

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN THE ROOM
27, WALLFIELDS, HERTFORD ON
THURSDAY 24 MARCH 2011, AT 2.00 PM

PRESENT: Simon Drinkwater (Chairman).
Linda Bevan, Peter Dickinson, Helen Farrell,
Jenny Francis, Chris Gibson, Barbara Sylvia,
Paul Thomas.

29 APOLOGIES FOR ABSENCE

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

30 MINUTES - 13 JANUARY 2011

The minutes of the meeting held on 13 January 2011 were agreed as a correct record subject to Minute 27 Paragraph 3 – First line being amended to read “The Safety Committee was advised that lone working and a consistent land management policy were the two key outstanding items on the Health and Safety Action Plan”.

31 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson reported that the new web pages and a condensed handbook were now available on Health and Safety. The Chairman asked that his thanks for his work on this be recorded in the minutes. New staff could be referred to the intranet for information.

Peter Dickinson reported that a new fire drill assembly point was needed for Charringtons House.

The procedure for evacuating the Council Offices in Bishop’s Stortford in the case of a suspect package had been refreshed in the light of a recent incident.

The exit from the car park closest to County Hall at Wallfields in the event of an emergency needed to be

investigated.

Fire Marshall training had gone well and would be extended to Hertford Theatre.

32 NEW REGULATIONS, IF ANY

None to report

33 SAFETY VOLUNTEERS

Peter Dickinson said there was a good team of volunteers who would be meeting the following month. He would recruit new members from Hertford Theatre. Additional first aiders would be needed at the theatre because of public attendances.

Safety arrangements were under discussion at Buntingford Depot.

34 ACCIDENT AND INCIDENT REPORTS

The Committee agreed that numbers of accidents only should be recorded in the minutes with no further details. The minutes should make clear that the Safety Committee had been made aware of an incident and considered it.

35 FEEDBACK FROM SAFETY LIAISON OFFICERS

Peter Dickinson reported that work on the refurbishment of Wallfields was progressing without any health and safety problems. Apart from some unavoidable noise, the contractors were very aware of safety matters. They had made arrangements where staff needed special chairs etc.

Simon Drinkwater said staff needed to be reminded not to lift crates when they were full when moving offices.

Peter Dickinson said that IT staff who entered the construction areas had been reminded of health and

safety requirements.

36 ITEMS FROM TRADE UNION

Jenny Francis said that Union representatives would resume health and safety inspections as each area of Wallfields was completed.

Barbara Sylvia reported a complaint from a colleague in Development Control about the working conditions in the office and whether this would improve when the offices were refurbished.

The Committee discussed the need for all staff to take responsibility for keeping the office clean and tidy. Office cleaners were no longer expected to clean desks. The Chairman suggested wet wipes could be distributed for cleaning desks.

Peter Dickinson agreed to put up notices in the kitchen areas reminding people to leave the areas clean and tidy.

Helen Farrell agreed to check progress on the Ways of Working document for Wallfields which addressed some of these issues. It had arisen from the C3W user group. She thought it would be issued to staff in July when staff from Bishop's Stortford moved to Wallfields.

Barbara Sylvia said another complaint had been received about the poor condition of the Ladies' toilet near Development Control. Peter Dickinson said the public toilet in reception (upstairs) had also deteriorated.

The Chairman agreed to ask Roy Crow to arrange a spring clean of these toilets. Peter Dickinson agreed to put up notices asking users to leave the toilets clean and tidy.

37 ANY OTHER BUSINESS

Induction

Peter Dickinson said staff moving from Bishop's Stortford to Wallfields would be given a session to orientate them to the building and directional signs would be updated. Helen Farrell said all staff would benefit from an update session on car insurance etc.

Future agenda

Chris Gibson asked that the regular agenda item on "Health and Safety Policy Review/ Updates" be renamed as "Compliance Reports".

Risk assessments

Some of these were overdue and would need to be completed as the refurbished areas were occupied.

38 DATE OF NEXT MEETING

26 May 2011 at 2 p.m.

The meeting closed at 3.00 pm

Chairman
Date