

Minutes of Health & Safety Committee
Thursday 22nd March 2018 in room 1.11

Present: Adele Taylor (AT) – Chair
Peter Dickinson (PD)
Steve Whinnett (SW)
Sarah Bye (SB)
Paul Thomas-Jones (PTJ)
Helen Farrell (HF)
Ola Newham (ON) - Minutes

1. Apologies: Tracey Sargent (TS)
Kate Leeke (KL)
Steve Ellis (SE)

2. Minutes of the last meeting

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

3. Matters Arising

3.1 Lone Workers devices – PD drafted standards guide following the meeting with Guardian, which will be circulated to all staff. The structure of responsibilities has been reviewed in regards to looking after spare devices and each team would have an administrator responsible for looking after devices.

Action: PD

3.2 The group discussed issues around missing devices. All lost/stolen devices have now been replaced at cost of £100 per device. It has been suggested to make people liable for loss of device or to charge the cost to the relevant department. AT suggested adding lone working device to leavers' checklist.

Action: HF

3.3 PD advised the group that all lost devices have now been deactivated and cannot be used.

3.4 AT suggested there should be a post/guide on intranet about use of Lone Working devices.

3.5 AT stressed the importance of access and security checks. She said this should be done monthly.

SB said that the temporary access cards are quite difficult to keep the track of, and agency staff/guest staff that uses these doesn't always return pass back.

4. Accident & Incident reports – Verbal Reports

4.1 PD gave a verbal report on accident and incidents from 01.12.2017 – 22.03.2018 for employees and non-employees. There were no incidents for employees and 1 non-reportable for non-employees. The incident has been dealt with and the member of public has been updated on the outcomes from investigation.

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.

6.1. Wallfields: as a result of inspections in February and March some issues have been identified:

- Sash windows on 1st floor of Old Building cannot be opened safely, this had been reported to FM Helpdesk.

With two services moving into Old Building, there were some rearrangements in place to accommodate this:

- IT has been moved to 1st floor additional security door swipes have been installed as CAB is moving in mid-April.

All fire exits are still fully operational. AT stressed the importance of making sure we have a full access to the building as we are responsible for safety and maintenance.

6.2 Buntingford: No significant defects or hazards.

Property Services arranged for Landmark to commence re-lining work.

6.3 Hertford Theatre: No significant defects or hazards.

6.4 Hillcrest Hostel:

two buildings being adapted for disabled access
minor improvements to two fire doors following buildings fire risk assessment

6.5 Leisure Services Contract:

Talks with Operations Team about arrangements for Contract Compliance inspections ongoing, Health and Safety Officer continues site visits.

7. Property – Premises maintenance and repairs

7.1 SW reported that the work in old building is nearly finished. There was some noise disturbance, mainly around morning hours.

7.2 SB said the part of the building where CAB is moving in is ready.

8 – Facilities Management

8.3 PTJ raised question about meeting room 28, as there were rumours that this will be no longer available. The room booking calendar has booking going far into 2018 and there should be update to all staff that bookings for room 28 have to be rescheduled to alternative rooms. AT suggested Sb should contact Deborah Quinney to discuss logistics. There also should be a Comms email to all staff and a note on intranet.

Action: DQ/SB

8.4 The change of use for room 28 raised question about room 27. It has been confirmed room 27 will be only for the use by EH.

8.5 PD to raise legal duty of care papers and share any safety rules with CAB.

Action: PD

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

9.1 TS email:

“ Today would have been my last Safety Committee meeting and I am sorry that I am unable to attend. With Peter getting the backing of the Safety Committee as it stands now H&S has moved to the forefront of the council and lots has happened in those short years. This is shown by the few reports that Peter now has to present to the committee on a regular basis. It has been a pleasure to have been involved in a small way with this improvement and wish you all the best for the future. There is a Unison AGM on 28th March where there will be the election of Union Representatives so hopefully a new rep will be attending the Safety Committee in due course.”

9.2 AT said that the group should send a message back with a thank you.

10. Health and Safety Training

10.1 PD sent out an email requesting feedback on training matrix, no feedback received.

10.2 AT suggested that all future changes/ restructures should be included.

1.1 Health and Safety Policy arrangements

11.1 AT requested the full list of policies relevant to this Committee should be emailed to the new Chair of this meeting.

11.2 The new Chair should be selected in the next week or so.

12. Health and Wellbeing

12.1 HF gave updates on Yoga and recent free taster on Tai-Chi. Yoga group is now meeting every Thursday, the change of the day met more interest. ON said the feedback from free Tai-Chi session was very positive.

12.2 AT said the group should become more active on intranet to motivate other members of staff and help create a sharing and active attitude.

13. Key messages for the next quarter

Health and Wellbeing
Lone Working
GDPR
Moving and Handling

14. Health and Safety news items, prosecutions

PD selected some incidents from other areas:

Tower Hamlets – tree swing fatal incident – he said we can learn the importance of good relationship with Contractors
Croydon – good support and staff management are very important. Each new started/volunteer/apprentice should be fully assessed and informed, especially in case of more vulnerable members of staff.

15 – AOB

15.1 PD has done a research on defibrillators and said he would present report to the group soon.

15.2 Evacuation chairs – bid for new provider has been extended. The current chairs are not easy to use, we are looking to replace those for easy to use ones.

15.3 PTJ suggested the group could consider Health and Safety blog on intranet.

15.4 The group passed thank you's to AT at her last meeting. AT has less than a week left at EH.

Date of next meeting: 12th June 2018, room 1.11