

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD AT
BUNTINGFORD DEPOT ON MONDAY
14 MAY 2007 AT 2.30 PM

PRESENT: Peter Dickinson (In the Chair).
Andrew Pulham, Barbara Sylvia, Paul Thomas.

ALSO IN ATTENDANCE

Peter Mannings

139 APOLOGIES

Apologies for absence were submitted on behalf of Simon Drinkwater, Helen Farrell, Jenny Francis, Mark Kingsland, Steve Whinnett.

Those present expressed concern in respect of the level of representation from the Safety Committee at the meeting.

140 MINUTES – 19 MARCH 2007

The minutes of the meeting held on 19 March 2007 were agreed as a correct record.

141 MATTERS ARISING

(A) Minute 131 – ‘Health and Safety Policy Review/Updates’

Barbara Sylvia reported that a fire drill had taken place at Buntingford Depot.

142 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson reported that most of the policy was back on the Intranet, subject to a number of amendments following the restructure. He commented that the policy needed communicating more effectively to Officers, through Communications and the Intranet.

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Peter Dickinson advised that the policy would be updated on the intranet with any further changes through the use of the content management system.

Peter Dickinson reported that, once the reorganisation had bedded in, more work was needed in respect of risk assessments. He advised that the updated risk assessment toolkit was available on the intranet and that Heads of Service would be responsible for final sign off on risk assessments.

Peter Dickinson advised that he was planning a timetable for fire drills at all three Council offices and commented that he was liaising with property on the requirements for fire drills. He undertook to ensure the committee was kept updated on progress on Fire Drills.

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143 NEW REGULATIONS, IF ANY

Peter Dickinson reported that the smoke free workplace policy had been drafted and approved by CMT and the HR Unison Joint Meeting. The Committee was advised that the policy needed to be ratified by Local Joint Panel.

Peter Dickinson further advised that CMT had requested an outline of all Council buildings, so that permissible areas for smokers can be identified. Peter Dickinson commented that any shelters must be positioned away from Council's buildings. It was noted that no smoking signage was in place from 1 July 2007, as the Council had a duty to enforce the smoking ban from this date.

Paul Thomas expressed concern that the 'Smoke Free Workplace' Policy had been delayed, as feedback had not been received from Property.

Peter Dickinson reported that signage had to be clearly displayed and should be high profile. He undertook to liaise with Cliff Cardoza to ensure that, as the client side manager, Cliff Cardoza writes to all contractors to

PD/CC

emphasise that all site users should adhere to the smoking policy.

144 FIRE RISK ASSESSMENTS

Barbara Sylvia reported that a fire risk assessment visit had taken place at Buntingford Depot and it was noted that an update was required from Property.

145 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that there had been 3 minor accidents for the period 16 March 2007 to 11 May 2007. He stated that these accidents had been slips, trips and falls.

146 HEALTH SAFETY AND WELFARE TEAM

Peter Dickinson set out the background of the Health, Safety and Welfare Team and reported that Peter Searle had taken on the Chairmanship of this group and had been sent the current membership. Peter Dickinson advised that the Health, Safety and Welfare Team should now be easier to manage as a smaller management team was in place.

147 ITEMS FROM TRADE UNION

NONE

Barbara Sylvia undertook to contact Jane Sharpe with a view to securing a representative from the Trade Union to attend meetings of the Safety Committee. It was noted that Barbara Sylvia report back to the committee on this at the next meeting.

BS

148 BUNTINGFORD DEPOT

Barbara Sylvia reported that the issue of the blinds had been addressed. Peter Dickinson advised that plans had been drafted of Buntingford Depot, which included details

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of muster points and the areas used by all site users, he reported that plans would be made available on the intranet.

Peter Dickinson reported that following a meeting with Steve Whinnett, all users of the Buntingford Site had been invited to undergo training in respect of site safety, to ensure that all partners have appropriate updateable information in the event of an on site emergency.

Peter Dickinson highlighted effective site clearance as an issue of particular importance that required coordination with all staff on site. It was noted that there was need for a central role call marshal, as was the case at Wallfields. It was also noted that training was essential in respect of effective fire marshalling, site clearance and conducting role calls.

Peter Dickinson reported that all contractors should have a designated fire marshal and an agreed deputy. He also advised that the ratio of first aiders to staff should be governed by risk assessment results. Peter Dickinson requested that the parking office advise of a deputy first aider to Barbara Sylvia, in order that the deputy receives appropriate training.

Barbara Sylvia raised a concern in respect of MRS staff not responding to her e-mails raising safety concerns at Buntingford Depot, she emphasised that correspondence from the client side manager could be more successful at securing a response.

Paul Thomas enquired as to whether East Herts Council insurance covered Council first aiders. Peter Dickinson confirmed it did not and undertook to contact Dennis Eagle re availability of East Herts first aiders and to find out how to address on site hazards, as staff safety was paramount in dealing with accidents.

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Paul Thomas expressed concern that numerous meetings had taken place where concerns had been documented in

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respect of Buntingford Depot but little action had been taken to address concerns raised.

Peter Dickinson undertook to submit a formal memo to Cliff Cardoza raising all the concerns held by East Herts Council staff at Buntingford Depot, advising that if issues remained outstanding, a report would be submitted to CMT. He also undertook to raise the issue with the Director of Internal Services and the Chief Executive.

149 ANY OTHER BUSINESS

NONE

150 DATE OF NEXT MEETING

The Committee agreed that the next meeting would be held on Monday 2 July 2007, at 2.30 pm, in the Conference Room, Bishop's Stortford.

The meeting closed at 3.30 pm