

Bradford Occupational Health & Safety Forum Minutes from meeting held on Tuesday 15 September 2009

1. **Present:** Jane Howie, Andrew Mawson, John Blanchfield, Carol Duerden, Wendy Bland, Graham Reay, Tony Smith, Dave Towers, Rob Holmes, Chris Flint, Ann Hall

Apologies: Susan Gee

2. **Minutes of last meeting (4 August 09)**

These were accepted.

3. **Matters arising**

Item 4.5 Wendy advised that Bradford Council has responded regarding the Department of Children, Schools and Families emergency asbestos survey.

4. **Development Workers Report**

- a) A draft copy of a contract between NHS Bradford and Airedale and Bradford Area Occupational Health and Safety Forum has been drawn up by Jane and sent to Graham Moore along with a copy of the milestones we hope to achieve. This is to cover the period of our existing funding which is set to run out at the end of March 2009. Some discussion took place on the wording of the document in particular documenting evidence of meeting the objectives and the use of 'briefing' in relation to asbestos in schools, Jane agreed to address this. Chris Flint updated the group with information on HSE's role in the inspection of CLASP (Consortium of Local Authorities Special Programme) buildings in relation to schools. Jane said Bradford NUT had expressed concerns via Bradford Area Safety Reps Association about asbestos in school buildings. Chris advised that each school holds an asbestos register outlining if asbestos has been found and where it is. This document is available on request directly from the school.
- b) Amanda Fletcher has drafted a report on behalf of the Health and Work Task Group for the Health and Well Being Partnership for the 18th of September meeting and to the Employment and Skills Board date. Jane has sent Amanda an email saying that it is a great idea for the Forum to work in partnership with the NHS Bradford and Airedale to develop the Occupational Health and Safety Directory and disseminate it more widely. And that it is hoped that the Chairs of the H&WBP and the ESP will decide to re-commission the two existing occupational health projects in the district post March 2010 (one of them being the Forum the other being the BOHP/Workers Health Advice Team)
- c) Jane has produced a myth busting information report for employers entitled - '*Dispelling the myths around employing people with disabilities*'. This follows on from the last seminar and used data collected at the seminar from a quick survey taken at the time. Jane is to send a copy to Adult services as promised as part of the funding we received for the seminar. The report will be added to our website as a downloadable resource. Jane is to send the report electronically to working group members for feedback before publishing. It is very interesting that the most popular best suited jobs as seen by employers were all jobs/any jobs (with some reasonable adjustments). Also interesting but not too surprising is that knowledge/understanding of disabilities and the costs involved are seen as the main key challenges seen by employers. The report includes details of where employers can get financial help with making reasonable adjustments as many employers are not aware of the resources available to them.
- d) Speakers have been found for the next seminar and a poster/booking form has been drafted. This will be going to the printers this week and will be ready for a mailout 28th September (or 30th) helpers required. John Blanchfield offered his team's assistance.
- e) Alan Butler Awards 2009 - It was decided that we would apply for Category 1 - Best membership Recruitment and Retention Approach.

5 Strategic Development

- a) Copies of the report Amanda Fletcher from NHS Bradford and Airedale produced for the Health and Wellbeing Partnership and Employment and Skills Partnership. The recommendations were that a report should pull together information currently collected on the picture of health and work. Further work is required to identify resources/ funding available to support a work and health agenda.
- b) Jane handed out copies of the updated Forum Statistical Report. Chris agreed to look at the information available from HSE to ensure the most up to date data was used. Andrew Mawson suggested sending this report on to Amanda Fletcher on the task group. Jane agreed to do this after some slight amendments.
- c) HSE Regional Priorities – Chris explained that the FIT3 topics and the new HSE Strategy is core to the work year. Matters of evident concern and matters of potential concern will also continue to be high priority throughout the work year. Local initiatives are care and nursing homes, noise in the entertainment industry and violence in retail premises. Discussion took place on partnership work with the police relating to these initiatives and how BAOHSF may be able to assist in raising awareness in future seminars.
- d) The sub group which is going to be looking at our next Securing Health Together Strategy were meeting after the working group session.

6 Seminars and Feedback

The next seminar will be held on Tuesday 20 October 2009, 9am -1pm at Carlisle Business Centre and will be entitled 'Sensible Risk Assessment'. There will be a general introduction followed by four workshops each one lasting an hour. The workshops will cover Fire Safety, Stress, Asbestos and Lone Working. There will also be a small exhibition.

Chris Flint agreed to contact Health and Safety Laboratories to establish if they could supply asbestos examples for the workshop demonstration.

7. Safety Reps Update

The group agreed to meet after the next seminar on 20 October.

8. Accounts

Carol explained that payments have been slow coming through. Jane produced the cash flow forecast for the current financial year. £7,000 of the £26,000 budget has been spent in the first quarter and although money is tight seminar spend has increased but this has been offset by a little extra funding received from the HSE and Adult Services.

9 AOB

Rob queried NHS Direct monitoring position in its contract with the NHS.

Carol advised she had been accepted on a mental health first aid course and will be trained by the end of this year. She is hoping to cascade her knowledge to youth workers, safety reps and shop stewards to increase their awareness of mental health issues in the workplace.

Graham talked about his work with the fire prevention group. Fire risks in flats and in care homes were considered as possible future seminar material for the forum.

Date of next meeting

Thursday 5th November, Jacobs Well, Room 1, 6th Floor, 10am – 1pm.