

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN
ROOM 28, WALLFIELDS, HERTFORD
ON MONDAY 10 JULY 2006 AT 2.30 PM

PRESENT: Neal Hodgson (Chairman).
Peter Dickinson, Helen Farrell, Graham Mully,
Paul Thomas.

ALSO IN ATTENDANCE

Peter Mannings.

95 APOLOGIES

Apologies for absence were submitted on behalf of Mark Kingsland, Andrew Pulham, Barbara Sylvia and Steve Whinnett.

96 MINUTES

The minutes of the meeting held on 24 April 2006 were agreed as a correct record, subject to the amendment of Minute 87 as follows:

Delete 1st sentence 'Steve Whinnett reported that as funding had become available from 1 April 2006, work on the Asbestos and Legionella Audit had begun'

Replace with – 'Steve Whinnett reported that as funding had become available from 1 April 2006, work on the findings of the Audit had begun'

97 MATTERS ARISING

(A) Minute 86 – 'Health and Safety Policy Review/Updates'

Peter Dickinson reported that the Risk Assessment Toolkit had been completed.

ACTION

Peter Dickinson advised that computer based training on Excel was being developed in relation to Risk Assessments.

- (B) Minute 88 – ‘New Regulations’ PD

Peter Dickinson reported that he would be liaising with the assessor now that noise regulations were in place, and would be drafting a specification of works to be carried out.

It was agreed that Peter Dickinson liaise with the Safety Committee as to what was required from the assessor as soon as possible. PD

- (C) Minute 91 – ‘Health, Safety and Welfare Team Minutes’ NH

Neal Hodgson advised the Committee that each directorate would be requested to nominate a champion to attend the meetings of the Health, Safety and Welfare team.

- (D) Minute 92 – ‘Items from Trade Union’

Graham Mully reminded the Committee of existing case law concerning the history of spillages on stairs, and advised that regulation 12 of the Workplace (HS&W) Regulations 1992 states: -

'so far as is reasonably practical, every floor in a workplace and the surface of every traffic route in a workplace shall be kept free from obstructions and from any article or spillage which may cause a person to slip, trip or fall'.

(E) Minute 93 – ‘Any Other Business’

Neal Hodgson reported that the Health, Safety and Welfare Team would be investigating the options for sick bay provision on Council Premises.

98 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson reported that work on the policy was progressing and that changes to sections of the policy were to be more than cosmetic, so that the loss of certain posts, new rules, responsibilities and fire regulations could be incorporated.

The Committee was advised that work was needed to bring the Policy under a single banner, particularly on the intranet. Peter Dickinson further advised that it was a management responsibility for Directors and Heads of Service to sign off the Health and Safety Policy Review and enforce the Health and Safety Policy.

It was noted that more training was required for Safety Liaison Officers (SLOs), as currently there was inadequate support for the Officers who had volunteered as SLOs.

Peter Dickinson updated the Committee on the progress of Display Screen Risk Assessments.

Peter Dickinson advised the Committee that, within the next 3 months, his work plan was to include lone working arrangements, display screen amendments, noise assessments and intranet updates on renewed policy and procedures.

87 ASBESTOS AND LEGIONELLA AUDIT FINDINGS/ACTIONS

It was noted that this agenda item would be better referred to as Asbestos and Legionella Audit findings/actions.

PM

88 NEW REGULATIONS

There were no new regulations to report.

89 INSURANCE MATTERS

There were no insurance matters to report. It was noted that this item would be considered by the Health, Safety and Welfare Team at future meetings as opposed to meetings of the Safety Committee.

90 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson advised that there had been 6 accidents involving employees for the period 22 April 2006 – 7 July 2006.

Accidents logged at pools between 22 April and 7 July 2006 had now been received. 22 accidents at pools had been reported during this period.

91 HEALTH, SAFETY & WELFARE TEAM MINUTES

The minutes of the 11 May meeting of the Health Safety and Welfare Team were received.

Peter Dickinson reported that this meeting had been well attended and it was noted that minutes would be circulated to the Safety Committee.

Peter Dickinson advised the Committee that the shared areas remained within the remit of Property Services under the Facilities Manager and reported there was a toolkit designed to support this work.

Peter Dickinson reported that a first aid room was now available at Buntingford and updated the Committee on the revised Catering Arrangements at the Causeway Office.

ACTION

The Committee felt that an Officer from the Committee Section should Minute the Meetings of the Health, Safety and Welfare Team, so that minutes had a more formalised structure.

The Committee felt that the Asbestos and Legionella Audit Findings, On Screen Risk Assessments and the issue of a central budget for replacing office chairs be referred to the Health Safety and Welfare Team.

Peter Dickinson expressed concern over the lack of a procedure for the development of the home working initiative and the lack of a paper mechanism for the recording of accidents in the workplace. The Committee was advised that support from Directors and Heads of Service was essential on Health, Safety and Welfare issues.

Helen Farrell reported that Manuel Handling Training was ongoing and was half completed at the Causeway Offices.

It was noted that the Health and Safety Corporate Training Plan would form an Agenda Item at the next meeting.

PM

92 ITEMS FROM TRADE UNION

None

93 DATE OF NEXT MEETING

The Committee agreed that the next meeting would be held on Monday 9 October 2006, at 2.30 pm, in the Meeting Room at Buntingford.

The meeting closed at 3.30 pm