2023/24	Change
Chief Executive's	0	2	-2
Children & Young People (non-school)	3	18	-15
Schools	243	524	-281
Adult Social Care & Health	12	12	0
Corporate Resources	39	44	-5
Housing	12	1	+11
Place	43	91	-48
<b>Total (Corporate Only)</b>	<b>109</b>	<b>168</b>	<b>-59</b>
<b>Total (including Schools)</b>	<b>352</b>	<b>692</b>	<b>-340</b>

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- 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. We also noted during the quarter that a number of recent-convert Academy schools were continuing to report incidents through the Council's system. As an Academy school, we have no continuing right to hold that data and so are offering advice for them to make alternative arrangements to monitor health and safety on their premises.
- 6.3. However, while the number of incidents is down year-to-year there is a significant rise between the last six months of 2023/24 and the first six months of 2024/25 (up to 352 from 180, see table below). Our working assumption is that this is a "return to normal" following under-reporting as people became familiar with our new system that launched in January 2024.
- 6.4. 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.

<b>Summary and Detailed Cause</b>	<b>Incidents Q1 24/25</b>	<b>Incidents Q4 23/24</b>
Illness (see paragraph 6.4)	9	4
Injury	280	162
Near miss	58	9
Other (see paragraph 6.5)	5	5
<b>Total (Summary Cause)</b>	<b>352</b>	<b>180</b>
Verbal abuse or threatening behaviour	31	8
Accident (minor)	29	22
Assault by member of the public	3	3
Assault by a pupil/client on an employee	56	48
Assault by pupil/client on another pupil/client	16	17
Contact with moving machinery	5	2
Contact with moving object	40	26
Contact with fixed object	20	24
Exposure to fire or heat	3	1
Exposure to or contact with harmful substance	1	2

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Summary and Detailed Cause	Incidents Q1 24/25	Incidents Q4 23/24
Exposure to or contact with hot material/substance	1	2
Fall from height	11	4
Human bite	7	5
Illness	9	4
Incident involving a vehicle	3	1
Injured while manual handling	6	6
Near miss	58	9
Slip, trip or fall on same level	53	40
<b>Total (Detailed Cause)</b>	<b>352</b>	<b>180</b>

- 6.5. 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.
- 6.6. The use of the “other” category continues to decline as a proportion of incidents as the real time reporting allows us to review, monitor and offer advice on proper classification where necessary.
- 6.7. 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 30 September 2024 is below.

RIDDOR Category	Council Q1/2 24/25 (Q3/4 23/24)	Schools Q1/2 24/25 (Q3/4 23/24)
Dangerous Occurrence	0 (0)	0 (0)
Major Injury or Condition	0 (0)	4 (2)
Member of Public to Hospital	1 (1)	1 (1)
>7 Day Absence	5 (6)	3 (3)
Pupil to Hospital	n/a	6 (18)
Prescribed Disease	0 (1)	0 (0)
<b>Totals</b>	<b>6 (8)</b>	<b>14 (24)</b>

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- 6.8. 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.

## **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](mailto:rich.clarke@lewisham.gov.uk). Telephone (020) 8314 8730 (ext. 48730).