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**Union Skills I Course**

The Communication Workers Union has organised a Union Skills I course, to be held at the union's Education & Training Centre at Alvescot Lodge. All courses held at Alvescot Lodge are accredited with the National Open College Network. This is a fully integrated course.

The course will be held from **12 – 16 November 2007** and the closing date for nominations is **27th September 2007**.

The Linked Education Programme is designed to encourage members to become more active in the union. It is open to all members of the CWU, but is particularly aimed at new activists. We particularly encourage branches to nominate women, ethnic minorities, people with disabilities and young members who are often under-represented on the CWU Education and Training Programme.

All members of the union who wish to have a working knowledge of the wider trade union and Labour movement would benefit from attending the Linked Education Programme. The courses are called 'Linked Education' because the programme comprises three distinct but connected courses, each of one week duration. It begins with the Union Skills I, followed by the Union Skills II and concludes with Union Skills III. The three parts of the course are completely self contained, but there are real educational benefits in completing all three parts of the programme in a year or eighteen months. Union Skills courses attract special leave with pay.

For Postal branches, please refer to **LTB No. 096/07**, issued **5th February 2007**.

All courses at Alvescot are residential. The cost of tuition, food and accommodation will be met from the General Fund. Branches requiring financial assistance from the General Fund to enable them to send students to the course must submit the request with the nomination, to enable the Trustees to consider the request in time.

The Education Centre can offer child-minding facilities for a maximum of three under school age children at any one time. If any applicant from your branch would like child-minding facilities, can you please advise the age and sex of the child on the application form. Further information on the child-minding arrangements will then be sent to successful applicants.

Those nominees who are Committee Members, Branch Representatives or Branch Officers are entitled to leave with pay.

Nominations should be made on the form for Education Courses, and returned to Alvescot Lodge by the closing date shown. If you nominate more than one member (a maximum of two please), indicate the order of preference

if necessary and please apply for only one course at a time. If a member is refused a place, due to oversubscription, then indicate this on a subsequent application for another date.

Application forms should be addressed to **Trish Lavelle**, Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

445

**Union Learning Reps Stage I Course**

The Communication Workers Union has organised a Union Learning Reps Stage I course, to be held at the union's Education & Training Centre, Alvescot.

The course will be held from **3 – 7 December 2007** and the closing date for applications is **18th October 2007**.

Special leave with pay applies. For Postal branches, please refer to **LTB No. 096/07**, issued **5th February 2007**.

The course will give prospective Learning Reps all the knowledge and skills that are required to give advice and guidance to our members.

Branches who already have workplace based Learning Centres or who are in the process of setting up centres will be able to exchange information and ideas.

Application forms should be addressed to **Trish Lavelle**, Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

446

**Equal Rights in the CWU Part 2**

The Communication Workers Union has organised an Equal Rights in the CWU Part 2 Course to be held at the union's Education & Training Centre at Alvescot Lodge.

The course will be held from **3 – 7 December 2007** and the closing date for nominations is **18th October 2007**.

This course is aimed at those who have already attended Equal Rights in the CWU Part 1 and the old Equal Opportunities I courses and will cover the following issues:

- Equal pay
- Equal pay review
- Discrimination in the workplace
- Discrimination and the law
- Negotiating for equality
- Organising around equality
- The effects of domestic violence in the workplace

This course attracts special leave with pay. For Postal branches, please refer to **LTB No.**

**096/07**, issued **5th February 2007**.

Application forms should be addressed to **Trish Lavelle**, Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

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**Health & Safety Stage III**

A Health and Safety Stage III course has been organised to be held at the Education and Training Centre at Alvescot Lodge. All courses held at Alvescot Lodge are accredited with the National Open College Network. This is a fully integrated course.

The course will be held from **26 – 30 November 2007** and the closing date for nominations is **11th October 2007**.

Applicants for this course will have already attended the union's Health & Safety Stage I & II courses.

This course will give a substantive overview of the following:

- COSHH
- RIDDOR
- Stress in the workplace
- Risk assessments

Special leave with pay will apply. For Postal branches, please refer to **LTB No. 096/07**, issued **5th February 2007**.

Application forms should be addressed to **Trish Lavelle**, Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

448

**Women's Two Day Seminar – London**

We have organised a Women's Two Day Seminar to be held in London and are asking for nominations from branches in the region.

The course is being held on **25 – 26 October 2007**.

Please submit applications as soon as possible.

Nominations should be made on an application form for union courses and returned as soon as possible to **Trish Lavelle**, Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

## EQUAL OPPORTUNITIES

449

**Harassment Complaints Database: Union Policy**

Branches are again reminded of the need to fill in the Harassment Complaints Database (HCD) Forms, as illustrated in LTB 450/04.

