

Minutes of Health and Safety Committee
Monday 18 March 2019 in Room 27

Present: Sarah Bye (SB)
Peter Dickinson (PD)
Jenny Francis (JF)
Peter Mannings (PM) – Minutes
Simon O’Hear (SOH)
Paul Thomas-Jones (PTJ)
Steve Whinnett (SW)

1.0 Apologies: Rob Allwood (RA)
Ewa Dennis (ED)
Helen Farrell (HF)
Louise Overington (LO)

2.0 Minutes of the last meeting

2.1 The Minutes of the 10 December 2018 meeting were agreed as an accurate record.

3.0 Matters Arising

3.1 Lone Worker devices – Housing and Health had requested that the ‘man down’ function be deactivated by Guardian, however this needs to be reinstated. PD will review this with the service and co-ordinate with Guardian 24. **Action: PD**

3.2 The COSHH review has been completed and the caretakers have removed all products not supplied by EHC or the cleaning contract service provider.

3.3 PD confirmed that a new inspection regime had been implemented at the pools and a contract meeting had taken place last week. The Safety Committee was advised that the pools were

inspected each month and to date there have been no significant issues to report.

3.4 There had been no progress in respect of recruiting fire marshals. Coverage of the ground floor is deficient. PD detailed the evacuation procedure and explained that there was no coverage in Planning and Building Control or Revenues and Benefits.

3.5 SOH stated that Managers could be asked to volunteer Officers to act as Fire Marshals. PD undertook to review this. **Action: PD**

3.6 GM commented on publicity in respect of the terms and conditions in respect of the use of electric vehicles. He referred to familiarisation sessions and the driving licence checking process. He also mentioned the need for lighting after hours once the electric cars are made available to the public.

3.7 PTJ questioned whether it was possible to have some form of independent lighting provided for the public that activated the lights for a period of 30 minutes. SW explained the difficulties involved in having separate lighting schemes and expressed surprise that the electric vehicles in the Wallfields car park were to be made available for hire by the public. PTJ commented on access and egress to and from Wallfields. PD explained that each vehicle will have a secure barrier access only pass card that can only be obtained when the vehicle was hired.

3.8 SOH undertook to raise this issue of out of hours lighting with the Head of Housing and Health. **Action: SOH**

3.9 GM detailed a number of vehicle strike incidents on site at Buntingford Depot. The Safety Committee discussed a number of concerns regarding the increase in the number of incidents being a significant cause for concern. PD stated that he had emailed the Head of Strategic Finance and Property in respect of his concerns.

3.10 PD stated that it would be proposed that future meetings at Buntingford Depot were chaired by the contract client North Herts Council with the involvement of all the operators who used the site. PM and GM confirmed they were both aware of the situation and had raised a number of concerns. SOH stated the current trend of vehicle strike incidents warranted continued monitoring.

4.0 Draft Unusual Adverse and Severe Weather Policy

4.1 The Safety Committee was advised that feedback on the draft policy had been received from a number of Officers. SOH commented that the wording of extreme heat had been deleted in the draft policy as it was not possible to place a specific measurement of 'extreme heat'.

4.2 The report would be reported to the Leadership Team and published on the Intranet.

5.0 Draft Bomb Threats and Premises Evacuation Policy

5.1 The Safety Committee was advised that the draft policy had been amended following feedback that had been received. The changes would be communicated to the Leadership Team and the final edit would be published on the Intranet.

6.0 Health and Safety Monitoring and Compliance

6.1 None

7.0 Tenant representative matters

None

8.0 Accident and Incident reports

8.1 The Safety Committee was updated in respect of accident reports and the provision of defibrillators. It was noted that there were no serious or significant accidents or reportable accidents.

8.2 The Safety Committee was advised of the dates and circumstances of the vehicle strikes at Buntingford Depot. The Committee was also advised of the Gas Leak that had been resolved at Hartham Pool.

9.0 Regulatory and Legislative Changes

9.1 None

10.0 Health and Safety Compliance Reports

10.1 None

11.0 Property – Premises Management and Repairs

11.1 Nothing outstanding.

12.0 Facilities Management

12.1 There were no outstanding issues.

13.0 List of Issues

13.1a. Employees side (UNISON):
None

13.2b. Management side:
None

14.0 Health and Safety Training

14.1 Officers have attended height and ladder safety training at the Offices of Broxbourne Borough Council. Evac Chair training will be run again after the District and Parish elections on 2 May 2019.

14.2 There are 3 Health and Safety E learning modules with further modules being developed.

14.3 SOH commented on PDRs and e learning. He stated that training should be deliverable, flexible and work for individual teams e.g. bitesize training and e-learning rather than all day training sessions. PD advised that defibrillator awareness training had gone very well.

14.4 PD commented on the coverage of First Aiders at Wallfields. SOH referred to joined up working and value for money gained by working with other Councils in respect of training. PD emphasised the benefits of networking opportunities as well as sharing costs.

15.0 AOB

None

16 Date of next meeting:

Monday 17 June 2019 in Room 27 at 2 pm