

Minutes of Health & Safety Committee
Thursday 27th April 2017 in room 1.12

Present: Adele Taylor (AT) - Chair
Peter Dickinson (PD)
Helen Farrell (HF)
Tracey Sargent (TSt)
Steve Whinnett (SW)
Paul Thomas-Jones (PTJ)
Emily Cordwell (EC) - Minutes

1 Apologies: Emma Freeman (EF)
Trevor Smith (TS)

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

3 **Matters Arising** - None

4 **Accident & Incident reports – Verbal Reports**

- PD gave verbal report on accident and incidents between 01/01/17 – 31/03/17
- 92 non reportable accident and 0 reportable accidents.

5 **Regulatory and legislative changes**

The Health and Safety Executive (HSE) has opened a consultation period on a revised process for considering disputes under Fee for Intervention (FFI)

Consultation dates 21 April 2017 - 2 June 2017.

Read consultation document and determine if a draft response if required.

ACTION: HF/PD

6 **Health and Safety Compliance Reports**

Nothing to report at any of the sites.

The Veolia incident at Buntingford was discussed. SW Property Manager co-ordinating repairs to structural damage to tipping hall entry bay.

7 **Facilities and Property – Premises maintenance and repairs**

Nothing to report

8 List of issues

Employee side (UNISON) – Tst reported that she had spent time on main reception to monitor the issue of thermal comfort levels. Tst also reported that the Customer Services Team had not been advised that they could obtain a fleece.

AT to discuss with the Customer Service Manager about the options to reconfigure the layout of reception furniture away from the door.

It was noted that employees are reporting FM issues to PD instead of reporting them to the FM helpdesk. PD to refer employees to FM helpdesk so appropriate issues can be logged

TSt and PD to lead a unison member health and safety briefing on the 18 May and will remind members to report issues to the FM helpdesk.

Since re-joining HR, PD has been sharing Health and Safety information in an article format in Team Update and Connect to remind employees about health and safety and individual's responsibilities.

ACTION: PD

Management side – Nothing to report.

9 Health and Safety Training

Over the last 9 months PD has been rolling out training to ensure all employees are up to date with their training, PD has now met with a training provider to create a rolling programme to ensure the refresher training for fire marshal, evacuation chair, first aid at work and manual training is maintained.

PD to circulate fire marshal plan to AT

ACTION: PD

A reminder for May's evacuation chair training to be advertised in connect in the hope that it increases the number of people willing to be trained.

ACTION: PD

10 Health and Safety Policy arrangements

Legionella Management and Control – Remove cooling tower from 3.3 in the policy and discuss with Graham and Isabel about tweaking the organisational risk management structure on the back.

ACTION: PD

Asbestos Management and Control – Adopted

Accident, Incident, Near Misses and the Provision of First Aid – to be adopted after 2.5 of the policy is amended.

Write an article for Update to inform employees of the policy amendments

ACTION: PD

Send AT a progress bar of the policy review. How many policies were there originally and how many are left to review.

ACTION: PD/HF

11 Health and Wellbeing

DSE and workstation assessments continue to be rolled out and assessments undertaken. It was suggested a separate assessment be undertaken for standing desks. PD to research

ACTION: PD

Guardian 24 – Lone worker device. TS to consult stakeholders about the devices performance issues e.g. man down functionality and the effectiveness of the Alarm Receiving Centre (ARC) and feedback a report to safety committee for the next quarter.

ACTION: TS/TS†

12 Key messages for the next quarter

- New policies need to be advertised in team update.
- Map of fire marshals needs to be sent to AT.
- Building on health and wellbeing and raising awareness.

ACTION: PD

13 Health and Safety news items, prosecutions

2 neighbouring authorities have been subject to the HSE's Fee for Intervention scheme.

Parking on Wallfields approach road and footpaths. The sign to remind people not to park on double yellow lines was approved. It was agreed to make the sign smaller to fit on car windows and no laminating so that it is recyclable.

ACTION: EC

Problem with parking around Richard Hale School. Blocking access to East Herts and Bentley House. HF to email Richard Hale in regards to parking and blocking the road.

ACTION: HF

14 AOB

Try to increase numbers for yoga, contact Bentley House and the Police to see if any of them are interested.

ACTION: EC

Hot desks have had a positive outcome, although the new desks are an inch lower than the old desks, so adjustments need to be made in order to make sure no physical issues arise. PD to speak to TS regarding the issue.

ACTION: PD

Concrete is deteriorating on the steps outside service area and there is a raised area outside reception – these will be monitored and improvements considered.

ACTION: SW

15 Date of next meeting – July 2017 exact date to be confirmed