

Minutes of Health & Safety Committee
Thursday 28th September 2017 in room 1.13

Present:

Adele Taylor (AT) – Chair
Peter Dickinson (PD)
Emma Freeman (EF)
Steve Whinnett (SW)
Paul Thomas-Jones (PTJ)
Sarah Bye (SB)
Steve Ellis (SE)

1 - Apologies: Helen Farrell (HF)
Tracey Sargent (TS)

2 -Meeting opened by AT. Minutes of the meeting 27 April 2017 read and agreed.

3 - Matters Arising: None

4 -Accident & Incident reports – Verbal Reports

PD gave verbal report on accident and incidents from 01.04.2017 – 31.08.2017 for employees and from 01.04.2017 – 31.07.2017 for the Leisure Contract, accident totals for August 2017 from the pools were not available at the time of the meeting but have now been received and the information updated for these minutes.

106 non- reportable accidents and 0 reportable accidents. + 22 non reportable accidents for August 2017 = 128 TOTAL

5 –Regulatory and legislative changes

Following a public consultation, the HSE has launched a revised process for considering disputes of invoices issued under the fee for intervention scheme. This will involve all disputes being considered by a panel which is completely independent of HSE

Action: None

6 –Health and Safety compliance reports

Nothing to report at any of the sites.

7 – Property – Premises maintenance and repairs

SW reported that the fire risk assessments for Wallfields, Buntingford, Hertford Theatre, Hillcrest and Charringtons House have been undertaken. AT requested an update on the status of compliance across the Councils directly managed premises, SW to provide compliance data from C365 compliance database.

Action: SW

8 – Facilities Management

SB reported that a number of loose carpet tiles have been replaced to remove trip and snagging hazards.

Windows are due to be cleaned.

9 –List of issues

Employees side (UNISON) – TSt requested inclusion for UNISON on the Accommodation Review panel.

Committee agreed to amend the time period for reminders in Update to employees regarding health and safety responsibilities from monthly to quarterly.

AT and EF advised TSt to speak to Head of Strategic Finance and Property. Action TSt

Management side – Nothing to report.

9 –Health and Safety Training

PD reported that training has been arranged for Legionella and Asbestos Awareness on the 16 November 2017.

Additional Evacuation chair user training will be arranged for November 2017.

AT has requested a training matrix identifying mandatory and desirable training needs.

Action PD/HF

10 –Health and Safety Policy arrangements

Committee agreed to the amended Fire Safety Management Policy arrangement. AT stated that the issue of leaving the site during a building clearance is unacceptable and this must be reflected in the arrangement.

PD explained that the policy arrangement for Suspect Packages, Mail and Post has been transferred to the Facilities Management Team as an operational procedure.

The following 5 arrangements are being reviewed with the aim of consolidating them into a single arrangement covering the workplace environment.

- Inspection of workplace premises
- Office relocation and office planning
- Workplace housekeeping
- Workplace noise
- Workplace temperature

11 –Health and Wellbeing

A number of issues have been raised with regard to the Guardian 24 lone worker device, these have included:

- Reported false activation alerts
- GPS location errors
- Man down function failure

PD will contact other Safety Officers in Herts and put a survey out via the LGA requesting feedback on the performance of the Guardian 24 lone worker device and monitoring portal.

Once feedback has been received PD will arrange a meeting with the Corporate Property and Facilities Manager, Deborah Quinney (DQ) and AT to discuss:

Contract monitoring, compliance and performance.

Stakeholder engagement

Training on the use of the device and the management portal

Value to the organisation

PD briefed the committee on a Management Development Programme drawn up by the Safety Officer at Stevenage Borough Council. The Committee expressed an interest in viewing the document. PD to circulate to Committee members.

Action PD

12 –Key messages for the next quarter

Review outcomes from accommodation review

Ongoing training and development

13 –Health and Safety news items, prosecutions

Committee were advised that neighbouring Councils had ongoing cases with the HSE with regard to Hand Arm Vibration Syndrome (HAVS).

A neighbouring council has recently avoided being prosecuted by the Health and Safety Executive (HSE) after two workers fell through a garage roof.

14 – AOB

With the departure of the Facilities Manager, Sarah Bye and Steve Ellis have been asked to attend Safety Committee to represent the Facilities Management Team, they explained that attendance would alternate between SE and SB. The Committee welcomed Steve and Sarah.

The review of the health and safety policy 'workplace arrangements' will be part incorporated as part of the accommodation review.

Action PD

Committee discussed the current display of information as it was agreed that notice boards are cluttered obscuring important information and leading to ad-hoc posters being displayed. Effectively this information overload results in people ignoring basic safety information.

Agreed that SB and PD will review how information is presently displayed to assess how this can be better managed.

Action SB/PD

PD briefed the committee on a Management Development Programme drawn up by the Safety Officer at Stevenage Borough Council. The Committee expressed an interest in viewing the document. PD to circulate to Committee members.

Action PD

PD advised the Committee that an e-mail had been sent to the Head Teacher of Richard Hale School concerning the issue of parents parking along the access road to Wallfields visitors car par, employee car park and Signature Lifestyle, Bentley House. The Head Teacher replied that an advisory would be issued in the parents news bulletin which was confirmed by PD.

Dame Judith Hackitt former chair of the HSE is due to produce an interim report on her post-Grenfell Tower review of Building Regulations and fire in accordance with the review's terms of reference outlined by the government. Following the Grenfell Tower fire neighbouring Councils carried out fire safety checks of their high rise blocks.

Regulator NHS Improvement said tests of cladding samples from buildings belonging to King's College Hospital Foundation Trust, Sheffield Children's Foundation Trust and North Middlesex University Hospitals Trust have failed combustibility tests.

NHS Improvement said 38 trusts requested help in carrying out a fire safety tests after it wrote to all providers in England asking them to check on 19 June.

The government has instructed councils and academy trusts to carry out fire safety checks on school buildings to identify any that may need further investigation.

SW advised Committee that in response to a letter sent to Jonathan Geall, Head of Housing and Health from the Department for Communities and Local Government requesting confirmation of residential dwellings 18 metres +, East Herts do not have any dwellings, commercial or business premises falling into the DCLG's criteria.

AT highlighted the importance of ensuring that East Herts maintains health and safety compliance across its portfolio of directly managed properties.

Date of next meeting: TBA