

**Minutes of Health & Safety Committee**  
**Thursday 26<sup>th</sup> January 2017 in Room 1.11**

**Present:** Adele Taylor (AT) - Chair,  
Peter Dickinson (PD),  
Helen Farrell (HF)  
Trevor Smith (TS),  
Tracey Sargent (TSt),  
Emma Freeman (EF)  
Steve Whinnett (SW)  
Paul Thomas-Jones (PTJ),  
Sue Bruce (SB) – Minutes

1 -Apologies: None

2 - Meeting opened by AT. Minutes from last meeting agreed.

**3 - Matters Arising**

Security Doors – TS to pick up with Helen Standen through the accommodation strategy as we may need to consider options around a more reliable system. ACTION: TS

**4 - Accident & Incident Figures**

Accident & Incident themes and trends – NA

Some members of staff continue to try to avoid driving over the speed humps in the car park causing a risk to pedestrians. A reminder has gone out in Connect to remind staff of the dangers and asking them not to avoid the humps. ACTION: TS/SW

The yellow hazard paint denoting the pedestrian walkway and on the steps requires re-painting. Quote required – ACTION: TS  
(SW) has the details of a more resilient paint and will provide to (TS)

**5 - New Regulations**

HR are currently reviewing risk assessments  
No new regulations nationally need to be considered. ACTION: PD/HF

**6 - H&S Compliance Reports**

One accident – top plinth became unclipped from the top of a cupboard and fell on an employee's head. The cause could have been wear and tear or the fact that cupboards have been moved in the staff relocation. The plinths on all of the cupboards have now been checked and screwed into place.

A formal report is to be put together to detail the incident and the response from officers and action taken – resolution etc. The wording of the incident/accident report to be revised. ACTION: PD/HF

**7 - Facilities & Property**

The Land Charges area move will need to be done out of hours

The annual Health and Safety premises inspections are being booked for 2017 and will also focus on housekeeping. Reception areas are included on the inspection lists.

Upcoming Capital works:  
Causeway project taking up a lot of the time (SW)  
No update on the shelter

## **8 - List of Issues**

No issue reported.

## **9 - Health & Safety Training**

Various training sessions were organised.

Fire Marshall sessions ran for a full day and had very good attendance although more Fire Marshalls are still required. ACTION: PD/HF

Attendance on the Evacuation Chair training was lower than expected. PD to produce a list of officers trained and circulate the list to the committee members.

Discussion on PEEP plans re the evacuation of relevant staff.

HOS/Service Managers will be involved in any plans with support from Occupational Health and Human Resources. ACTION: PD/HF

Manual Handling training, 13 attended and Hertford Theatre had bespoke awareness/refresher training.

Two trial sessions for Lone Worker Training have been organised, they are being held in February 2017.

All First Aid kits have been replenished.

HR have collated the responses received from HOS detailing the organisational Health and Safety training required. This will be presented at the next committee with a list of officers who still need to attend.

Also collate a visual database to highlight the H&S training statistics. ACTION: PD/HF

## **10 - Policy Review**

The arrangement of the Health and Safety policy are being reviewed. Some arrangements are obsolete and will be deleted.

H&S are looking to consolidate policies and streamline the data to enable clearer guidelines and information. They will look to see if other authorities will share their policies for us to consider.

The revised policies will be circulated to the committee members for consultation with clear deadlines before going to the committee for agreement.

The Health and Safety policies and its arrangements will be uploaded to the new intranet with clear links along with the Risk Assessments. ACTION: PD/HF/TSt

## **11 - Health & Wellbeing**

Reception is still having difficulty with their thermal comfort. The issues are ongoing and an email was received again today from Becky. A couple of suggestions were made. For the short term the staff could each be given a fleece jacket. A reasonable long term solution needs to be found and possibly relocating the Reception desk away from the draught of the door could work. The feasibility of this needs to be looked at and the staff need to be 'shadowed' during the working day to fully understand their issues. Feedback by mid-February

ACTION: TSt

Eye Test information has been published in Update

Mental Health Day – Time to Talk is scheduled for the 2<sup>nd</sup> February. A communication has been sent out.

## **12 - Key Messages for the next quarter**

Mental Health Day

The need for more Fire Marshalls

Parking – Contractors parking on the pavement, TS to speak to the caretakers and PD to produce some notices for the drivers.

ACTION: TS/PD

## **13 - Health & Safety News items**

Nothing to report.

## **14 - AOB**

On the recent internal audit report there were 3 issues highlighted.

Medium – Evacuation drills for all buildings

ACTION: PD/HF

Medium – a risk assessment to be carried out for Housing, Health & Planning. Jonathan Geall confirmed that this will be carried out when the new person is in place

Merits Attention – H&S training to be carried out for members. Helen and Peter have met with Fiona Corcoran who arranges member training.

ACTION: PD/HF

Meeting closed at 16:05pm

Date of next meeting – 27<sup>th</sup> April 2017 in room 1.12 from 15:00pm to 16:00pm

Distribution to all members listed above.