



EDINBURGH BRANCH

Rivers Suite, Craiglockhart Campus, Napier University, Edinburgh EH14 1DJ,

<http://exclusive.iosh.com/membership/our-membership-network/our-branches/edinburgh-branch/>

Paul Stollard Minutes of 297th Branch AGM Meeting.
Held on the 9th May 2019 at 14:00.

SEDERUNT:

R Balfry (CM)	H Pearson (CM)	S. Heesom (CM)	A McLeod (CM)	M Grimmer (CM)
S Crawford (CM)	L Young (CM)	K McDonnell (CM)	B Sinclair (CM)	C Gilmour (M)
C McEvoy (M)	G Madden (M)	S Hughes (M)	E Dimitrieva (M)	R Francis (M)
E Bertram (M)	P Walsh (M)	P Gallagher (M)	R Brown (M)	D McCormack (M)
S Watson (M)	E Saunders (M)	L Anderson (M)	I Wood (M)	C Watt (M)
N Doherty (M)	J Gorgon (M)	C Lawson (M)	A McNeill (M)	D Miller (M)
A Flicker (M)	J Forrest (M)	V Stewart (M)	G Anderson (M)	L Murray (M)
S Riegel (M)	J Proctor (M)	L Gilmour (M)	N Hanson (M)	C Cassiani (M)
A Bamberry (M)	A James (M)	O Okuonguel (M)	D Armitage (M)	G Cifelm (M)
M Cowie (M)				

Total: 46 9 - Committee Members 37 - Branch Members 0 - Guests

Apologies: D Johnston, S McCann, R Doyle, J Nelson, G Neville, G McBroom, P French, J Mackintosh-May.

Chair:

Rupert opened the meeting, and explained where the fire exits were and reminded the audience to switch off their mobiles and print their names on the sederunt. He also asked if there were any new members or guests. Rupert also reminded members to remember to complete their CPD, and to make sure they had parked in 'Car Park A' so as not to receive a parking fine.

1 New Members: Rupert welcomed two new members to the Branch; Gordon McNeil and Graham Anderson

2 Minutes of previous meetings

Minutes of the meeting and previous meetings can be found at:

<https://exclusive.iosh.com/membership/our-membership-network/our-branches/edinburgh-branch/recent-events/>

AGM Meeting 289 - 10 May 18

The Chair asked if anything was unclear or if further information was needed. With no further matters arising, the accuracy of Minutes was proposed by Helen Pearson and seconded by Alistair McNeill.

3 Correspondence and Group Reports

3.1 Correspondence:

An email was received from Julie Farmer the IOSH Networks Manager, requesting that we communicate the following safety awareness campaign:

You can help raise awareness of the most widespread form of cancer – skin cancer – by getting involved in **Sun Awareness Week (6-12 May)**.

Worldwide, a staggering 2-3 million new cases of non-melanoma skin cancer (NMSC) are registered every year. In Britain, there are at least 1,500 new cases of NMSC and 240 new cases of malignant melanoma linked to solar radiation exposure at work a year.

'No Time to Lose' supporter the British Association of Dermatologists is the founder of Sun Awareness Week, which encourages people to regularly self-examine for signs of skin cancer and teaches them about the dangers of sunburn and excessive tanning.

IOSH 'No Time to Lose' is supporting the week, and encourage you and your colleagues to join us to help raise awareness of solar radiation risks at work by:

- downloading and distributing our free resources
- raising awareness in your newsletters and sharing what's happening on social media
- signing up as an NTTL supporter (if you haven't already), or making a pledge to take action, if you've been thinking about that but haven't taken the next step yet
- finally, tell us how you've been taking action so we can share your stories with our supporters and members worldwide.

For more details on the above, visit our webpage – www.notimetolose.org.uk/sun-awareness. Many thanks for your continued support to help beat occupational cancer.

