

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN ROOM
28, WALLFIELDS, HERTFORD ON
MONDAY 19 MARCH 2007 AT 2.30 PM

PRESENT: Simon Drinkwater (Chairman).
Peter Dickinson, Jenny Francis,
Dominique Kingsbury, Barbara Sylvia,
Paul Thomas, Steve Whinnett.

ALSO IN ATTENDANCE

Peter Mannings.

129 APOLOGIES

Apologies for absence were submitted on behalf of Helen Farrell and Andrew Pulham.

130 MINUTES AND MATTERS ARISING

(A) Minute 122 – Health And Safety Policy
Review Updates

Steve Whinnett stated that Fire Risk Assessments were in the process of being completed.

131 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson stated that a majority of Health and Safety Policies had been updated and were back on the intranet and should all be available in one location once the new internet site had gone live.

Peter Dickinson commented that 2 reports had been submitted to CMT for its meeting on 3 April 2007, in respect of the smoke free workplace and CRB management process policies.

Peter Dickinson reported that the alcohol, drug and substance misuse policy would be available on the intranet

once approved. In response to a query from Simon Drinkwater, Peter Dickinson stated that the policy had been drafted from a number of sources and placed an emphasis on support and recovery.

Peter Dickinson advised that risk assessments had been slightly delayed but should be taken forward once new Heads of Service were in post and the Council's new structure was in place.

It was noted that risk assessments were a Head of Service responsibility that required information sharing to move them forward. It was also noted that risk assessments were being conducted but a more formalised process was required.

In respect of fire drills, Peter Dickinson reported that a fire drill had been organised for Buntingford Depot and that fire drills would be organised for Wallfields and The Causeway offices.

132 NEW REGULATIONS, IF ANY

None.

133 FIRE RISK ASSESSMENTS

Steve Whinnett reported that fire risk assessments had been progressing and would be completed by the end of March 2007. It was noted that some minor follow up work may be required in respect of storage methods.

134 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that there had been 11 minor accidents involving employees for the period 1 January 2007 – 16 March 2007. He stated that these accidents were slips, trips and falls that could be prevented by basic housekeeping and good storage practices.

ACTION

In response to Simon Drinkwater's concerns in respect of potential insurance claims, Paul Thomas stated that slips, trips and falls were high on the Health and Safety Executive's agenda. Peter Dickinson commented that staff awareness was key and that it was an individual staff responsibility to ensure desk space was kept tidy and clear from obstruction.

The Committee noted that archiving was an ongoing issue for the Council and that staff guidelines on archiving could be accessed from the Council's standing orders. It was noted that corporate clear out days would be encouraged for all staff. Simon Drinkwater undertook to contact Lois Prior to take this forward.

SD

135 ITEMS FROM TRADE UNION

Barbara Sylvia undertook to e-mail Jane Sharp to secure a union representative to attend future meetings of the Safety Committee.

BS

136 BUNTINGFORD DEPOT

Barbara Sylvia reminded the Committee of a number of areas of staff concern in respect of Buntingford Depot, in particular site storage, identifying fire marshals and first aiders, site security, parking, air conditioning and noise and window blinds.

Peter Dickinson commented that he was meeting with Steve Whinnett tomorrow to discuss issues affecting Buntingford Depot and undertook to contact Cliff Cardoza to arrange a tenant meeting, to identify fire marshals and first aiders and to make all parties aware of the type and location of materials stored on site.

PD

In respect of site security, Sodexo and Enterprise MRS, it was noted that on site signage and the use of entry phones had improved the situation and the parking office had experienced no further occurrences of people walking in

ACTION

from outside the building. It was also noted the back of the building presented security concerns and MRS staff had still allowed unauthorised persons access to the site.

Steve Whinnett undertook to ensure on site security signage became a permanent arrangement.

SW

The issue of ensuring all staff working from Buntingford Depot meet any visitors on arrival was raised as an important topic for discussion at the tenant meeting.

In respect of parking, Steve Whinnett suggested that a census be conducted of vehicles being parked to the front of Buntingford Depot. Barbara Sylvia undertook to conduct this survey.

BS

Steve Whinnett stated that ceiling panels could be modified in the short term with existing revenue, to allow the air condition to vent to the ceiling. He commented that long-term solutions to these concerns would have to be investigated beyond April 2007.

Steve Whinnett undertook to investigate revenue options for long-term solutions to concerns raised in respect of Buntingford Depot.

SW

137 ANY OTHER BUSINESS

None

138 DATE OF NEXT MEETING

The Committee agreed that the next meeting would be held on Monday 14 May 2007, at 2.30 pm, in the Meeting Room at Buntingford. The Committee also agreed the following dates for future meetings:

2 July 2007, Conference Room, Bishop's Stortford.

10 September 2007, Room 28, Hertford.

ACTION

12 November 2007, Meeting Room, Buntingford.

The meeting closed at 3.10 pm

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