Please ensure that all reps have a copy of LTB 450/04 as it contains useful guidance as well as the form itself. Branches may also find LTB 289/04 useful which contains information on the Harassment Helpline and the Harassment Advice Network as well as the HCD. The completion of the HCD forms is part of our agreement with the Equal Opportunities Commission and is, therefore, CWU policy (the full agreement can be found in LTB 292/04).

The Equal Opportunities Commission has raised concerns with us regarding the completion rate, which we need to address, otherwise we will fall foul of the agreement. Therefore, please ensure that any complaint raised with branch reps by members that involves possible harassment should be notified to HQ via these forms.

We appreciate that this will add to an already busy work schedule for those reps that have the responsibility for completing them, but there is no scope for non-compliance. We must accept that this will become an accepted culture in terms of harassment reporting.

The data that will come through to HQ will be vital in enabling us to analyse and identify any obvious patterns where problems exist.

We extend our appreciation to all those branches already complying with the policy and look forward to the co-operation of all branches in this matter.

Any enquiries regarding this paragraph please contact **Michèle Emerson** at CWU HQ.

#### 450

##### **Mandatory Equality & Diversity Training**

Branch secretaries are requested to ensure that any person in their branch who has CWU rep responsibilities and has not yet completed their mandatory Equality & Diversity training are enrolled in the courses that are planned throughout the regions in the forthcoming months.

All reps must do the training – this includes divisional reps, area reps, unit reps and branch officers. For clarification on dates please contact your regional secretary.

The training has been running now for over three years and there are still a substantial number of reps who have not completed the training. Your co-operation in this matter is greatly appreciated.  
Equal Opportunities Department.

## HEALTH AND SAFETY

#### 451

##### **Fork Lift Accidents – HSE Prosecutions & Legal Requirements**

The facts are that this year, around eight UK workers will be killed by fork lift trucks. More than 400 employees a year suffer amputations, fractures or dislocations, or need resuscitation or a stay in hospital following

a fork lift accident. Fork lift trucks cause far more serious injuries than any other kind of workplace transport – more than cars and HGVs combined.

There are around 2000 reportable incidents each year where people take three or more days sick leave after a fork lift related injury at work. That is about as many as the next four highest categories put together.

The Health and Safety Executive (HSE) is continually reminding businesses that use fork lift trucks of the steps they must take to safeguard against the dangers posed by these vehicles.

A warning was issued by the HSE following “Silvery Tweed Cereals Ltd” was fined £20,000 and ordered to pay costs of £5,397 at Berwick upon Tweed Magistrates’ Court. The company was fined after pleading guilty to breaching Section 2(1) of Health and Safety at Work etc Act 1974 (£16,000 fine) and Regulation 3(1) of the Management of Health and Safety at Work Regulations 1999. (£4,000 fine).

Fork lift trucks are a potential danger to their operators and to other people in the vicinity if not operated with great care. Risks include being struck by a moving truck, crushed by an overturning vehicle, becoming trapped between a truck and an object or, as in the “Silvery Tweed Cereals Ltd” case being crushed by a falling load.

Employers must ensure they assess the risks involved in any use of these FLT vehicles and take appropriate steps to counter those risks. They must also provide adequate health and safety training for any employees operating fork lift trucks.

Silvery Tweed Cereals Ltd did not ensure the load was adequately secured, nor did they make a suitable risk assessment and they did not ensure that all of their operators received adequate fork lift truck training. The tragic result was that one of the employees, Steven Rogers aged 29 of Berwick, sustained injuries which have left him permanently paralysed after a downgrade bin which he was attempting to empty fell from the forks of a fork lift truck and pinned him to the ground. The incident occurred at the company’s premises on Tweedside Trading Estate, Tweedmouth, Berwick upon Tweed, on 29 June 2006.

In another case involving Centura Foods Ltd of Droylsden, part of the RHM Group, they were fined a total of £60,000 and ordered to pay £5,724 costs at Manchester’s Minshull Street Crown Court.

Centura Food Ltd pleaded guilty to two criminal charges brought by the Health and Safety Executive (HSE) following an accident involving a fork lift truck at its premises at Fitzroy Street, Droylsden, Manchester.

On 3 May 2005 employee Margaret Shaw (age 59) was hit by a reversing fork lift truck in a warehouse on site and suffered severe injuries to her left leg and ankle and was lucky not to have been killed.

The HSE state that fork lift trucks and pedestrians should always be kept apart as far as possible. They are extremely heavy vehicles and can cause severe injuries. This is a particularly disappointing case since the company failed to take effective action despite several warnings from employees about the risks to pedestrians in the warehouse from fork lift trucks.

