

MINUTES OF A MEETING OF THE
SAFETY COMMITTEE HELD IN
ROOM 28, WALLFIELDS, HERTFORD
ON WEDNESDAY 28 JANUARY 2010
AT 2.00 PM

PRESENT: Simon Drinkwater (Chairman).
Lucy Birch, Peter Dickinson, Jenny Francis,
Chris Gibson, Sue Gray, Graham Mully,
Barbara Sylvia and Steve Whinnett.

ALSO IN ATTENDANCE:

Peter Mannings.

32 APOLOGIES

Apologies for absence were submitted on behalf of Roy Crow and Paul Thomas.

33 MINUTES AND MATTERS ARISING

The minutes of the meeting held on 23 November 2009 were agreed as a correct record.

Graham Mully advised that he would be submitting a report to CMT in respect of risk assessments and reporting compliance to the Safety Committee. GM

34 HEALTH AND SAFETY POLICY REVIEW/UPDATES

Graham Mully reported that the Health and Safety Review had been updated to reflect progress made to date. A copy of the review document had been circulated to the Safety Committee in advance of the meeting. He advised that an updated action plan would be circulated shortly.

Graham Mully reported that Health and Safety Awareness Training for Members was due to take place in March. The induction checklist for new starters included health and safety issues.

The Safety Committee was advised that the maintenance of training records would be incorporated into the new Human Resources (HR) system. Recommendations 14 to 18 in the Health and Safety Review had been put in place.

Graham Mully reported that a draft driving at work policy would be reported to the next meeting of the Safety Committee. He also commented that the Health and Safety Policy was almost finished and would be reported to Local Joint Panel and Human Resources Committee in March 2010. The updated Health and Safety Review report would also be reported to these meetings.

The Safety Committee was advised that facilities had ensured that the work covered by recommendations 29 to 33 had been completed. Officers also advised that recommendations 40 and 41 had been completed. Recommendation 50 was an HR responsibility and recommendations 52 to 54 would be picked up the Operational Risk Management Group.

In respect of minute 36 below, in addition to updates provided at the last meeting, Graham Mully commented that risk assessments for Council Tax, Benefits and Democratic Services had almost been completed.

Peter Dickinson stated that risk assessments had been completed for Human Resources and were due to start soon for Development Control, Community Safety and Licensing. The Market Manager and Economic Development and Tourism Manager were working on completing risk assessments for the Markets.

Officers also advised that recommendations 22 and 23 had been completed. Heads of Service would be provided with information relating to accident statistics and claims.

The Safety Committee was advised that fire drills would be arranged. Peter Dickinson stated that Officers would have to re consider the fire marshal coverage where Officers were due to start home working.

35 ACCIDENT AND INCIDENT REPORTS

Peter Dickinson commented that there had been three accidents involving Officers between 21 November 2009 and 27 January 2010. A member of public had also tripped over whilst at Castle Hall. Peter Dickinson reported that the pools would soon re-establish the reporting mechanism between the authority and the pools.

36 CAUTIONARY PERSONS REGISTER

It was agreed that this item would be reported to the Operational Risk Management Group.

37 FEEDBACK FROM SAFETY LIAISON OFFICERS

Peter Dickinson reported that there had recently been a joint meeting of the Safety Liaison Officers (SLOs) and Display Screen Equipment (DSE) Assessors. He commented that the group had come together well and the number of DSE assessments taking place had increased.

Peter Dickinson commented that, during the severe weather, Officers had felt that there had been insufficient and inconsistent guidance in relation to travelling or working from home.

Peter Dickinson stated that Officers had been uncertain as to who was issuing the official instructions as to what they should be doing. Simon Drinkwater undertook to raise these issues at CMT.

38 LONE WORKING AUDIT

It was agreed that this item would be reported to the Operational Risk Management Group.

39 METHODS OF REPORTING COMPLIANCE TO THE COMMITTEE

Graham Mully commented that he would be submitting a

GM

report to CMT on this issue. He also undertook to report back at the next meeting of the Safety Committee.

Peter Dickinson commented that work related absence through musculoskeletal problems can be reduced if desks were correctly adjusted and the appropriate DSE technology was being used.

40 ANY OTHER BUSINESS

(A) Office temperatures at Wallfields

Barbara Sylvia commented on whether some of the heaters could be turned down in Development Control as the Office temperatures had recently reached 26 degrees. Steve Whinnett undertook to request that the maintenance engineers investigate whether this was possible.

SW

(B) Charringtons House

Peter Dickinson reported that no initial concerns had been raised in respect of Charringtons House. He commented that Hendersons remained responsible for fire safety and Officer safety had been well thought out in the new facilities.

Peter Dickinson undertook to provide Simon Drinkwater with further information in respect of an incident of lone working where no risk assessment had been carried out and the Officer involved had no formal contact arrangements in place.

PD

Simon Drinkwater undertook to raise this issue with the appropriate Director.

41 DATE OF NEXT MEETING

Thursday 22 April 2010, in the Meeting Room at Buntingford Depot at 2.00 pm.

The meeting closed at 2.45 pm

Nps\Safety Committee\28 January 2010\Minutes 28 January 2010