

**Minutes of Health and Safety Committee**  
**Monday 10 December 2018 in Room 27**

**Present:** Rob Allwood (RA)  
Isabel Brittain (IB)  
Sarah Bye (SB)  
Ewa Dennis (ED)  
Peter Dickinson (PD)  
Jenny Francis (JF)  
Mark Kingsland (MK)  
Kate Leeke (KL) – Chair  
Peter Mannings (PM) – Minutes  
Steve Whinnett (SW)

**1.0 Apologies:** Helen Farrell (HF)  
Louise Overington (LO)

**2.0 Minutes of the last meeting**

2.1 The Minutes of the 18 September 2018 meeting were agreed as an accurate record.

**3.0 Matters Arising**

3.1 Lone Workers devices – PD advised that he and SB were overseeing the contract for these devices provided by guardian 24. Work was ongoing to trace missing devices and to replace devices that were faulty. User guides were available on the intranet and training sessions had been arranged for users of these devices. Issues regarding sensitivity of the devices had been resolved.  
Action: SB/PD

3.2 HF commented that the policy would be circulated for the next meeting of the Safety Committee.

3.3 PD advised that fire alarm call points had been located and mapped at Hertford Theatre and Charringtons House. Old logbooks had been scanned.

#### **4.0 Tenant representative matters**

4.1 ED commented on COSH assessments and chemicals stored in Kitchens. SB referred to a review of the cleaning contract. PD stated that he would look at this matter with ED and report back to the Safety Committee.

Action: PD

#### **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 where the patient was now well following treatment

#### **6.0 Regulatory and legislative changes**

6.1 None.

#### **7.0 Health and Safety compliance reports**

7.1 PD stated that a joint inspection regime had been implemented in collaboration with North Herts Council. There were no serious or major concerns that Officers were aware of.

7.2 RA advised that a new regime for inspections had been implemented at the Pools. He referred to a contract meeting due to take place in 2019.

Action: PD

## **8.0 Property – Premises maintenance and repairs**

8.1 All premises maintenance is up to date.

## **9.0 Facilities Management**

None

## **10.0 List of Issues**

a. Employees side (UNISON):

None

b. Management side:

Officers had been reminded to ensure Christmas decorations were secured so as to avoid further activation of the alarm.

## **11.0 Health and Safety Training**

11.1 9 Officers had been trained in the use of Evac Chairs in Wallfields.

11.2 PD referred to a lack of resilience in the availability of Fire Marshalls. He commented on the accommodation review and the changing footprint of the floors at Wallfields. He also referred to a local company that had run hands on first aid training and drills.

11.3 PD commented on the possibility of training through the medium of e learning modules. He stated that building clearance

was easier if Officers knew where they needed to go in advance. He referred to the Council's duty of care to employees and the Fire Service.

11.4 GM emphasised that if senior Officers volunteered as fire marshals then other Offices might also volunteer. PT commented that fire marshals had to be Office based and Environmental Health would not be best placed to volunteer as Fire Marshals.

11.5 The Committee discussed whether a small retaining fee would encourage volunteers and help maintain numbers of fire marshals. KL suggested that this matter be reported back to a future meeting of the Safety Committee.

Action: PD

## **12.0 - AOB**

12.0 GM referred to the imminent launch of electric cars at Wallfields. KL commented on checks on driving licences. GM commented on the robustness of the process of driver checks.

12.1 GM commented on the issue of out of hours lighting at Wallfields. RA referred to a number of matters in respect of complaints in reference to the Waste contract.

### **Date of next meeting:**

Monday 18 March 2018 in Room 27 at 2 pm