

**Minutes of Health & Safety Committee**  
**Thursday 12<sup>th</sup> June 2018 in room 1.11**

**Present:** Graham Mully (GM) – Chair  
Peter Dickinson (PD)  
Steve Whinnett (SW)  
Sarah Bye (SB)  
Paul Thomas-Jones (PTJ)  
Helen Farrell (HF)  
Ola Newham (ON) - Minutes

**1. Apologies:** Isabel Brittain (IB)  
Kate Leeke (KL)  
Steve Ellis (SE)

**2. Minutes of the last meeting**

2.1. Meeting opened by HF and GM with discussion about chairperson and attendee list. Minutes of the previous meeting were agreed as an accurate record.

**3. Matters Arising**

3.1 Lone Workers devices – PD advised that Planning Department are testing the standards and guides. The feedback would be passed to the committee before being issued to portal administrators.

Action: PD

3.2 No decision made with relation to charging relevant teams in case device is lost/stolen. HF will request adding lone worker device to leavers' checklist.

Action: HF

3.3 PD advised the group that some previously considered as lost/stolen devices have been found and returned to HR. They remain deactivated.

3.4 Trevor Smith to be deleted from the circulation list

3.5 Jenny Francis has been appointed as the new UNISON Health and Safety Officer and needs to be included in the circulation of the agenda and the minutes.

3.6 Role of chairperson has been discussed, agreed this should be a Director or HoS level post, ideally HR. As KL is interim HoS, IB would take this on until a full time HR HoS is recruited.

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

4.1 PD gave a verbal report on accident and incidents from 23.03.2018 – 21.05.2018 for employees and non-employees. There was one non-reportable incident for employees and none for non-employees.

4.2 Incidents at the pool areas:

- 54 non-reportable (slips)
- Reportable – none

#### **5. Regulatory and legislative changes**

PTJ and PD reported no regulatory or legislative changes.

#### **6. Health and Safety compliance reports**

6.1 H&S business continuity meeting to be arranged by GM to discuss key decisions and areas of responsibility at Buntingford Service centre

Action: GM

6.2 It has been agreed that Chloe Hipwood and CAB rep should be invited to H&S Committee meetings. The agenda to be rearranged to discuss shared issues in the first part of the meeting.

6.3 The usual site visits were undertaken since the last meeting.

6.4 Minor incident in Charringtons House – while the roof was being repaired the strong sealant smell caused some disruption.

#### **7. Property – Premises maintenance and repairs**

7.1 Depot needs a second weigh-bridge

## **8 – Facilities Management**

8.1 CAB has moved in to the ground floor space in Old Building. Meeting room 28 is used solely by them. The fire exit route remains the same for all EHDC members of staff based in that part of the building.

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

Action: PD

8.3 HF raised the issue of double parking, people still tend to block other vehicles and escape routes.

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

No updates at this time.

## **10. Health and Safety Training**

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

10.2 GM advised all Directors, CE and HoS have been invited to attend Safety for Executives training. All Leadership Team registered to attend apart from Su Tarran.

10.3 Darren from Total Fire is currently unifying document sets for all sites, under the new fire safety management. There were certain additional responsibilities identified, relevant officers are aware.

10.4 Contract and service managers should be included in statutory Health and Safety training.

### **1.1 Health and Safety Policy arrangements**

6.4 HF and PD are working on updated policies and will share with the group once completed to hear comments and suggestion.

## **12. Health and Wellbeing**

12.1 It has been agreed this item to be removed from the agenda.

### **13. Key messages for the next quarter**

None discussed

### **14. Health and Safety news items, prosecutions**

None discussed

### **15 - AOB**

15.1 Order and items on the agenda were discussed. It was agreed that shared items with CAB, North Herts should be at the top and to be discussed in the first instance followed by items relevant only to EHDC.

15.2 GM to arrange meeting to review risk management of shared waste service including Heads of Service and H&S Officers from both Authorities.

Action: GM

**Date of next meeting:** 18<sup>th</sup> September 2018, room 1.11