Centura Foods pleaded guilty to a breach of Regulation 17 of the Workplace Health and Safety Regulations, which require the organisation of traffic movements within premises so that pedestrians and vehicles can circulate in a safe manner and to a breach of Regulation 3 of the Management of Health and Safety at Work Regulations, which require employers to undertake suitable and sufficient risk assessments.

All enquiries concerning the above should be addressed to **Dave Joyce** National Health, Safety & Environment Officer quoting **reference V4**.

## TELECOMS

#### 452

##### **BT Design: Operational Integrity Day 2 Organisation**

Attached for the information of branches is a copy of an internal briefing making an announcement on the OI organisational structure and objectives.

Brian Healy  
Assistant Secretary

## EVENTS BULLETIN

##### **Sunday 2 September 2007: Burston Strike School Rally.**

To commemorate the longest strike in history, and to celebrate the people who continue to fight for trade union rights, working class education, democracy in the countryside and international solidarity. 11am – 4.30pm at Church Green, Burston, nr Diss, Norfolk. 90th anniversary of the opening of the Strike School building and bicentenary of the abolition of trans-Atlantic slave trade. Speakers: Bob Crow, RMT General Secretary; Tony Benn; Prof Mary Davis, Labour & feminist historian and Collette Cork-Hurst, Unite – T&G Section National Secretary for Equalities.

For more information visit [www.burstonstrikeschool.org](http://www.burstonstrikeschool.org) and [www.tgwu.org.uk](http://www.tgwu.org.uk)

##### **Monday 10 September 2007: Countdown to 2009 – 50 Years of Revolution and Solidarity.**

Havana Club Cocktail Reception at the TUC Congress, 5.30pm – 7pm, Meeting Room 3, Skyline Restaurant, Brighton Centre. Live Cuban music, Cuban cocktails, buffet, and guest speakers including Brenda Barber, General Secretary TUC; Dave Prentis, General Secretary UNISON; Colin Burgon MP and more. For more information contact the **TUC** on **020 7636 4030**.

**Thursday 20 September 2007: What's on Offer? Engaging Black and Minority Ethnic Adult Learners in Museum and Gallery Education.**

The conference will take place as part of the national commemoration of the abolition of the slave trade (200 years) and will broadly focus on including non-traditional learning in education programmes delivered from museums, libraries and archives. For more information contact NIACE, Renaissance House, 20 Princess Road, West Leicester LE1 6TP.

**Gurjit Kaur**, Tel: **0116 204 2833**, email: **gurjit.kaur@niace.org.uk** or visit **www.niace.org.uk**

**Sunday 23 September 2007: Labour Party Conference 2007.**

Bournemouth. Progress Rally. 18:00-20:00, Punshon Methodist Church, Exeter Road, Bournemouth BH2 5AJ (Just outside the secure zone). With: Rt Hon Ed Balls MP; Yvette Cooper MP; Rt Hon John Denham MP; Rt Hon David Miliband MP; Peter Mandelson; Stephen Twigg

**Monday 24 September 2007: Labour Party Conference Bournemouth 2007 – Pricing People off the Road, or Pricing them on to Public Transport?**

12:45-14:00, Trouville Hotel – Deauville Room, 5-7 Priory Rd Bournemouth, BH2 5DH. With: Gemma Decent, Associate Director, Ipsos-MORI Transport Unit; Stephen Joseph, Executive Director, Transport 2000; Graham Stringer MP, Transport Select Committee; and more speakers tbc. To register, please send your name and email address to **Tom Brooks Pollock**, on **tom@progressives.org.uk** or call **0203 008 8180**.

**Monday 24 September 2007: Labour Party Conference 2007 Bournemouth. Is David Cameron Capturing the Political Zeitgeist?**

18:00 – 19:30, Trouville Hotel – Granville Room, 5-7 Priory Rd Bournemouth, BH2 5DH. With: Rt Hon Andy Burnham MP, Chief Secretary to the Treasury; Kitty Usher MP, Economic Secretary to the Treasury; Deborah Mattinson, Joint CEO, Opinion Leader Research; Stephen Twigg, Chair, Progress; and more speakers tbc.

**Tuesday 25 September 2007: Labour Party Conference 2007 Bournemouth. Question Time.**

18:00-19:30, Trouville Hotel – Deauville Room. With: Rt Hon James Purnell MP; Jonathan Freedland; Oona King and Billy Bragg. To register, please send your name and email address to **Tom Brooks Pollock**, on **tom@progressives.org.uk** or call **0203 008 8180**.

