

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN THE
MEETING ROOM, BUNTINGFORD
DEPOT ON THURSDAY 17
SEPTEMBER 2009 AT 2.00 PM

PRESENT: Graham Mully (Chairman).
Dave Cooper, Peter Dickinson, Helen Farrell,
Jenny Francis, Chris Gibson, Dominique
Kingsbury, Paul Thomas, Steve Whinnett.

ALSO IN ATTENDANCE

Peter Mannings.

11 APOLOGIES

Apologies for absence were submitted on behalf of
Row Crow, Simon Drinkwater, Sue Gray, Jean Petrie,
Andrew Pulham, Martin Shrosbree and Barbara Sylvia.

12 MINUTES AND MATTERS ARISING

The minutes of the meeting held on 25 June 2009 were
agreed as a correct record.

In response to a query relating to cars being parking on the path adjacent to the access barrier at Wallfields, Graham Mully undertook to remind Roy Crow to raise the issue at the next Green Travel Meeting. Helen Farrell commented that there were no double yellow lines on the new surface adjacent to the building. GM

13 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Peter Dickinson commented that all reviewers should now have access to the Health and Safety Policy on the intranet. He commented that he was waiting for an appropriate introductory section from Lois Prior.

Peter Dickinson advised that the bulk of the work was complete and requested that Safety Liaison Officers

(SLOs) feedback any comments on the policy by 13th October. The Committee was advised that any comments would be passed to Helen Aston from Zurich. The policy would be submitted to the Local Joint Panel (LJP) on 2 December 2009 and to Human Resources (HR) Committee on 7 January 2010.

Graham Mully advised that Peter Dickinson had drafted generic risk assessments. These documents had been circulated to SLOs. Some good feedback had been received and any further feedback from SLOs would be appreciated. Generic risk assessments would be issued across the Authority next week.

Peter Dickinson reported that fire drills had been running smoothly. He undertook to ensure a fire drill was held at Buntingford Depot.

PD

14 ROLL OUT OF RISK ASSESSMENTS

Peter Dickinson commented that completed risk assessments had been loaded onto the intranet. He detailed the more generic risk assessments such as for general office activities, home working and driving.

Peter Dickinson commented that risk assessments had been completed for Customer and Community Services. Completed risk assessments uploaded onto the intranet were PDF documents and no amendments could be made to these versions.

Graham Mully commented that a random sample of self assessments completed by Officers due to work from home would be checked. Where specific concerns had been raised on an individual risk assessment, a site visit would be made.

Paul Thomas commented that people driving as a routine part of their job must have business insurance cover.

The Committee was advised that training for managers should be arranged in respect of managing the

performance of Officers working from home. As a follow up to FISH training, change management training was essential, particularly as this training covered issues around health and safety.

15 RISK ASSESSMENTS FOR SHARED AND COMMON AREAS

The Committee was advised that Peter Dickinson had produced generic risk assessments for shared and common use areas. These documents had been uploaded onto the intranet. Peter Dickinson commented that these risk assessments covered broadly, issues of everyday usage. He circulated a copy of the risk assessment to the Committee.

The Committee was advised that Officers should submit comments on the document to Peter Dickinson by 17 October 2009. Helen Farrell commented that the toilets adjacent to rooms 27 and 28 at Wallfields needed to be cleaned. Peter Dickinson commented that the whole of the old building at Wallfields needed to be cleaned up.

16 ROLE OF SAFETY LIAISON OFFICERS

Peter Dickinson commented that the Authority now had almost enough Safety Liaison Officers (SLOs) to cover every service. He submitted an explanation on the limitations of the role and commented on the perceived role of the SLO. He stated that SLOs were not expected to carry out site visits at the homes of Officers who were home working.

Peter Dickinson commented that a training session for SLOs had been held on 10 September 2009. He stated that he had received mainly positive feedback. Photos used in the training course were real life examples of bad practice in limited areas of Wallfields.

Peter Dickinson commented that he hoped to make the role of the SLO a more interactive process. He commented that as much as possible would be included on

PM

the intranet to support this interactive approach. Peter Mannings was requested to include feedback from SLOs as a standing item on the Agenda for Safety Committee.

17 UPDATE ON LAST YEAR'S HEALTH AND SAFETY AUDIT

Officers were advised that the Health and Safety Audit Action Plan had been e-mailed to the Committee in advance of this meeting. Graham Mully commented that the document referred to a number of policies and procedures. He thanked Peter Dickinson, and also Facilities Management and Human Resources, for assisting with drafting the new Health and Safety Policy.

Peter Dickinson commented that 3 to 4 significant pieces of work remained outstanding. He stated that two key elements involved getting departments to complete risk assessments and ensuring that work station assessments were carried out. The Committee was advised that the land management policy had slipped slightly.

18 HOW TO LAUNCH THE NEW HEALTH AND SAFETY POLICY

Graham Mully commented that he would be giving a presentation at Council in respect of Health and Safety Policy. He detailed a number of examples of where Members had taken decisions which subsequently had serious health and safety implications.

Peter Dickinson commented that current site plans were available on the intranet. Details of who to contact in the event of an accident were also available on the intranet. Steve Whinnett commented on whether this information should be included on a CD ROM for new Officers.

Peter Dickinson welcomed any feedback on the policy. Helen Farrell commented that Peter Dickinson could attend a round of staff briefings to talk about the policy. Information would also be cascaded to Officers via Team Brief and Team Update and a stand could be set up in the

stairwell at the offices. The policy would be submitted to Members at Human Resources Committee on 7 January 2010. Officers and Members would then be provided with copies of the policy.

19 CAUTIONARY PERSONS REGISTER

Graham Mully commented that this item should be deferred to a future meeting to ensure that Simon Drinkwater was present. Peter Dickinson undertook to send the relevant case law to Paul Thomas. PD

20 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson commented that there had been one minor accident involving an Officer between 26 June and 16 September 2009. The Officer concerned had suffered a minor cut.

21 ANY OTHER BUSINESS

(A) Joint Floor Walks

Peter Dickinson advised that he had reinstated the joint floor walks previously carried out jointly with Unison.

(B) Safety Committee Membership

Peter Dickinson and Graham Mully undertook to look at the membership of the Safety Committee in consultation with Simon Drinkwater. PD/GM

22 DATE OF NEXT MEETING

Monday 23 November 2009, in the Conference Room, Bishop's Stortford at 2.00 pm.

The meeting closed at 3.05 pm