

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN THE
CONFERENCE ROOM, COUNCIL
OFFICES, BISHOP'S STORTFORD ON
THURSDAY 8 JULY 2010, AT 2.00 PM

PRESENT:

Simon Drinkwater (Chairman)
Peter Dickinson, Helen Farrell,
Jenny Francis, Sue Gray, Graham Mully,
Paul Thomas and Steve Whinnett.

ALSO IN ATTENDANCE:

Peter Mannings

1 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Chris Gibson and Roy Crow.

2 MINUTES – 22 APRIL 2010

The minutes of the meeting held on 22 April 2010 were agreed as a correct record.

3 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson advised that there was nothing new to report in respect of the Health and Safety Policy. The policy was currently being checked and streamlined before it was ready to be loaded onto the Intranet. He stated that the contents of the policy would be simpler and easier to find.

Peter Dickinson advised that risk assessments were still being submitted by services. 11 of 14 services had now completed assessments although a few of these were awaiting a Director's signature.

Peter Dickinson reported that some service areas had contacted himself and Graham Mully with queries in respect of outstanding risk assessments. Risk assessments that had been completed had been loaded onto the Intranet.

Peter Dickinson advised that risk assessments should act as a reporting tool to CMT. He advised that he had drafted a risk assessment for Charringtons House, he undertook to circulate this to the Safety Committee. PD

Peter Dickinson advised that Fire Drills would be arranged soon. In response to a query from Jenny Francis on fire marshal training, Peter Dickinson confirmed that Officers hoped to arrange this as soon as possible. He stressed that a minimum of 15 Officers was required for a days training run by the Fire Service at Stevenage.

4 AUDIT REPORTS

Peter Dickinson advised that the Audit Framework was essentially ready for use. He hoped that there would be services willing to pilot the new framework.

5 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson commented that there had been two accidents involving Officers between 22 April 2010 and 7 July 2010. He reported that the first incident involved an Officer in Customer and Community Services whose hand had been bruised when a door was opened against it

The second incident had been investigated by the Health and Safety Executive (HSE) as it was classed by them as an amputation. The Officer in Neighbourhood Services was out on site and had suffered the loss of part of the top of a finger. There had been no injuries involving the public.

6 FEEDBACK FROM SAFETY LIAISON OFFICERS

Peter Dickinson advised that he had met with Safety Liaison Officers on 30 June 2010 and there was nothing to report. He undertook to circulate the titles of some short health and safety films to the Safety Committee.

PD

Peter Dickinson stated that these films could form the basis for short health and safety workshops run for individual teams across the Authority. Helen Farrell commented that health and safety awareness raising sessions could be run at lunchtimes.

7 METHODS OF REPORTING COMPLIANCE TO THE COMMITTEE

Peter Dickinson advised Peter Mannings that this item should be combined with the item on Audit Reports in future.

PM

8 ANY OTHER BUSINESS

Helen Farrell advised that Human Resources were no longer permitted to advertise training events by e-mail. In future, all training would be advertised via Team Update. Officers could also sign up to an e-bulletin for training events.

9 DATE OF NEXT MEETING

Thursday 7 October 2010 in Room 28, Wallfields, Hertford at 2.00 pm.

The meeting closed at 2.30 pm

Chairman
Date

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