IIRSM
Devon Branch
Tuesday 29th January 2013

Minutes

1. 2pm – Arrival and Refreshments.
   a. Attendees: Karen Hoskins, Marcus Butcher, Martin Chan, Matt Clark, Roy Kane, Ian Parry, Chris Pope, Trevor Quaintance, Bernie Taylor, John Warren, Peter Wilson, David Ritchie
   b. Guest Speaker: Indisposed
   c. Apologies: Julie Hunt

2. Welcome
   a. The meeting was chaired by Karen Hoskins. KH welcomed members to the third meeting of the IIRSM Devon Branch. Housekeeping and emergency arrangements for the meeting in the Conference Room at Ross House in Exeter University were explained. KH thanked Matt Clark for arranging the venue and refreshments for the meeting.
   b. KH announced that owing to illness the guest speaker for the meeting was unable to attend. It was agreed that the speaker should be asked to attend a future meeting to provide the presentation on Legionella.
   c. KH ran through an adjusted agenda for the meeting as a result of the absence of the guest speaker.

3. Housekeeping
   a. 1. In response to members’ concerns about not being informed of meeting dates and venues, KH drew members’ attention to the need to check their membership records held by IIRSM HQ. She announced that a reorganisation of staff at IIRSM may have resulted in a short delay in responding to members’ enquiries. As all changes are complete and staff in position now this should no longer cause problems. (Afternote: DR, on checking his own details with HQ, discovered that he had failed to notify them of a change in e-mail address, hence he had received no e-mail calling notices of meetings. Natasha at HQ corrected the information in a matter of a few seconds and DR is now in receipt of e-mails from IIRSM HQ.)

   2. KH explained that calling notices were sent from IIRSM HQ to every member in the catchment area for each branch. A notice appeared in the monthly IIRSM magazine and details were published on the IIRSM Web site.
3. In response to a question about why the Branch Secretary did not pass reminders to members about the meetings KH explained the IIRSM’s interpretation of the Data Protection Act. Also, because local branch committee members are volunteer staff who might not be available full time IIRSM prefer branch calling notices and information to be issued centrally.

4. DR stated that if Devon Branch members wish to pass their contact details to him to hold on a password protected PC he would endeavour to act as a further point of contact for branch meetings.

b. KH gave a short briefing on the varying levels of membership available within the IIRSM and in particular covered the changes in the Recognised Safety Practitioner (RSP) status. Full members of IIRSM (MIIRSM) may use the abbreviation RSP for up to 3 years whilst qualifying for the status, however if they fail to satisfy the qualification requirements within the three years they may no longer use the abbreviation after their name. She also covered the two streams of membership, Practitioners and Specialist and explained that after 5 years as a “Member” members could apply for “Fellowship” status by demonstrating compliance with requirements as shown on the IIRSM Website.

c. KH outlined the aim for branches to have up to 3 meetings per year and where possible for members to host them at their work places thereby increasing the profile of the Institute and giving members an opportunity to see Health and Safety issues within different organisations.

d. Following a short discussion on branch boundaries, KH explained that whilst the Branch was called the Devon Branch, membership/attendance was not limited to members living or working in Devon. IP, the branch Membership Secretary was requested to look into the number of potential members living within the Devon and Cornwall catchment area to try to increase membership. (Action IP)

e. Members were asked to review the Branch Policy and Aims and Objectives, available under the section “IIRSM Branches” “Setting up a local Branch” on the Web to identify what areas within the policy and aims and objectives were considered important, relevant, or unnecessary for their Devon Branch. This matter would be discussed in full at the next meeting (Action All).

4. Emergency Planning

KH introduced two topics for discussion under Emergency Planning; Flooding and Mobility and Accessibility.

a. Flooding. KH asked members whether the organisations that they represented had considered flooding as part of their emergency planning Risk Assessment. Both PW and MC were able to state that flooding and associated problems were part and parcel of their emergency planning process. PW stated that Teignbridge District Council had filled and distributed some 20,000 sandbags before the serious flooding during January 2013. He stated that whilst the responsibility for flood protection lies with the Environmental Agency, Local Authorities allocate resources for emergency flood protection according to the
perceived risk and finances available. Perception of risk and planning undertaken by small businesses to protect themselves in the event of flooding was not quantifiable but it was agreed that it was a suitable topic for inclusion within the training package “Health and Safety for Small Businesses”. It was pointed out that a useful document for Risk assessment and Emergency planning was the MoD Manual JSP 375 available on the internet.

b. Mobility and Accessibility. KH gave a brief presentation on Mobility and Accessibility drawing on the Training Course Package available on the IIRSM website. It was agreed that the information was useful and a more detailed presentation should be included as a topic for a future meeting.

5. Opportunity for general discussion / networking.

Meeting Venues were discussed. Members expressed concern about parking for meetings. BT stated that he had a possible venue just outside Plympton. BT was requested to check further to ascertain the possibility for future meetings as Plympton was almost mid-point within the catchment area if it were to be expanded to include more of Cornwall. (Afternote: BT has confirmed that the conference room at the GABLES cat and dogs home could be made available for Branch Meetings)

The business of the meeting was concluded with a networking opportunity, to allow general discussion / networking amongst members. Members’ feedback indicated this was a useful and valuable part of the meeting.

6. Date of next meeting & venue to be confirmed.

Meeting closed at 1625hrs.