

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN THE
MEETING ROOM, BUNTINGFORD
SERVICE CENTRE ON MONDAY 26
JANUARY 2009 9.30 AM

PRESENT: Simon Drinkwater (Chairman).
Peter Dickinson, Chris Gibson, Sue Gray,
Jenny Francis, Mark Kingsland, Graham Mully,
Andrew Pulham, Barbara Sylvia, Paul Thomas,
Steve Whinnett.

ALSO IN ATTENDANCE

Peter Mannings.

82 APOLOGIES

Apologies for absence were submitted on behalf of
Dave Cooper, Jean Petrie and Martin Shrosbree.

83 MINUTES AND MATTERS ARISING

The minutes of the meeting held on 6 October 2008 were
agreed as a correct record.

84 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson reported that a programme for reviewing
Health and Safety Policies had been identified in the Health
and Safety Audit action plan. He commented that the aim
was to simplify the policies making them easier to utilise.

The Safety Committee was advised that work on Risk
Assessments had stalled. Peter Dickinson advised that
Risk Assessments was an item covered in the Health and
Safety Audit.

Peter Dickinson advised that Fire Drills had been
completed at both Council Offices and at Buntingford
Depot.

85 HEALTH AND SAFETY AUDIT

Graham Mully submitted a verbal report in respect of the Health and Safety Audit action plan and timetable. He submitted a detailed breakdown of each of the recommendations detailed in Helen Aston's report. A number of amendments and actions were agreed as detailed in the action plan now submitted.

86 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that there had been 3 accidents for the period 4 October 2008 to 23 January 2009. He commented that these had been a slip, a non reportable back injury and a scalding incident. There had been no reportable incidents.

87 ANY OTHER BUSINESS

(A) Buntingford Depot

Barbara Sylvia commented on the frequency of fire drills at Buntingford Depot. Steve Whinnett commented that fire drills are carried out every 6 months. He undertook to check this had occurred.

In response to a further query from Barbara Sylvia, Peter Dickinson undertook to ascertain which Officers had been trained as fire marshals for Buntingford Depot.

Barbara Sylvia sought clarification as to why it had taken so long to rectify issues with scalding water temperature at Buntingford Depot. Steve Whinnett commented that fault rectification had been delayed due to faulty parts being delivered to the contractor.

88 DATE OF NEXT MEETING

Wednesday 1 April 2009, in the Waytemore Room, Bishop's Stortford at 2.00 pm.

The meeting closed at 11:35 am

Nps\Safety\26 January 2008\Minutes 26 January 2009