

Minutes of Health & Safety Committee
Thursday 21st December 2017 in room 1.11

Present: Adele Taylor (AT) – Chair
Peter Dickinson (PD)
Steve Whinnett (SW)
Tracey Sargent (TS)
Paul Thomas-Jones (PTJ)
Helen Farrell (HF)
Steve Ellis (SE)
Ola Newham (ON)

1 - Apologies: Emma Freeman (EF)
Sarah Bye (SB)

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

3 - Matters Arising:

Lone Workers devices – Deborah Quinney, PD and AT have already met once to go through issues with Lone worker devices and will meet again in January to update on progress.

Action: PD

HF – lone worker training – members raised concerns about potential of lone working. HF to follow up.

Action: HF

4 -Accident & Incident reports – Verbal Reports

PD gave a verbal report on accident and incidents from 01.09.2017 – 30.11.2017 for employees and non-employees. There were no incidents for employees and 4 non-reportable for non-employees.

For the Leisure Contract over the same period of time there were 273 non-reportable accidents (6 involving Pool employees). These were the usual incidents for a leisure centre setting and no specific concerns were raised.

There were no reportable accident reports.

5 –Regulatory and legislative changes

None to report during this period

6 –Health and Safety compliance reports

The usual site visits were undertaken since the last meeting. No concerns or issues were raised at the sites.

7 – Property – Premises maintenance and repairs

SW reported that everything was up to date. It is anticipated that there will be changes to building regulations following the inquiry into the fire at Grenfell Tower. The team are ensuring that they keep up to date with any relevant information as it emerges.

SW informed that there have been some reported problems with sash windows in the old building which are being dealt with.

Everything is ready for the Parking Team to move into Wallfields over the Christmas and New Year time.

Demolition of Causeway is complete, new parking spaces are now available.

PD discussed some Health and safety and maintenance issues at the Hostel and measures that are being taken to resolve these.

8 – Facilities Management

PTJ raised concern over the furthest away part of parking in Wallfields that remained icy and could have caused problems if the building needed to be evacuated in an emergency as this is one of the escape routes. Also a bush by the side of old building needs cutting back as this was overhanging the road and footway. SE to discuss issues with the rest of the facilities team

Action: SE

9 –List of issues (from employee and management side)

No issues were raised

10 –Health and Safety Training

HF gave updates on the recent training sessions. She said that the Asbestos course was very popular.

Training to be arranged around:

Lone working Manual handling Health and safety Compliance for managers.

11 –Health and Safety Policy arrangements

PD said that folding chairs have been placed around the building (missed places).

12 –Health and Wellbeing

All throughout the next year there will be different wellbeing events and activities organised for all. Further information will be coming out via the usual communications channels on the different activities available. This is all being arranged through Claire Carter's team In addition, yoga to start again from January 2018.

13 –Key messages for the next quarter

Ongoing training and development

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

15 – AOB

None.

Date of next meeting: 24th March 2018