3.2 **Groups:**

▪ **Construction Group**

CITB - HSE Test for 26th June 2019. The updates CITB is making on the 26 June 2019 are the result of two and half years working with industry and experts in other fields to ensure that the HS&E test continues to be fair, valid and reliable.

What's changing?

- Update to include current practice and legislation – All versions have been reviewed and, where applicable, updated with the latest legislation.
- Levelling of the playing field – Everyone taking the revised Operatives test will see the same amount of easy, medium and hard questions, in a random combination.
- One score to pass – There is now only one section of questioning. The behavioural case studies and accompanying questions have been removed.
- New questions and new style – There are now a wider range of health, safety and environment tasks and responsibilities covered in the questions. A new 'drag and drop' questioning style has also been added.
- Clearer instructions – The on-screen tutorials have been improved.
- Materials to revise, not memorise – Revision materials have all been updated alongside the changes to the test.
- New updated revision materials will be available for purchase from 15 May 2019 to aid those taking the test after the 26 June 2019.

https://www.citb.co.uk/about-citb/news-events-and-blogs/uk/2019/04/new-health-safety-and-environment-test-for-26-june019/?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term



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▪ **Offshore Group**

Mike Cowie of the Offshore Group, informed the branch that when the Offshore Group met at their last meeting in London, they announced that they are now struggling for new committee members to help keep the groups momentum moving forwards. He has asked for anyone with an offshore connection to partition their colleagues to consider joining the committee.

3.3 **Mentor:**

Liz Young informed the Branch that the presentation that she gave at the Aprils IPD/CPD session is now available on the web site. Liz also reminded all to ensure that they record their CPD, and to contact Liz should anyone have any problems or queries.

4 **Branch Event:**

There will be a site visit to 'Fettes College' on the 11th July.

This will be a guided tour highlighting the particular health and safety issues associated with running of a busy Private School.

This is a free event open only to Edinburgh Branch members; however, we are limited to 20 places - so if you wish to attend you'll need to reserve a place. Follow the link on the IOSH Events pages, <https://www.iosh.co.uk/Events.aspx> and follow the through to the bookings team, and provide them with your name and contact details.

5 **Local IOSH Events:**

- **West of Scotland** – 30th of May at Hampden Park Stadium:
13:00 HAVS Monitoring – Stewart McNaughton (Curatec)
14:00 Work at Height Update – Speaker TBC
- **Highlands and Islands** – 1st of June - Site Visit:
Expo New Justice Centre in Inverness
- **North East of Scotland** – 12th of June at the Jurys Inn, Aberdeen
18:00 Legal Update – Kevin Clancy (Solicitor Advocate, Shepherd & Wedderburn LLP).
- **Forth and Tay** – 7th of May - Site Visit:
MVV Environment Baldovie Ltd

Further details can be found at: <https://www.iosh.co.uk/Events.aspx>

6 Other Events of Interest:

6.1 **National Safety and Health Conference**

At the Holiday Inn Royal Victoria Sheffield, Victoria Station Road, Sheffield, South Yorkshire S4 7YE on the 13th June 2019. The topic will be 'Looking after the worker';

Tools for every step of the journey from workplace best practice to facing major incidents. The National Safety and Health Conference (NSHC) is proud to run its 44th year in 2019. This conference is a public sector event and is led by four IOSH Groups, including:

- Education Group
- Environmental and Waste Management Group
- Health and Social Care Group
- Public Services Group;

UK business faces many risks from DSE users exposed to MSD, to people working on the front line being exposed to violence and aggression. So how do we look after and protect these workers and volunteers?

Featuring a number of high profile speakers from HSE, Chartered Institute of Ergonomics & Human Factors suggested (CIEHF) plus other industry specialists to be confirmed

The cost of the event is £114 + VAT for members, and £138 +VAT for non-members. For further information and bookings can be found at: <https://exclusive.iosh.com/membership/our-membership-network/our-groups/environmental-and-waste-management-group/events/>.

6.2 **Health & safety Expo**

Will be held on the 18th to 20th June 2019 at the Excel in London.