**Tuesday 25 September 2007: Labour Party Conference 2007 Bournemouth. Here to serve you? Will Police Reform Work in the Public Interest?**

12:45 to 14:00. Wessex Hotel – Forestdale Room, 11-13 West Cliff Rd, Bournemouth BH2 5EU. With the Government's plans for police reorganisation still shelved, this meeting will discuss the advantages and disadvantages of different organisational

models in combating anti-social behaviour, violent crime, terrorism and organised crime. And how can the Government win support for reform from police chiefs, rank and file officers, as well as the public? With: Jan Berry, Chair, Police Federation; Enver Solomon, Deputy Director, Centre for Crime and Justice, King's College; and more speakers to be confirmed. For more information see **www.progressives.org.uk/Events/event.asp?e=854**

**Thursday 4 October 2007: Employment Law Update – Fairness at Work.**

9.30 - 4.15pm at the UCU Conference Centre, Britannia Street, London WC1. This is the third IER annual conference organised in association with the TUC and Old Square Chambers. The conference is timed to coincide with the introduction of new legislation due to come in to force on 1st October. The aim is ensure trade union representatives are kept up to date and well informed about developments in employment law. Cost IER subscribers and members £75, Trade Unions £90 and Commercial £220. For more information contact the **IER** on **0151 702 6925** or email **office@ier.org.uk**

**Monday 8th October 2007: Eastern Regional Retired Members' Committee Meeting.**

To be held in Community, Swinton House, 324 Gray's Inn Road, London WC1X 8D at 11am. For more information contact **Nobby Clark** Eastern Region Retired Members Secretary on **07713 155575**.

**Friday 12 October 2007 – Sunday 14 October 2007: National Youth Education Event 2007.**

The National Youth Education Event is the primary youth event run by the CWU. It brings together young (under the age of 30) activists over the course of a weekend in which they gain knowledge, skills and confidence about their role in the union and the union's work in general. For more information contact **Jo Thair** on **jthair@cwu.org** or **020 8971 7487**.

**Saturday 13th October: CWU Lesbian, Gay, Bisexual and Transgender Conference.**

Will be held in the Best Western Wellington Park Hotel, 21 Malone Road, Belfast BT9 6RU. There will be a social function the night before (exact venue to be confirmed) which all delegates, observers and visitors are encouraged to attend. Further information can be obtained from the **Equal Opportunities Department** or **dgittens@cwu.org**

**Wednesday 17th October 2007: National Pensioners Convention Eastern Region Meeting.**

will be held at Moreton Community Centre, Symonds Road, Bury St Edmunds Suffolk at 1pm. For more information contact **Nobby Clark** Eastern Region Retired Members Secretary on **07713 155575**.

**Thursday 18 October 2007: A Rally for Trade Union Freedom and Against Inequality.**

The Joseph Rowntree Foundation published a report into poverty on 17 July 2007 showing that inequality between rich and poor has now reached levels not seen in Britain for 40 years. A second report, published simultaneously, found that the public thinks the gap between rich and poor is too large. This is an issue relevant to trade union freedom. Unions are a force for good in dealing with such inequality and unionised workers are generally not those who suffer most from low pay. The United Campaign is looking to encourage TUC and others to support the rally and of course we need much support from members and activists. There is a lot more to do to make even union members aware that trade unions are trussed up by laws in the UK that are unlawful by long standing basic international standards. And we have to go on to ensure that trade unions are free to perform their essential functions to help those who are suffering inequality. Twenty four national unions support the United Campaign and we have many regions, branches and trades councils and individual supporters too. We need your support. Visit our website **www.unitedcampaign.org.uk** for more information or contact us at **info@unitedcampaign.org.uk**

**Tuesday 23 October 2007: Greening the Workplace: The Role of Trade Unions Seminar.**

1.30pm – 4.15pm. To be held at the UCU Conference Centre, Britannia Street, London WC1. Climate change is most definitely a union issue. Workplaces burn energy, consume resources and generate waste. Industry alone is responsible for over half of carbon dioxide emissions increasing the greenhouse effect every year. Speakers include: Paul Hampton, Research Writer at the Labour Research Department; Carolyn Jones, Director of the IER since its inception in 1989; Caroline Morley, Green Workplaces Project Leader at the TUC; Penny Morley, Researcher at the TGWU and Chair of the Working Level of TUSDAC and Nigel Morter, lecturer in Environmental issues at London Metropolitan University. For more information contact the **IER** on **0151 702 6925** or **office@ier.org.uk** or visit **www.ier.org.uk**

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If you have anything for the events bulletin page please send your contribution to:

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*Details must arrive nine days before publication and must include a contact phone number, brief summary of the event, email and website address. Listings are free, but inclusion is not guaranteed.*