1. Pre-Regional IIRSM Essex Branch meeting, Branch Committee meeting:
   a. IIRSM Essex Branch committee members present included Karen Hoskins, Stuart Packard, Ken Parker. Advance apologies received form Ben Hoskins and Sean Ellis, Mark Edmonds, Steve Gandolfini, Mike McCarron.
   b. 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 about the requirement for formalisation of committee member’s roles. The purpose of the formalisation is to ensure inclusion of committee members and even distribution of the committee workload.
   c. Stuart Packard has kindly agreed to take on the Membership role within the committee. Stuart 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](http://www.iirsm.org/corporatemembership)
   d. Ken Parker, in addition to being the Branch Treasurer, has also kindly agreed to take on the role of Communications Officer for the branch. Ken will be on hand during meetings to highlight Head Office communications to branch meeting attendees, during a Communications Slot, which will appear on future IIRSM Essex Branch agendas.
   e. Other IIRSM Essex Branch Committee posts were discussed, and it was agreed that
      I. Officers of the Branch should hold individual roles, with specific responsibilities.
      II. KH confirmed the intention to raise the subject of Committee roles at the 18th September 2012 meeting in preparation for 2012/2013 committee.
      III. KH confirmed her intention to stay on as Chairman of IIRSM Essex Branch for the following year,
      IV. KH requested existing committee members who have the intention to continue within the committee for another year, to identify the specific posts / roles they would like to be assigned to.
V. The roles still available for 2012/2013 include:
   - Job Vacancy Advertisements Officer
   - Events Officer. The Events Officer’s responsibilities will include the planning of the meeting locations, and for the use of the venue, i.e. risk assessment for suitability etc.
   - The Branch Secretary role will become available for the year commencing 02/11/2012.

f. A formal committee review and appointment process will be held at 18th September 2012 meeting in order to confirm the roles for 2012/2013, the revised roles will take effect from 2nd November 2012.

g. 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
   b. Apologies: Ben Hoskins, Sean Ellis, Mike McCarron, Ian Green, Mark Edmonds, Steve Gandolfini, Roland Crane, Colin Anglin, Ian Mathews.

3. 2.15pm – Welcome
   a. The meeting was hosted by DSG, Flagstaff Road, Colchester, Essex CO2 7SR. DSG is one of the largest defence equipment support providers in the country. With 3000 personnel dedicated to the core mission of providing high-quality and cost effective support to the UK Armed Forces. The site visit included a Factory/Workshop tour, observing and discussing workplace transport, working at height, paint spraying, overhead cranes and HAVS.
   b. Chaired by Karen Hoskins. KH welcomed the members to the third IIRSM Essex Branch meeting. Housekeeping and emergency arrangements for the premises were explained by Stuart Packard.
   c. Members briefly introduced themselves to the group.
d. KH provided feedback to the branch regarding the recent Health & Safety Expo at the NEC, which was an exceptional event with the IIRSM stand constantly busy with new member and membership upgrade enquiries.

3. **3.00m – Site Tour**

   a. ‘The DSG Tour included a corporate video and presentation to familiarise the branch with the hazards and risks associated with the operation of this MOD site. The site tour included the:
   
   - **warehouse and maintenance** area, where the maintenance and repair of Jackals, Panthers and Landrovers were being carried out;
   - **waste** compound;
   - **vehicle park** where we observed Man trucks, Sedan Attkinsons, Oshkosh Tankers, FEPS generators, Runway matting, crane and winching testing areas.
   - **paint shop**, where we viewed a structured painting booth with downdraft extraction facility, the use paintspray guns, we also viewed and discussed the use of the air fed breathing masks and the practical implications of using them in a paint spraying environment, including how to keep the visor clean in such an environment and also the clearance time requirements, where isocyanate paints are used.
   - The systems for **manual handling and lifting** were also viewed and discussed, which included use of various overhead gantry cranes, axle stands, air jacks and other lifting aids.
   - A campaign on **HAVS** was examined and various air tools and impact wrenches used to repair the vehicle were observed, a key factor here was the communication of the potential impacts of the use of equipment which might contribute to HAVS and Vibration White Finger. Information posters on display were positively received, and generally thought to be effective.
   - A World War one, ‘13 pounder gun’, (used for saluting during special Royal Occasions) was observed undergoing maintenance.’

4. **4.15pm - opportunity for general discussion / networking**

   a. Following the DSG Site Tour, KH gave a brief presentation regarding the Membership levels and highlighted opportunities for branch attendees to review and enhance their membership levels, including enhancements to Full Member, Specialist Member and Fellow member levels.
   
   b. The benefits of Corporate Membership were also discussed.
c. The business of the meeting was concluded with a networking opportunity, to allow general discussion / networking amongst members. Member’s feedback indicated this was a useful and valuable part of the meeting.

- 5pm – close

**Date and venue of next meeting:**

The next Branch meeting to be held on Tuesday will be hosted at Britvic’s premises in Chelmsford, Essex, where the meeting will include our Speaker, Keith Scott, Chairman of IIRSM, on the subject of Leadership, and will also include a brief site visit of the Britvic premises.

**Date:** Tuesday 18th September 2012  
**Location:** Britvic’s premises in Chelmsford, Essex. (formal address and postcode to be confirmed)

**Subject:** A 'case study' presentation for safety leadership within Royal Mail Group, presented by our Speaker, Keith Scott, Chairman of IIRSM.

**Future Branch Meeting Dates:**

**2013**

Tuesday 15th January 2013  
Venue: c/o Family Mosaic, Rowen House, 33 Sheepen Road, Colchester, Essex. CO3 3WG

Tuesday 21st May 2013

Tuesday 17th September 2013

**2014**

January 2014

End