The Link for registration via the website:

https://registration.n200.com/survey/3f0httsvn8fdv/register?cid=prtnr_Vs_DRV20190114%7C1&actioncode=PRT3

6.3 **IOSH Annual Conference**

Will be held on the 16th and 17th September 2019 at the ICC in Birmingham.

Further details can be found at: <https://www.ioshconference.com/welcome>

7 Members Items:

7.1 **From the floor?** (Members opportunity to share problems & ideas with their peers)

- Midlothian Council are running a NEBOSH Certificate Course later this year. This extends the range of externally accredited training delivered by the Council, which currently includes: IOSH Managing Safely and Working Safely, driver CPC programmes approved by the Fleet Transport Association, and a range of Quallsafe and SQA approved First Aid training courses. The NEBOSH course will run for 2 weeks, starting on 4 November 2019, and will be held at the National Mining Museum, Newtongrange which benefits from good public transport links including road

and rail, with parking available for those traveling by car. For further information or to book a place on this course please contact the training team by e-mail:

health&safetytraining@midlothian.gov.uk

Details of the full range of training available is available from Midlothian Council's website:

https://www.midlothian.gov.uk/info/230/support_for_businesses/538/health_and_safety_and_fire_safety_training

- Woodward SHE are opening a new NEBOSH training venue in Rosyth this September. These courses will be based at the Rosyth Business Centre, 16 Cromarty Campus, Rosyth Europarc, Rosyth, Dunfermline, KY11 2WX. The new venue is ideally placed for both MOD Service Leavers undertaking resettlement training and for commercial course delegates travelling from Rosyth, Edinburgh, Stirling and Perth. For further information, or to provisionally book a course place, please get in touch by Email: info@woodwardgroup.co.uk, or visit the Website: www.woodwardgroup.co.uk.
- The 13th – 19th May 2019, was the Mental Health Awareness Week two organisation where you can, get information /resources are:
 - <https://www.mentalhealth.org.uk/campaigns/mental-health-awareness-week>
 - <https://www.seemescotland.org/>
 - <https://www.matesinmind.org/>

8 Congratulations:

Congratulations were announced for Douglas Smart CMIOSH and Robert Francis CMIOSH, who are new Chartered Members, followed by a round of applause from the floor.

9 AGM Business:

9.1 *IOSH – Presidential Distinguished Service Award*

Karen McDonnell as a past President of IOSH presented Helen Pearson with a Silver Award for her services to the Edinburgh Branch, IOSH Scotland and for furthering the cause of the institution as a whole.

Helen was Edinburgh Branch Secretary for 9 years. During this time she also liaison with the Forth and Tay district and IOSH Scotland. On many occasions between 2009 and 2014 she provided the secretarial role at the IOSH Scotland meetings which took place six times per annum.

Helen was elected to Branch chair in May 2015 and held the post for 2 years. During this time the Branch was unable to hold a full time secretary and for most of her term as Chair she had to continue doing most of the secretary role herself with only minimal support available from other committee members.

In September 2015 Helen was nominated as Vice Chair of IOSH Scotland and in May 2017 took on the role of IOSH Scotland Chair until May 2018.



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As Chair and secretary for Edinburgh Branch, Helen has been involved in many projects for IOSH, the latest one being the IOSH Scotland Safety day conference: As Chair of Edinburgh Branch and Chair of IOSH Scotland, Helen led the pilot project for 'IOSH Scotland Safety Day' which was held in November 2018. This conference was such a success that the IOSH Scotland committee are already planning the 2019 conference.

Helen has attended several IOSH Networks conferences and Chairs day meetings and has presented at networks conferences.

In addition to her work as Secretary, Vice-Chair and Chair of Edinburgh Branch Helen has worked tirelessly to improve the awareness of H&S practitioners and the broader business community with regard to workplace health risk assessment and control. By supporting and presenting at numerous events, writing articles and establishing stronger links between grassroots members of IOSH and BOHS, Helen has promoted IOSH's No Time To Lose, BOHS's Breathe Freely in an effort to get worker health protection firmly on the agenda and in the forefront of every H&S practitioner's mind.

