

Safety Champions Quarterly Review Meeting

Date 13th July 2012

Present: Justin Tyas, Mike Sloniowski, Steve Bywater, Somayya Yaqub, Julia Wallace, Mike Sopp, Michelle Quigley

Apologies: Housing and ELRS

Minutes [DRAFT]:

1. Overview of next week's Safety Committee Agenda – no additional items
2. HF Business Board Quarterly Report:
 - Previous report format well received by board
 - Mike SL led discussion on the capturing of performance data so as to ensure it is standardised across organisation – agreed to refine as report develops - Justin has produced a standard FAQ explanation for each criterion.
 - Discussions on infrastructure of systems – new and existing staff members monitored for compliance of E-learning: Trent (HR system) and E-learning do not marry up.
 - Champions to work with corporate safety on current report.
3. Corporate Safety to be audited by Deloitte to assess reassurance across the organisation: audit scope to be forwarded
4. Tri-borough safety committees
 - Children's services ran the first tri-borough safety meeting (minutes to be forwarded).
 - Format to be followed for Libraries and Adult Social Care.
 - Bi-borough TTS and ELRS to tag meeting on to quarterly DNC.
 - TriBnet now live and logical portal to communicate health and safety across the three boroughs
5. Accident Reporting systems
 - Outlined proposals to merge system across Tri-borough
 - Concerns raised about PVSU (potentially violent service users) and the various systems used internally (Framework i) and by Tri/Bi-borough

and how this information is to be effectively shared. Justin raised as an action for Adult Social Care safety committee

6. Training Requirements

- Safety champions to review training needs against plans and raise with corporate safety
- Lone working training and stress management to be rolled out shortly

7. PEEP Section Audit

- Champions asked to undertake ad-hoc audit of staff and managers to see if they know about PEEPs and whether anyone in their section requires one

8. Safety Champion Issues

- Somayya attended a number of team meetings across dept. to explain accident reporting system and E-learning
- Steve is undertaking a new post as part of Tri-borough and not sure how this will impact on the role of safety champion.
- Mike SL advised that he is participating in Tri-borough risk management meetings and that he will feedback on any health and safety issues

9. Next Meeting: 12th October 2012