

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN THE
WAYTEMORE ROOM, THE
CAUSEWAY, BISHOP'S STORTFORD
ON WEDNESDAY 1 APRIL 2009 AT 2PM

PRESENT: Simon Drinkwater (Chairman).
Roy Crow, Peter Dickinson, Chris Gibson,
Jenny Francis, Mark Kingsland, Graham Mully,
Andrew Pulham, Steve Whinnett.

ALSO IN ATTENDANCE

Lorraine Blackburn.

89 APOLOGIES

Apologies for absence were submitted on behalf of
Dave Cooper, Sue Gray, Helen Farrell, Jean Petrie, Peter
Searle and Paul Thomas.

90 MINUTES AND MATTERS ARISING

The minutes of the meeting held on 26 January 2009 were
agreed as a correct record.

91 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Graham Mully commented that this would be considered in
the context of the Health and Safety Audit Action Plan.

92 HEALTH AND SAFETY AUDIT

Graham Mully outlined the progress made on the Health
and Safety Audit. Updates were provided. It was noted
that the report and action plan had been submitted to Local
Joint Panel (on 18 March 2009) and would be submitted to
Human Resources Committee for adoption on 15 April
2009.

The issue of Volunteer Safety Liaison Officers was

discussed and it was agreed that Peter Dickinson and Graham Mully would raise the issue with Alan Madin.

Simon Drinkwater commented that good progress had been made on the initiative. It was noted that 1/3 of the recommendations had been implemented already.

93 NEW REGULATIONS, IF ANY

Peter Dickinson commented that there had been some new regulations in relation to chemical hazards but nothing major.

94 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson commented that there had been a slight increase since the last figures were reported. He commented that there had been four accident reports in Internal Services, two in Customer Services and three in Neighbourhood Services. He commented on the good efforts by Officers in relation to the heavy falls of snow earlier in the year.

95 DRIVING AT WORK

Graham Mully commented on the need to develop a policy. It was noted that Driving at Work risk assessments had been carried out. He commented on the need to check out vehicles and driving records of vehicle users and to keep them up to date.

Simon Drinkwater commented that he did not know what the future would be regarding lease cars but that there were issues which needed to be resolved.

It was agreed that the matter be considered at the next meeting of the Safety Committee in June.

96 SAFETY LIASION OFFICERS

Simon Drinkwater confirmed that Safety Group as it was, functioned well. The issue was in securing more liaison volunteers.

Peter Dickinson commented that there was no representation from Castle Hall. He commented that there should be further discussion about whether these Officers should be location or service delivery based.

It was agreed that reporting by exception be adopted.

97 RISK ASSESSMENT TEMPLATES

Graham Mully commented that Peter Dickinson had done a great deal of work to produce generic risk assessments using a new simpler template. Some favourable feedback has been received, but more reviews were needed before the templates can be circulated. It was noted that the risk assessments would have to be tailored to particular services and it is not possible to simply cut and paste the content. Graham Mully would trial the assessments and seek other volunteers from Internal Services. He agreed to speak with Alan Madin.

A further report would be submitted to Safety Committee. The Risk Assessments would need input from UNISON.

Peter Dickinson commented that there was a problem evidencing support for the paperwork. He explained that risk assessments were an analysis of an activity in assessing hazards.

98 LONE WORKING

The Safety Committee asked that this item be included on the agenda for the next meeting in June 2009.

99 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson commented that the Health and Safety Policy had been completed. This was a substantial document which needed to be reviewed by Safety Liaison Officers and reduced into something more user friendly. This document would eventually be submitted to the Local Joint Panel and Human Resources Committee.

Peter Dickinson commented that there was a lot of “language” in the Policy, which needed to be reworded. It was suggested that flow charts could be used to make the document more user friendly in areas.

100 METHODS OF REPORTING COMPLIANCE TO THE COMMITTEE

It was noted that this would be the subject of a new Corporate Operational Risk introduced by the end of April, and reported accordingly. It was agreed that the same report is used at Safety Committee to avoid duplication of work.

101 ITEMS FROM THE TRADE UNION

Graham Mully requested that Jenny, Sue and Peter make diary arrangements in relation to floor walks.

102 DATE OF NEXT MEETING

Thursday 25 June 2009, in the Council Chamber, Pegs Lane, Hertford at 2.00 pm.

The meeting closed at 1:55 pm