To promote the sharing of skills and ideas between IOSH members and health protection specialists Helen ensures IOSH members are made aware of local BOHS events and has encouraged several Scottish IOSH branches to hold joint IOSH/BOHS meetings - with West of Scotland and Edinburgh now doing this as a matter of routine.

Helen has presented/co-presented at numerous events in support of worker health protection with 'No Time To Lose' being promoted as one of the initiatives providing usable resources to companies. Recent events Helen has spoken at include OH2019, a EUOSHA Campaign on Healthy Workplaces Event held in Edinburgh and organised by Karen McDonnell, a Morrison Construction Supply Chain Day, and a Morgan Sindall Supply Chain Day.

Following a session delivered at a local branch of APS, which showcased both 'No Time To Lose' and Breathe Freely as good resources to improve worker health protection in construction, Helen was invited to write a Q&A style article for Project Safety Matters and this was published in issue 03/2017. Helen took this opportunity to further promote NTTL.

Helen's MSc. dissertation topic was related to the Silica strand of 'No Time To Lose' being an investigation into the provision of information and control measures by tool hire companies supplying the construction industry. Helen used her contacts within IOSH and the construction industry to conduct this survey using the opportunity to raise awareness of health issues in dozens of companies whilst conducting this study. On the 4th of April 2019 Helen presented the findings of this study at the OH2019 Conference in Brighton and taking the opportunity to name check 'No Time To Lose' in this session.

Helen was half of the organising team for the IOSH Scotland Conference 2018 selecting and inviting speakers, promoting the event within IOSH, BOHS and her own business network, and presenting a technical session on conducting exposure to airborne contaminant studies. In March 2019 Helen organised a health protection workshop which was widely promoted to IOSH members in an attempt to up skill them in additional health topics including skin surveillance, biological monitoring and face-fit testing.



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Helen is IOSH Scotland's representative on PHASS, is a regular attendee at the Scottish Parliament CPG for Accident Prevention and Safety Awareness, and has recently been invited to sit on an HSE/Industry panel tasked with drafting guidance for businesses to enable them to engage suitably skilled and experienced consultants in the areas of Noise and Hand-Arm Vibration Assessment and Control. Helen continues to sit on the BOHS board and is BOHS Scottish Regional Organiser.

9.2 **Chairs Report;** By Rupert Balfry (outgoing Chair)

- This is our 4th year at the Napier University, Craiglockhart campus, which is still serving us well as a venue, it offers both flexibility having a large room and a side room, as well as being smart.
- Evening meetings – 2 last year and 2 this year – whilst these were successful, we have decided to cancel the evening meetings for next year as it's the same attendees, coming to all meetings.
- We have had a wide and varied programme over last 12 months, the highlights of which are as follows:

2018

- **13th September: Travel Safety Risk;** Andy McGowan, Head of Security, Fettes College
- **11th October: (Evening Meeting) Safety Culture;** Andrew Sharman, CEO RMS Consultants & Dame Judith Hackitt, Chair of Manufacturing Trade Body EEF
- **8th November: Panel Debate; Control of Contractors - 'Stop Bashing the Contractors'**
 - Colin McDonald, Health and Safety Consultant, Fairhurst.
 - George Mills, Regional SHE Manager Building, John Graham Construction.
 - Sean Hughes, Health & Safety Advisor, Napier University.
- **13th December: Understanding the Terrorist Threat;** Detective Inspector Simon Broadhurst, Counter Terrorist Unit at Police Scotland.

