

MINUTES OF A MEETING OF THE  
SAFETY COMMITTEE HELD IN ROOM  
1.11, WALLFIELDS, HERTFORD ON  
THURSDAY 13 JANUARY 2011, AT 4.00  
PM

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PRESENT: Simon Drinkwater (Chairman).  
Peter Dickinson, Helen Farrell, Jenny  
Francis, Chris Gibson, Peter Mannings,  
Graham Mully and Barbara Sylvia.

20 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of  
Roy Crow, Sue Gray, Paul Thomas and Steve Whinnett.

21 MINUTES - 7 OCTOBER 2010

The minutes of the meeting held on 7 October 2010 were  
agreed as a correct record.

22 HEALTH AND SAFETY POLICY REVIEW / UPDATES

Peter Dickinson reminded the Safety Committee that the  
policy had been completed. He stated that he had  
produced a Health and Safety Policy handbook, which  
was a shortened version of the policy.

The handbook would be uploaded to the intranet by the  
end of January, along with links to the relevant sections of  
the policy. Graham Mully commented that the handbook  
would also be made available to new starters.

Peter Dickinson stated that a test page for the intranet  
was being worked on by the web team, in respect of  
actions that should be taken in respect of first aid and fire.  
Officers would continue to improve and streamline the  
information available in respect of Health and Safety.

Peter Dickinson advised that progress on risk  
assessments had slowed and many risk assessments  
were now due for review. Graham Mully undertook to

send an e-mail to Heads of Service on this issue.

In respect of risk assessments for the use of the Exec area during the C3W works, Graham Mully stated that meetings should take place between Paragon and Officers to address this requirement.

Peter Dickinson referred to the issue accommodating Officers with special arrangements in terms of desk adjustments and special office chairs. He undertook to liaise with Martin Shrosbree and Paragon as soon as possible. He also stated that he would meet with Paragon to discuss Health and Safety rules.

Simon Drinkwater stressed that Officers would only be responsible for packing their work up ready for Office moves, Paragon would be responsible for moving things between the Offices or within Wallfields. Peter Dickinson stressed the importance of appropriate manual handling and the proper disposal of rubbish.

Simon Drinkwater stated that lift access to the top floor of Wallfields could be an issue. The contractors had been sent a list of evening meetings of the Authority as well as a list of planned training events. He referred to the staging area of 36 desks planned for the Executive area and stressed that some Officers could choose to work from the Causeway Offices rather than hot desking at Wallfields.

In relation to fire drills, Peter Dickinson reported that a live fire drill had occurred at Buntingford Depot and the evacuation had gone smoothly. He advised that fire marshal training had been booked for the 28 January 2011.

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#### INCIDENT AT HARTHAM POOL

The Safety Committee was advised that following the incident at Hartham Pool, procedures for the storage of chemicals had been reviewed and changes had been made to ensure chemicals were not stored in unbunded locations. The public using the pool had been evacuated

quickly and this evacuation had gone smoothly.

The incident had largely come about due to the lack of a proper risk assessment. The liability for East Herts Council centred on contract monitoring. The Authority must be able to demonstrate that the issue had been discussed at a corporate level.

Peter Dickinson stressed that all paperwork in relation to safety procedures must be readily available for inspection by the Health and Safety Executive. Graham Mully stated that many of these issues would be picked up as part of the audit process.

#### 24 SAFETY VOLUNTEERS

Peter Dickinson reported that he was still seeking volunteers for all aspects of safety training for Officers.

#### 25 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that there had been 3 non reportable accidents involving Officers between 8 October 2010 and 31 December 2010. He reported that the first incident involved an employee bumping their head on a cupboard door, the second incident had involved an employee's hand being trapped in a door. The final incident was an employee slipping on ice. There had been no reportable incidents.

Peter Dickinson stated that the Authority had tightened up on the reporting of accidents when Officers were working from home.

#### 26 ITEMS FROM TRADE UNION

Although there were no items from the Trade Union, Graham Mully commented on whether there had been any recent Office inspections conducted by Peter Dickinson in company with union representatives.

Peter Dickinson advised that a walk round inspection had not happened for some time. He stressed that Unison

had a right to request such inspections. He also stated that when works commenced at Wallfields, this could be a good time for regular Office Inspections.

Jenny Francis undertook to raise this issue at the next Union Executive meeting.

## 27 ANY OTHER BUSINESS

Graham Mully advised that the Cautionary Persons' Register had been reported to Human Resources Committee where the register had been approved. He stated that minor amendments had been made in respect of the sharing of information.

Graham Mully referred to case law around who the Authority could and could not share data with in respect of the register. He commented that an item would be included in the next issue of team brief. Peter Dickinson stressed that people should only be included on the register for the right reasons.

The Safety Committee was advised that lone working was the sole outstanding item on the Health and Safety Action Plan. Peter Dickinson advised that risk assessments were up to date. He referred to inconsistencies between the two land management systems used by the Authority.

The Safety Committee conducted a ballot to randomly select home workers to receive a visit from Officers to cover work station risk assessments and the home working policy.

Peter Dickinson raised another Officer's concerns in relation to vehicles parking on the footpath outside Wallfields. He emphasised the importance of segregating pedestrians from vehicles. The obstruction of an exit was forcing pedestrians to walk on the road.

## 28 DATE OF NEXT MEETING

Thursday 24 March 2011 in Room 27, Wallfields, Hertford at 2.00 pm.

The meeting closed at 4.50 pm.

Chairman .....

Date .....