

Minutes of Health and Safety Committee
Tuesday 18th September 2018 in Room 1.11

Present: Graham Mully (GM)
Peter Dickinson (PD)
Kate Leeke (KL) – Chair
Sarah Bye (SB)
Helen Farrell (HF)
Peter Mannings (PM) - Minutes

1.0 Apologies: Isabel Brittain (IB)
Ewa Dennis (ED)
Louise Overington (LO)
Paul Thomas-Jones (PTJ)
Steve Whinnett (SW)

2.0 Minutes of the last meeting

2.1 The Minutes of the previous meeting were agreed as an accurate record.

3.0 Matters Arising

3.1 Lone Workers devices – PD advised that adjustments to the guides for these devices had been made following testing by the Planning Department. The revised guides had been submitted to the intranet yesterday and PD undertook to check that they were online. A communications update would be issued regarding standards and guides for lone working devices. Action: PD

3.2 HF advised that lone worker devices had been added to the leavers' checklist.

3.3 PD confirmed that the previously considered lost/stolen devices remained deactivated. He confirmed that Trevor Smith had been deleted from the circulation list.

3.4 JF confirmed that she had been appointed as the new UNISON Health and Safety Officer.

3.5 GM confirmed that a Business Continuity Meeting was due to take place on 19 September 2018. He referred to a table of responsibility detailing who was responsible for what.

3.6 HF to circulate the safety policy to KL and the Safety Committee. Action: HF

4.0 Tenant representative matters

4.1 None.

5.0 Accident and Incident reports

5.1 For the period 22 May to 31 August 2018.

Accidents involving staff:

- 3 non-reportable accidents
- No reportable accidents

No accidents involving non-employees or the public

Accidents involving the pools:

- 66 non-reportable accidents
- One incident of a heart attack in a pool

6.0 Regulatory and legislative changes

6.1 None.

7.0 Health and Safety compliance reports

7.1 PD advised that he was updating all fire safety log books. He stated that a standardised format was due to be issued for Wallfields and Hertford Theatre.

Action: PD

8.0 Property – Premises maintenance and repairs

8.1 The issue of CCTV coverage of interview rooms was raised as there was nothing in the rooms at present. There were local panic alarms and the audible signal could be relocated to the Revenues and Benefits Office. There was also the option to record interviews being held in the interview rooms at Wallfields.

8.2 KL commented that the accommodation review was not currently looking at the reception areas.

8.3 SB advised that the carpet in the Wallfields reception was on order following a leaking hot water pipe.

9.0 Facilities Management

None

10.0 List of Issues

a. Employees side (UNISON):

None

b. Management side:

The issue of electric pool cars was mentioned in reference to preparatory work being carried out by David Thorogood. Also mentioned was the matter of vehicle document checks that were supposed to be carried out by Line Managers.

11.0 Health and Safety Training

11.1 PD commented on Fire Marshalls and stated that training was being arranged for the evacuation chairs. This training had not been advertised yet.

11.2 KL commented on the importance of ensuring Officers signed up to these courses in order to fill the available places.

15.0 - AOB

15.1 The Committee was advised that the tender documents for the award of a contract for the refurbishment of Hartham and Grange Paddocks were currently being prepared.

Date of next meeting: Monday 17th December 2018, 2 pm in Room 27