2019

- **January: No Time To Lose (Asbestos); MEETING CANCELLED**
- **14th February: Work Related Stress;** Alison Aitken, HSE Inspector.
- **14th March: (Evening Meeting) held at Turner & Townsend Offices EMF Regulations;** Colin Farmery, Radiation Protection Advisor, University of Edinburgh.
- **11th April: IPD/CPD Workshop;** Liz Young, Branch Mentor, followed by; **Confined Spaces;** Mines Rescue Service; Errol Parish, Station Manager
- **9th May:** Buffet followed by; **AGM and Legal Update,** Rory Jackson, Partner, Kennedys Law
- **11th July:** Site Visit: **Fettes College;** hosted by Scott Crawford, Book via the website



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Rupert reminded everyone to look out for the new branch programme dropping through your letter box over the summer, and to check the branch website, Rupert then provided a quick overview of the forthcoming programme starting in September:

- Fire Safety – Post Grenfell
- Professional Skills – ISO 45001 Auditing
- Wellbeing Safety Café
- HSE Blue Tape and proportionality
- Behavioural Safety – President Elect, Andrew Sharman
- 2 x site visits

Last year we ‘Faced Challenges’ which proved that we can run the branch on a reduced budget, by cutting what we do – running fewer meetings and focusing on just branch meetings.

Rupert expressed his personal doubts, in that he feels that the Board of Trustees don’t have any interest in running a branch network in the long term (cost: little gain to IOSH’s objective to become a political influencer). Rupert believes that this is due to the budget reductions, which when he asked Head Office, the response was there are no plans.

This along with the loss of the IOSH Scotland Budget for 2019/2020, as they are not officially a branch they were omitted from the budget submissions.

The Closure of the development fund. Duncan Spencer, IOSH’s Head of Advice and Practice, said; “the development fund did bring success for some members with worthwhile projects like the ‘Occupational Health Toolkit’ and the Aerospace and Aviation Group’s ‘Airside Safety DVD’. However, it was felt that the investment would be better utilised by being diverted into IOSH’s world-renowned research activity,”

In the future IOSH members who are seeking support for small projects they are working on will be able to access support by seeking patronage from their Branch or Group Network. Their idea will then be passed through to IOSH for a decision about whether support can be offered, and what form that support might take.

Future applications for support for projects or ideas will require the patronage of an IOSH network.

Rupert thinks that what we do here is important, the question then is, “how does that reduce risk in the workplace”? Rupert struggles to answer, why are they doing it? Much of what IOSH does, is very IOSH focused, again “how does this reduce risks in the work place”?

Other significant changes in how branches are supported by HQ being imposed – it certainly no longer feels member focussed. Rupert fears branches will continue to be chipped away at, until we can run fewer and fewer meetings. (*With national chain hotels being used as venues, venues with no personality!*). If you think that what we do here is important. Rupert suggest that branch members write to the Chief Executive - Beverly Messenger, Vanessa Harwood-Whitcher, Individual members of the Board of Trustees, and tell them why what we do here is important.

When you join a branch/group exec, you hope to be able to see that the group is in a better shape than when you joined. Rupert is stepping down from the committee today, and despite the best efforts of the executive committee, he cannot say that that is the case. Rupert thanked the exec committee and the branch members for all their support during his tenure as chair and wished every one well for the future.



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9.3 Treasurers Report

2018/2019

Total expenditure in 2018/19 amounted to £4,222.51. In the year no speakers requested any payment or expenses which saved the branch costs relative to the budget. In addition, no speakers' gifts were purchased in the period on account of current stock levels from previous years.

2019/2020

We have been allocated from HQ £6,782.00 for year ahead. We have budgeted in line with the allocated sum decided by HQ. As the sum received was less than the sum requested we have therefore planned for less branch meetings to ensure we meet the restrictions imposed. We do however anticipate additional costs associated with gifts and an increase in room hire and catering costs.

