

Minutes of Health & Safety Committee
Room 1.11
Tuesday 26th July 2016

Present:

Adele Taylor (AT) (Chair), Peter Dickinson (PD), Trevor Smith (TS), Tracey Sargent (TSt), Paul Thomas-Jones (PTJ), Jo Vottariello (JV) (minutes)

	Action
<p>1. <u>Apologies</u></p> <p>Helen Farrell (HF)</p>	
<p>2. <u>Minutes from 26 July 2016</u></p> <p>The minutes were noted. All actions complete unless mentioned below.</p> <p>3. <u>Matters Arising</u></p> <p>3.1 Defective door being dealt with by BC.</p> <p>3.2 Security doors – TS to pick up with Helen Standen through the accommodation strategy as we may need a complete new system as they are so unreliable and reducing our security.</p> <p>3.3 Ensure these minutes get forwarded to HR committee.</p> <p>3.4 SW to ask John Earley for update on Buntingford fire bell and advise AT Mon 31 Oct.</p>	
<p>4. <u>Accident & Incident Figures</u></p> <p>a) <i>Accident & Incident themes and trends</i> NA</p> <p>b) <i>Status of First Aid, Fire Marshall – arrangements</i> Additional first aider for Buntingford is now in place which will increase resilience.</p> <p>c) <i>Lessons Learned</i></p> <ul style="list-style-type: none">• Speed hump – people avoiding driving over which defeats the object. Reminder going into connect/update.• Yellow marks on steps need re-painting. TS getting a quote to see us through the winter. Will be more expensive as the quote will be for a stronger substance more resilient to weather. TS to pick up with PG for funding.	

5. **New Regulations**

HR are currently reviewing risk assessments. Nothing new to add.

6. **Compliance reports**

a) Fire door in room 27- meeting with BC being organised to discuss.

c) Fire bell for NSL staff – no update. SW to ask John Earley to provide update on his return from leave – 31 Oct.

No further

7. **Compliant Reports (Steve Whinnett)**

Upcoming capital works :

- New LED lighting at Bunts Service Centre has been installed which is much better.
- Causeway project taking up all his time.
- No update on shelter.

8. **List of Issues (Tracey Sargeant)**

All quiet – nothing new

LTM advised if they have concerns they need to let TSt know.

9. **Items from Unison**

None to report.

10. **Health & Safety – Organised Training**

10.1 First Aid, Fire Marshal, Evacuation Chair and Manual handling training all being organised. EF to flag up to HOS at LTM.

10.2 Hertford Theatre have asked for an awareness refresher. HOS to be asked what staff they may want to attend.

10.3 Lone working and conflict resolution will soon be rolled out.

10.4 AT would like to see what H&S training is required for which posts through each service. This will try and ensure that any training needs get picked up at induction stage. PD and EF to discuss timescales and may get apprentice to assist.

PD/EF

11. **Policy Review**

a) Forward Plan

Trying to reduce paper by finding links and consolidate policies that cross over. EF and HF going through policies one by one.

PD to update review list for next meeting to look at status.

PD

b) Risk assessments

LTM asked to feedback by end of this week. PD working close with HOS to refine.

Nice to have a list of what has been updated, amended, added. PD to bring to next meeting.

PD

c) Inspections & Audit

PD has been accompanying parking with their inspections and has visited our parks and open spaces with member of the environment team.

Main issues are housekeeping – article will appear in update.

Update – review and send any comments to PD by next week then it will be sent to Linda Haysey before HRC in December.

12. Health & Wellbeing

12.1 Reception are still having difficulty with their thermal comfort. The matter will be discussed at staff forum. Will try and look at potential solutions.

PD / SW

12.2 PD is concerned for peoples postures while working at their desks and feels there should be more effort made to move out of their chairs more regularly. DSE assessments will be arranged when the re-structures have taken place for all users but will take time and moving out of their chairs.

12.3 Bins are being removed from desks which will force people to move to access a centrally located one.

12.4 Simon Barfoot wants to introduce a week of H&W doing something different each day, no date has been confirmed yet. HR will assist but do not currently have the necessary resources. Will try and include Mental health as part of the week as there is a big push to include mental health first aid in the workplace. TS suggested that people with a hidden disability could wear a different colour lanyard to identify them as such so that others are aware.

12.5 PD strongly encourages people to tidy their environments to allow better working and an workplace which conforms to our H&S standards and policies. Clear out December to be encouraged.

13. Report to Leader and Portfolio Holder (LH & GM)

13.1 A great amount of support being received from both and have commented that they like the reassurance around work being done with our contractors.

13.2 Ward Freeman Pool – housekeeping issues at last inspection. PD due to go out for an inspection with MK soon. SLM are responsible for managing. PD to ask Mark Kingsland to raise with SLM to ensure checks have been done. – JK to be made aware of any issues.

PD

13.3 Having clear out December being organised by facilities. EF to raise with LTM to encourage participation by all services.

EF

Case studies from Bens area could help encourage involvement and desired outcomes. Message to be : Could we ask each HOS to allocate time in December to have a good clear out and find the best way of doing it.

14. Key Messages for Next quarter

- Housekeeping – general tidiness of office areas
- Health & Wellbeing – getting people involved in a special week run by Simon Barfoot
- Bin removal – encourages movement and desk cleaning
- December clear out – EF will bring up at LTM

15. Health & Safety news items & prosecutions

Discussion item.

PD provided information on current PR stories. PD to produce key items page to enable lessons learnt so they are not repeated at East Herts and ensure we have the correct systems in place.

PD

16. AOB

16.1 Issues with contractos parking on pavement so pedestrians are unable to walk around. EF suggests raising as part of the accommodation strategy but PD will follow up with HOS/ Managers to tackle the offending contractors.

16.2 This was the first meeting with the new agenda. Any amendments or suggestions please let PD know.