

MINUTES OF A MEETING OF THE  
SAFETY COMMITTEE HELD IN THE  
WAYTEMORE ROOM, BISHOP'S  
STORTFORD ON MONDAY 14 JULY  
2008 AT 2.00 PM

PRESENT: Simon Drinkwater (Chairman).  
Peter Dickinson, Graham Mully, Jean Petrie,  
Steve Whinnett.

ALSO IN ATTENDANCE

Peter Mannings.

66 APOLOGIES

Apologies for absence were submitted on behalf of Helen Farrell, Jenny Francis, Sue Gray, Jeff Hughes, Mark Kingsland, Andrew Pulham, Peter Searle, Martin Shrosbree, Barbara Sylvia and Paul Thomas.

67 MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 12 May 2008 were agreed as a correct record.

68 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson reported that Helen Aston from Zurich Municipal would meet with Officers to carry out a Health and Safety audit on two dates in September 2008. Graham Mully commented that meetings had been arranged for 2 and 17 September 2008.

Graham Mully reported that the audit would include a review of Health and Safety Policy and a review of risk assessment processes and compliance. He commented that the review would cover health and safety, the role of Safety Liaison Officers, facilities management, training, lone working and driving on business. The review would also cover the use of display screen equipment (DSE), stress, home working and contractors and contract

monitoring.

Graham Mully stated that the 5 day review would include a day on policy, two days of site visits and two days of report writing.

In respect of risk assessments, Peter Dickinson stated that positive feedback had been received. He reported that he had conducted a successful round of risk assessments with Jeff Hughes. He commented that each section had either completed risk assessments or was in the process of conducting assessments.

In respect of fire drills, Peter Dickinson undertook to arrange fire drills for Buntingford and the Causeway Offices. He advised that positive feedback had been received following a recent fire drill at Wallfields. He stated that building clearance had been achieved in three and a half minutes.

PD

Jean Petrie commented on the need for extra fire marshal coverage for the back stairs to the ground floor of the listed building at Wallfields.

69 NEW REGULATIONS, IF ANY

Peter Dickinson reported that the Health and Safety Executive had announced changes to first aid guidelines. He advised that by October 2009, the four day first aid at work qualification would be replaced by a three day course. He stated that a new accredited one-day course named emergency first aid was also being introduced.

The Committee was advised that British Red Cross qualifications completed before October 2009 would be valid for a 3 year period.

70 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that, for the period 22 March 2008 to 11 July 2008, there had been a scalding incident

involving an Officer at a hot water point at the Causeway. He also reported that a Member of the public had been involved in a slip and trip at Castle Hall.

71 ANY OTHER BUSINESS

(A) Buntingford Depot

Peter Dickinson advised of a number of Officer concerns in relation to fumes entering the building resulting in headaches for some Officers. Steve Whinnett stated that new secondary glazing was being installed in a couple of weeks. He stated that new blinds had been installed.

(B) Safety Liaison Officers, Competent Persons and Display Screen Equipment (DSE) Assessors

Graham Mully commented on shortages of Officers who had volunteered to take on the roles of Safety Liaison Officer, Competent Person and DSE Assessors within the authority.

Graham Mully undertook to e-mail Anne Freimanis with an update on the situation in respect of Officer uptake of these roles. An article promoting the vacancies would be prepared for the August edition of Team Update.

(C) First Aid Cover

Simon Drinkwater commented on the importance of maintaining first aid cover on the two days of the industrial action. He stated that Heads of Service should check cover on the morning of each strike day. Peter Dickinson undertook to send Simon Drinkwater a list of designated first aiders.

PD

ACTION

72 DATE OF NEXT MEETING

The next meeting would be held on 6 October 2008 in Room 27, Wallfields, Hertford.

PM

The meeting closed at 2.35 pm

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