

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN ROOM
1.11, HERTFORD ON TUESDAY,
31 MAY 2005 AT 2 00 PM

PRESENT: Neal Hodgson (Chairman).
Helen Farrell, Mark Kingsland, Lorraine Medley,
Graham Mully, Andrew Pulham, Barbara Sylvia,
Steve Whinnett

ALSO IN ATTANDANCE

Michelle Diprose

14 APOLOGIES

Apologies for absence were submitted on behalf of Peter Dickinson and Jenny Francis.

15 MINUTES

The minutes of the meeting held on 4 March 2005 were agreed and signed as a correct record.

16 MATTERS ARISING

(A) Minute 428(A) - Safety Liaison Officer

The Committee noted that some training had been undertaken for Safety Liaison Officers, although further training was needed once the relevant trainers and dates had been secured. Training for safety audits still needed to be undertaken. Helen Farrell undertook to contact Welwyn and Hatfield Council in order to secure the relevant training programme needed.

PD/HF

ACTION

AGREED - that Helen Farrell contact Welwyn and Hatfield Council to secure the relevant training programme.

HF

(B) Minute 471 – Driving on Business

Although a report had not been submitted to the Safety Committee, it was noted that the Health Safety and Welfare Team, through verbal feedback, had stated that no officer of East Herts Council should use mobile phones whilst driving, and the use of hands free kits did not make the issue of using mobile phones whilst driving any safer.

(C) Minute 475 – Insurance Matters

Safety Committee had still to receive the views of the Health Safety and Welfare Team addressing issues surrounding an employees' liability claim.

(D) Minute 478– Items from Trade Union

Lorraine Medley, Unison Health and Safety representative, informed the Safety Committee of concerns that there had not been a fire drill carried out at Bishop's Stortford for a considerable amount of time. She raised further concerns of new members of staff being unaware of safety and fire procedures.

Concern was raised by the Safety Committee of the amount of fire officers in place in order for fire drills and checks to be carried out. It was agreed that Peter Dickinson, Health and Safety Officer report back at the next meeting.

AGREED - that Peter Dickinson report back to the next meeting.

PD

(E) NEW LEGISLATIONS

In relation to “working at height” regulations, it was suggested that Paul Thomas be contacted to clarify the situation.

AGREED - that Neal Hodgson contact Paul Thomas for clarification.

NH

17 TRAINING PLAN – HEALTH & SAFETY

The Safety Committee was informed that Basic Health and Safety, stair evacuation and manual handling training was being organised. It was agreed that a half-day training session would be arranged also for Asbestos Awareness.

Concern was raised in relation to manual handling training and the requirement of the legislation that refresher courses should be carried out on an annual basis, and how this would be funded. It was noted by the Committee that Insurance training could cover some of the cost of manual handling training. This needed to be explored further.

It was clarified that the Health, Safety and Welfare Team should be identifying gaps in the training plan and reporting back to the Safety Committee. It was also noted that the training plan would not be received by the Safety Committee until after staff Personal Development Plans had taken place.

18 BOMB THREAT

Peter Dickenson to provide an update to the next meeting.

AGREED - that Peter Dickinson provide an update to the next meeting.

PD

19 DRIVING ON BUSINESS

It was noted by the Safety Committee that feedback was still being awaited from the Health Safety and Welfare Team. The Committee raised further concern in relation to lack of feedback from the Health Safety and Welfare Team.

20 MOBILE PHONES

No further update.

21 HEALTH AND SAFETY POLICY REVIEW

Peter Dickinson to report back to the next meeting of the Safety Committee. PD

AGREED - that Peter Dickinson report back to the next meeting. PD

22 NEW REGULATIONS

The Safety Committee noted that there were no new regulations.

23 INSURANCE MATTERS

None to report.

24 ACCIDENT AND INCIDENT REPORTS

It was noted by the Committee that following anti-slip mats being placed at pool side, there had been a reduction in slips, trips and falls.

25 HEALTH SAFETY & WELFARE TEAM

It was noted by the Committee that the Health, Safety and Welfare Team had met on 8 March 2005. It was agreed that Neal Hodgson would contact Georgina Stanton, expressing concerns in relation to the lack of feedback from the Health Safety and Welfare Team and also the issue of no forthcoming minutes.

26 ITEMS FROM TRADE UNION

Concern was raised in relation to the lack of fire drills at Bishop's Stortford and also the lack of fire officers.

It was agreed that where able, Peter Dickinson recruit fire officers for both Bishop's Stortford and Hertford, and if there was difficulty in recruiting, a report be presented to Directors Board via Neal Hodgson, Director of Regulatory Services or Georgina Stanton, Director of Organisational Development.

AGREED - that Peter Dickinson carry out a recruitment drive in order to recruit fire officers on both sites, and if unsuccessful, to report back in order that the problem be referred to Directors Board.

PD

27 ANY OTHER BUSINESS

(A) BUNTINGFORD SITE

The Committee was advised that a tenants sub-committee was being set up at the Buntingford site. It was further reported that risk assessments were to be completed by the end of December 2005.

28 (B) LEGIONELLA AND ASBESTOS AUDITS

Steve Whinnett advised the Safety Committee that audits of procedures and testing of sites was due to start in the week commencing 6 June 2005. An external Surveyor would visit the sites throughout East Herts checking procedures against practice. It was further reported that this procedure was being carried out in line with Legislation changes.

29 DATE OF NEXT MEETING

The Committee agreed that the next meeting should be held on Monday 1 August 2005 at 10.00 am at Buntingford.

The meeting closed at 2.55 pm