Minutes

1. Pre-Regional IIRSM Essex Branch meeting, Branch Executive Committee meeting:

IIRSM Essex Branch Executive Committee members present included Karen Hoskins, Stuart Packard, Ken Parker.

a. A discussion was held regarding the roles of Officers of the Branch, following on from a recent email communication to the committee from the Chairman KH, where KH requested committee members (ref emails 13th May '12 & 11th July '12 re: Committee roles) to confirm their intention to hold committee roles for the year 2012-2013 and to identify the specific posts / roles they would like to be assigned to; or their intention to step down from the committee for the coming year.

b. KH confirmed her intention to stay on as Chairman of IIRSM Essex Branch for the following year.

c. Stuart Packard has agreed to take on Secretary role within the committee. Stuart role will be to arrange the meetings and take minutes.

d. Ken Parker, in addition to being the Branch Treasurer will take on the role Communication and membership. Ken will be on hand during meetings to discuss membership options with branch meeting attendees. One of the areas we are looking to highlight is corporate membership

http://www.iirsm.org/corporatemembership

e. KH would also like to thank the committee for their collective involvement in responsibilities which include:
• Registering of attendees when they arrive
• Welcoming Members & Non-Members when they arrive
• Preparation of the meeting room for arrival of the delegates, and clearance of the meeting room following the meeting.
• The committee are responsible for the selection and assessment of the speakers to ensure quality and usefulness to the audience.

2. 2pm – IIRSM Regional Branch Meeting (Essex): arrival, coffee, refreshments

3. Welcome
   a. The meeting was hosted by HAVEN Occupational Health, 4 Commerce Way Park, Whitehall Industrial estate, Colchester, Essex Co2 8HX. With Thanks to Paula Caroll.
   b. Chaired by Karen Hoskins. KH welcomed the members to the fourth IIRSM Essex Branch meeting. Housekeeping and emergency arrangements for the premises were explained by Karen.
   c. Ken Parker gave a brief overview of IIRSM online CPD.
   d. Karen Hoskins gave a brief overview of IIRSM discussion forum on Linked In.
   e. IIRSM Essex branch is looking for members to volunteer suitable venues in the local area to support the group.
4. **Speaker Presentation**

Key Speaker Keith Scott, IIRSM Chairman, Subject: Leadership.

Keith Scott's presentation on Leadership and his experiences of leading health & safety management in Royal Mail, were well received by the group, and feedback indicated the presentation was refreshing and useful.

Copies of the powerpoint presentation are available to the Group on request. Summary of issues addressed:

- Are the board asking questions?
- Do safety objectives help the business deliver its objectives?
- Does the board challenge what they are told? - Engagement
- Do you celebrate success?
- Are we a learning organisation - when we've done something right - do we share or keep it to ourselves?
- Director’s annual personal safety plans – Responses written on postcards then 6 months later, posted the postcards to them, as a reminder.
- Director's '5 things' you are going to do to improve safety your area.
- What top 5 things can stop your business tomorrow? If you don't know ask your people - then action plan.
- Post Office Walk risk assessments programme - feedback the hazards they face.
- Introducing visual management of safety. Using pictograms. A picture of the wrong way with cross. Then picture of right way with a tick. Rotate the pictures, so raising awareness.
- Heading them off at the pass. If HSE come looking, demonstrate visible h&s leadership. Go out and observe. Top 5 hazards. Your hazard profile for each business unit. Risk register. From there can pick the top 5 Corporate hazards.
- The trick question? Tell me the 10 hazards you are not risk assessing.
5. **Q&A**

Q & A. With Keith Scott

(a) Group discussion took place including feedback from attendee Dave Joyce (of Royal Mail) re the law on dangerous dogs (encountered during post office walks). Dave Joyce highlighted changes in Scotland. Not restricted from private property. Dog control - Owner has to control the dog. Compulsory microchipping.

(b) Stress was also part of the discussions following the presentation, including differences between positive pressure and stress.

- How do you regain control?
- Fatigue related stress.
- Train the first aiders in Mental Wellbeing (First Aiders are already in place, and well known to the staff, trusted people). First Aiders would be valuable as they are already at 'the coalface' so may be able to flag mental health problems early.

KH highlighted that the next IIRSM Essex Branch Meeting on 15th January 2012 speaker subject is on (1) Mental Wellbeing at Work and (2) Stress Risk Management.

(c) IIRSM update.

New German member of the board.

EU campaign for leadership.

IIRSM Services Ltd. will be a commercial arm of IIRSM from 1st January 2013, reflecting, requests for interventions and board interventions.

6. **Open Forum**

Opportunity for general discussion / networking.

Topics discussed included:

(a) FFI (Fee for Intervention). May replace the loss of government funding.
No inspections for small businesses. May only see an officer if there's a RIDDOR. Small companies are under the impression they don't have to comply with the law. Sending out the wrong signals.

Media communications: Exempt self employed people. HSE already had simplification process already.

(b) Re: Loftsed review: Report has been misrepresented?

Group discussion suggested the circle may be:

- Small business will not comply.
- Injuries occur.
- Prosecution of employers.
- Media will highlight plight of businesses who didn't know.

5pm – close

**Date and venue of next meeting:**

The next Branch meeting to be held on:

Date: Tuesday 15th January 2013

Speaker subject: Mental Health and Wellbeing & Stress Risk Assessments

Hosted at: Family Mosaic, Rowan House, 33 Sheepen Road, Colchester, Essex, CO3 3WG.

**Future Branch Meeting Dates:**

Tuesday 21st May 2013

Tuesday 17th September 2013

2014

January 2014

End