

MINUTES OF A MEETING OF THE  
SAFETY COMMITTEE HELD AT  
BUNTINGFORD DEPOT ON MONDAY  
27 FEBRUARY 2006  
AT 2.30 PM

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PRESENT: Neal Hodgson (Chairman).  
Peter Dickinson, Mark Kingsland,  
Lorraine Medley, Graham Mully, Andrew Pulham,  
Barbara Sylvia, Paul Thomas, Steve Whinnett.

ALSO IN ATTENDANCE

Peter Mannings

71 APOLOGIES

An apology for absence was submitted on behalf of Helen Farrell.

72 MINUTES

The minutes of the meeting held on 19 December 2005 were agreed as a correct record.

73 MATTERS ARISING

(A) Minute 47(A) – ‘Who’s Who’

It was noted that this was being updated to reflect changes.

PD

(B) Minute 51 - Health and Safety Policy Review

Andrew Pulham advised that a meeting with contractors had been cancelled and had been superseded by a meeting between the Director of Contract Services and contractors taking place on Thursday 2 March 2006.

ACTION

It was noted that Peter Dickinson would ensure the Health, Safety and Welfare Team took the policy forward.

PD

(C) Minute 57(C) – Fire Drills

It was noted that a fire drill had been conducted at Buntingford, which had highlighted the need for further training.

Peter Dickinson undertook to identify training requirements and set up regular meetings for the Buntingford Site.

PD

(D) Minute 68 – Bishop’s Stortford Reception Area

It was noted that the issue of the security door be raised with the Head of Customer Relations.

PD

74 HEALTH AND SAFETY POLICY REVIEW/UPDATES

It was noted that outstanding risk assessments should be passed to the Health, Safety and Welfare Team for action.

Peter Dickinson undertook to contact the Head of Business Support in relation to funding for IT-based Risk Assessment Software Packages and Licenses.

PD

Neal Hodgson advised that he had contacted Georgina Stanton in relation to the delay over risk assessments.

Peter Dickinson reported that fire drills had not been conducted at Hertford but these would be completed by the next meeting. He advised that emergency signage was not in place at Buntingford but was in progress.

PD

The Committee approved the Establishment Structure of Health and Safety Responsibilities, as tabled by Peter Dickinson.

75 ASBESTOS AND LEGIONELLA AUDIT

Steve Whinnett advised that the Capital Bid was secured but that further consultancy work was needed before the funding would become available.

It was noted that the Audit carried out by Zurich Insurance would be discussed by the Health, Safety and Welfare Committee and Graham Mully would report back at the next Safety Committee meeting.

GM

76 NEW REGULATIONS

There were no new regulations to report. Those attending were advised that noise regulations would come into force in April 2006.

77 INSURANCE MATTERS

There were no insurance matters to report.

78 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that there had been 12 accidents involving employees for the period 12 December 2005 to 24 February 2006.

Accidents logged at pools between 1 December 2005 and 24 February 2006 had now been received. 15 accidents at pools had been reported during this period.

It was noted that no reportables had occurred.

79 HEALTH SAFETY & WELFARE TEAM

It was noted that no minutes had been submitted from the 16 February meeting. The Committee noted that the Health, Safety and Welfare minutes would be circulated by Neal Hodgson alongside the minutes of this meeting.

80 ITEMS FROM TRADE UNION

There were no new Trade Union matters to report

81 ANY OTHER BUSINESS

(A) Evac Chairs

Peter Dickinson reported that Evac Chairs had been installed at The Council Offices at Bishop's Stortford and Hertford and also at Buntingford Depot. He advised of the new design and ease of use and that a training day would be held on 16 March 2006.

82 DATE OF NEXT MEETING

The Committee agreed that the next meeting would be held on Monday 24 April 2006, at 2.30 pm, in Bishop's Stortford.

The meeting closed at 3.15 pm