Income and Expenditure Account for the period ending 31 March 2019

Income	2018/2019 £ Sterling
Head Office Budget/Grant	4,035.04
Gross Income to Date (a)	4,035.04
Expenditure	
Branch Meetings Room Hire/catering	3,976.60
Exec Committee Meeting Expenses	0.00
Speakers	0.00
Admin/Telephone	0.00
CPD Support	0.00
Project Costs	239.86
Equipment Maintenance/Upgrades	0.00
Other	6.05
Event Expenses	0.00
TOTAL EXPENDITURE	4,222.51
Opening Bank Balance at 01/04/2018	2,915.06
Add Surplus/less deficit for year (a-b)	-187.47
Closing Bank Balance at 31/03/2019	2,727.59



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Branch Budget 2019/2020

ITEM	Amount from per capita budget	Total cost GBP
<u>BRANCH MEETINGS</u>		
Room Hire	£2,240.00	£2,240.00
Beverages & Catering	£1,440.00	£1,440.00
Speaker fees	£300.00	£300.00
Speaker gifts	£350.00	£350.00
Speaker Travel expenses	£300.00	£300.00
Branch Meetings Total	£4,630.00	£4,630.00
<u>EXEC COMMITTEE MEETINGS</u>		
Room Hire	£500.00	£500.00
Strategy / Planning Day	£600.00	£600.00
Exec Committee Meeting Total	£1,100.00	£1,100.00
<u>ADMIN</u>		
Admin costs (e.g. printing, copying, telephone)	£120.00	£120.00
Admin Total	£120.00	£120.00
<u>IPD / CPD SUPPORT</u>		
Beverages & Catering	£82.00	£82.00
IPD / CPD Support Total	£82.00	£82.00
<u>ADDITIONAL COSTS</u>		
Membership of Edinburgh Chamber	£250.00	£250.00
Microsoft License for Lap top	£300.00	£300.00
Transport for site visits	£300.00	£300.00
Additional Costs Total	£850.00	£850.00
TOTAL BRANCH COSTS	£6,782.00	£6,782.00



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9.4 The following elections were made and with no other nominations all positions were duly accepted:

- | | | |
|--------------------|---|------------------------|
| ▪ Chair | - | Simon Heesom |
| ▪ Vice Chair | - | Stephen McCann |
| ▪ <i>Secretary</i> | - | <i>Position Vacant</i> |
| ▪ Treasurer | - | David Johnston |
| ▪ Mentor | - | Liz Young |
| ▪ Assistant Mentor | - | Karen McDonnell |
| ▪ Exec Member | - | Brett Sinclair |

The following members remain on the committee but don't require re-election:

- | | | |
|---------------------|---|--------------|
| ▪ Meeting Secretary | - | Mick Grimmer |
| ▪ Comms Coordinator | - | Ali McLeod |
| ▪ Groups Liaison | - | Rachel Doyle |
| ▪ Exec Member | - | John Nelson |

Stepping down from the Committee:

- Rupert Balfry
- Helen Pearson
- Scott Crawford

On completion the new Branch committee were introduced to the floor. A request was made to the floor for anyone who would like to join the committee as the Branch Secretary, to contact Simon Heesom the new Branch Chair.

10 Hand Over of Chair

The formal AGM Business being over, Rupert Balfry vacated the Chair Handing over to Simon Heesom. Simon on receiving the position of Chair, gave thanks to both Rupert and Helen for all their tireless work on behalf of the Branch, and hoped that they will still be able to find time to come to the future branch meetings.

11 Main Talk:

Legal Update

- By Rory Jackson, Partner at Kennedys Law



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12 Site Visit

There will be a site visit to **Fettes College on the 11th July.**

This will be a guided tour highlighting the particular health and safety issues associated with running of a Busy Private School. This is a free event open only to Edinburgh Branch members; however, there is a limit of 20 places - those wishing to attend will need to reserve a place.

Follow the link on the IOSH Events pages, <https://www.iosh.co.uk/Events.aspx> and follow the through to the bookings team, and provide them with your name and contact details.

13 Date of next meetings:

Thursday 12th September 2019 at 14.00

- **Fire Safety – Post Grenfell**

By: Paul Stollard

With no further business, Simon thanked everyone for coming, the meeting was then duly closed.

Simon Heesom, CMIOSH
Branch Chair / Secretary