

Minutes of Health & Safety Committee
Room 1.11
Tuesday 26th July 2016

Present:

Adele Taylor (AT) (Chair), Peter Dickinson (PD), Trevor Smith (TS), Tracey Sargent (TSt), Paul Thomas-Jones (PTJ), Mandy Challis (MC) (minutes)

1. Apologies

Helen Farrell (HF), Emma Freeman (EF), Steve Whinnett (SW)

2. Notes from 9th December 2015

The minutes were noted.

The defective fire door issue is still ongoing. AT to meet with SW and PG to get this resolved as soon as possible.

SW is arranging for a quote to get the stairwell area boxed in the stairwell by the staff entrance. Discussions are required between TS and SW in regard to requirements for confidential waste.

3. Accident/Incident Reports

There have been no major incidents, and overall figures have reduced. The majority of unreportable accidents are from slips & trips. There are no discernible patterns of where these slips and trips are, so no identified actions are required to mitigate any risks.

PD said that contractors (John O'Connor and Veolia) have also been reminded about procedures for reporting accidents.

Measures have been put in place at Buntingford to further improve safety. Good communication continue between the contractors and PD

NSL staff have reported that they can't hear the fire alarm at Buntingford in their location due to other security measures in place around cash-handling. SW to seek alternative solutions; perhaps using a flashing light alarm.

4. Items from Unison

TSt has contacted all unison members and nobody wants to raise anything specific, although there was a concern that there are a number of staff who don't know what the procedure is for reporting

Action

MC

SW/TS

SW

accidents.

PD to check with HF that the procedures are covered in the staff induction and perhaps further bitesize training around H& S especially for managers.

PD

5. AOB

PD reported that the fire marshal training is being revised to include training for the evac chair and that new marshals need to be recruited as there may be deficiencies in some areas of the building. PD to review numbers a.s.a.p

PD

PD is arranging meetings with new HoS to tell them about their responsibilities with regards to health and safety.

PD

PD is also updating the room safety guides, which will now give the upper limit for the number of occupants. TS asked to look at the drafts for these before they are published.

PD

PD explained that the French doors in room 27 aren't a designated fire exit because they don't have a push-bar mechanism to open.

There was discussion about the security doors, some of which still aren't working with the security cards. TS said that it was still unknown when this was going to be resolved. AT asked for a regular update for any progress made.

TS

PD reported that there were issues with some doors during the recent evacuation; the magnetic hold system didn't automatically release as it should in the event of a fire alarm. This is being investigated as part of the work on the doors that is already underway.

MC/PD

There was discussion about what should be featured on future H&S agendas. It was agreed that the following items should be included:

- Matters arising from risk assessments
- Review of usage of personal safety alarms (once the policy has been published)
- Forward plan
- Compliance registers
- Upcoming legislation
- Updates on faults & defects

GM

AT
SW
AT/PD
PD

GM to discuss the Risk Management group with Philip Gregory

GM

AT read an email from EF which stated that on 6 July, the HR Committee approved their terms of reference which refer to:

- Acting as the authority's steering group to advise it in relation to the discharge of its responsibilities for health and safety by:
 - Providing a focus for the consideration of H&S matters
 - Monitoring the steps taken within the council to ensure the H&S of its stakeholders
 - Advising the authority of the steps that may be required to comply with regulations and codes of practice

MC to forward minutes from the H&S meetings to the HR committee for inclusion on their agenda.

MC

In her email, EF reminded the H&S committee that it needs to be mindful of the terms of reference and comply with them.

AT to meet with PD and HF to review terms of reference and to confirm membership of the group. This information will be added as a post addendum to the minutes.

AT

The recent fire alarm was discussed. PD reported that everybody evacuated the building in a timely manner, although there were issues with people attempting to drive on or off site. PD to highlight what went well and what needs improving from the evacuation incident and put a report in Team Update.

PD

TS confirmed that fire drills at Charringtons are managed by LSH. We need confirmation that these are being undertaken.

PD

6. Date of next meeting

GM suggested that the future meetings should be held the month after the quarter end to fit in with risk management timescales.

MC