**Central Health and Safety in Housing Forum Meeting**

**Wednesday 2nd December 2015**

**Sanctuary Group**

**Chamber Court**

**Castle Street**

**Worcester**

**WR1 3ZQ**

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| Agenda item | Minute | Action by |
| 1/2  3  4  5 | Welcome and Introductions  John Newton (JN) welcomed to the meeting.  Apologies  Alan Houghton - Boston Mayflower  Richard Bowden - Solihull Community Housing  Andrew Griffiths - Bromford Group  Elizabeth Hine - Dacorum BC  Andrew Tootell - Two Rivers Housing  Darren Corke - Derwent Living  John Bennett - Community Gateway Association  Andrew Shepherd - Gedling Homes  Philip Leyland - Eastbourne Homes  Minutes from the meeting on 16 September 2015  The minutes were agreed for accuracy.  Matters arising  Benchmarking   * There are no changes to the data collection sheet which will be sent out later in December – returns are requested by the end of January 2016. * Gary Eastham asked who the returned information goes to – JN confirmed that previously it was sent to all members, but last year it was only sent to those who had responded. Going forward this will be up to forum members to decide. * Clarification was asked as to the type of vehicles that should be included – JN confirmed that it should be any fleet vehicles i.e. to include vans, trucks, ride on mowers, tractors etc. * It was suggested that a section could be added about the size of the H&S team within the organisation. * Clarification was asked for as to the date range – JN confirmed it should be 1 Jan – 31 December 15.   Review of the group’s constitution – no changes proposed.  Automated External Defibrilators   * Discussion around who had these – some had but not for public use. JN risk assessed their premises – most were deemed low (offices etc) – sheltered schemes a medium risk, but still not deemed necessary. There is no legal obligation for them to be installed – may be more of a moral issue. The boxes are more expensive than the kits for ones that are used in public places, to keep them secure. They may be most appropriate for first responders. Some have been installed directly by residents associations. It was flagged that trainers are pushing their use. St John’s Ambulance first aid training – they sell the defibrilators and training as a package.   Legionella   * HSG274 pt. 2 – refer to Appendix 1 summary of information. Need organisations to support the challenge of the rules – members should contact Peter Gannaway if they want to support this. * Discussion around what is reasonably practicable and risk assessments.   AOB   * JN referred to appendix 2 regarding a product safety warning regarding ‘hover boards’. * The recall of tumble dryers was raised. * Trident – discussion around the issue of flat doors being replaced in leasehold properties and the implications of this – Croydon case, Housing Act cited. * Discussion around whether lifts should be replaced with stair lifts – the group consensus was no. * The issue of communication between forum members was raised and the fact that e-mails are not well used or responded to – the same people tend to reply to requests for help or advice. JN mentioned the LinkedIn group that is already set up. * Sentencing Guidelines, Barbour Webinar – if you don’t follow your own internal policies and procedures when there is an issue you will automatically fall into the higher bracket of fines applicable. If you know there is a breach, you should have a mechanism of reporting through the business. Not applicable to fire safety (RRO).   Date of next meeting   * 2 March 15 - venue possibly Wolverhampton (tbc) |  |