

MINUTES OF A MEETING OF THE  
SAFETY COMMITTEE HELD IN THE ROOM  
28, WALLFIELDS, HERTFORD ON  
THURSDAY 7 OCTOBER 2010, AT 2.00 PM

PRESENT: Simon Drinkwater (Chairman)  
Peter Dickinson, Peter Mannings,  
Graham Mully, Barbara Sylvia, Paul Thomas  
and Steve Whinnett.

10 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Helen Farrell, Jenny Francis, Chris Gibson, Sue Gray and Roy Crow.

11 MINUTES - 08 JULY 2010

The minutes of the meeting held on 08 July 2010 were agreed as a correct record.

12 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Graham Mully stated that the refining process in relation to the Health and Safety Policy Review had not started. The Policy was up to date, but the intended streamlining has yet to commence and the Health and Safety Executive (HSE) links needed to be added in the appropriate places. Simon Drinkwater stressed that the policy should be a document that could be managed sensibly.

Peter Dickinson stressed that it was purely a case of blocking out some time to refine the policy. Graham Mully was requested to make Peter Dickinson aware of a possible time when this work could be carried out.

Peter Dickinson advised that completed Risk Assessments were still being submitted. Some assessments were with Directors for signature, subject to

the resolution of a number of queries in respect of wording from Heads of Service.

Graham Mully stated that many reminders had already been issued and compliance reports had been sent to Directors.

Peter Dickinson advised that a fire drill should be scheduled for Buntingford Depot. He undertook to liaise with Steve Whinnett on this. Fire Drills were all up to date for Wallfields, The Causeway and Charringtons House.

### 13 CAUTIONARY PERSONS REGISTER

The Safety Committee was advised that the Cautionary Persons Register had been submitted to CMT and was currently with Heads of Service. The Register would be submitted to Local Joint Panel once feedback had been received from Heads of Service.

Graham Mully stated that key partners and contractors were considered within the policy. He stressed that there should be one central register as opposed to separate registers compiled by individual teams.

Simon Drinkwater undertook to e-mail a copy of the Cautionary Persons Register to Paul Thomas. Peter Dickinson advised that he had circulated a revised incident report from to the Safety Committee. He was requested to resend this to the Committee and copy in all Heads of Service.

### 14 NEW REGULATIONS, IF ANY

Paul Thomas reported that the Health and Safety Executive (HSE) had been targeting premises that failed to properly manage the presence of asbestos. He commented that this process had been delayed as some Local Authorities were being investigated in respect of asbestos management.

### 15 SAFETY VOLUNTEERS

Peter Dickinson advised that he had met with the joint Safety Liaison Officer (SLO) and Display Screen Equipment (DSE) group. The group had requested extra help. As such, articles had been included in Team Update and in Team Brief.

Peter Dickinson stated that he was investigating options for fire marshal training following quotes from Hertfordshire and Essex Fire and Rescue services that had proved too expensive. He referred to a possible offer if training that could be significantly better.

In respect of fire marshals for fire drills, coverage needed to be improved at The Causeway. Peter Dickinson stated that the marshals currently available were dedicated and did a good job.

## 16 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson commented that there had been 3 non reportable accidents of a minor nature involving Officers between 8 July 2010 and 7 October 2010. He reported that the first incident involved an onset of nausea and fainting. The second and third incidents had involved a cut and a contaminated eye.

There had been a reportable accident that had been classed as a dangerous occurrence. The Officer involved was not hurt.

Peter Dickinson stated that there had also been an reportable accident at Hillcrest Hostel. A child had tripped and suffered multiple fractures. The child suffered from a brittle bone condition and copies of all the relevant documents had been sent to Graham Mully. The family concerned had a solicitor and the Hostel Manager had all the appropriate risk assessments.

## 17 FEEDBACK FROM SAFETY LIAISON OFFICERS

Peter Dickinson advised that he had met with Safety Liaison Officers and work station assessors and there were no issues of concern to report to the Safety Committee.

He advised that the Health and Safety DVDs had been borrowed by a number of services, particular the DVD entitled 'Manual Handling - Child's Play in the Office'. Peter Dickinson stated that the DVDs were very simple and contained gentle reminders around being sensible and not overdoing it when manual handling.

He stressed that this message could be reinforced via team brief. Officers should also be reminded that leaving large amounts of cleared out paperwork in plastic sacks should be avoided as these often split and were difficult to move around.

Peter Dickinson commented that Officers who visited Members' homes should not have to work in untidy surroundings or suffer from the effects of passive smoking. Graham Mully stressed that both these issues were already covered by the Health and Safety and Home working policies.

## 18 ANY OTHER BUSINESS

The Safety Committee was advised that Officers had been given a clear indication of what they were or were not expected to lift when moving Offices as part of the Wallfields Refurbishment. Officers had been reminded to keep looking on the intranet in respect of information relating to C3W and the Wallfields Refurbishment.

Peter Dickinson stressed that work station assessments must be completed with each desk move, whether this was to a temporary location or a permanent move once refurbishments had been completed. He stressed that Officers would have to accept a certain amount of noise and disruption as a result of the refurbishment works.

Peter Dickinson commented that the temporary work areas at Wallfields must comply with regulations in terms of space per person and transit routes. He stressed that a reminder should be issued to Martin Shrosbree on these issues.

Graham Mully advised that the Road Risk Policy had been submitted to the operational risk management group and to CMT. The Safety Committee was advised that Heads of Service had commented on the policy, which was due to be reported to the Local Joint Panel.

Graham Mully stated that the Health and Safety Audit of Services had not been completed.

The Safety Committee was advised that the Authority had hoped to complete work station assessments for any home worker with health issues, as well as a random 10% sample. If problems are identified, the number of home visits will be increased

Graham Mully expressed concerns that this issue had been dismissed by the C3W Programme Group. Simon Drinkwater requested that a random sample of Officers will be selected at the next Safety Committee.

Graham Mully stressed that IT Officers had only given very basic advice when setting Officers up with home working equipment. Peter Dickinson commented that this issue was not being fully supported by Heads of Service and Management across the Authority.

Peter Dickinson undertook to e-mail Heads of Service in respect of the completion of online assessments. He stressed that non compliance was a management issue.

Graham Mully advised that the Authority did not have the resources to carry out a 100% check.

Thursday 13 January 2011 in Room 28, Wallfields,  
Hertford at 2.00 pm.

The meeting closed at 3.03 pm

Chairman .....

Date .....