

**Minutes of Safety Committee**  
**Monday 30 September 2019 in Room 27**

**Present:** Robert Allwood (RA)  
Sarah Bye (SB)  
Peter Dickinson (PD)  
Peter Mannings (PM) – Minutes  
Graham Mully  
Simon O’Hear (SOH) - Chairman  
Steve Whinnett (SW)

**1.0 Apologies:** Ewa Dennis, Helen Farrell, Jenny Francis and Paul Thomas Jones (PTJ)

1.1 SOH commented on whether further operational representatives could attend Safety Committee meetings on a rota basis to ensure the full operational health and safety compliance is picked as Rob Allwood currently attends re leisure but is not representing operations fully. SOH and PD undertook to raise this matter with Jess Khanom-Metaman as the Head of Operations.

ACTION  
FOR SOH/PD

1.2 SOH expressed concern that the Committee was not getting reports to allow it to monitor fully health and safety in terms of contracted out services. This could be provided through quarterly update reports provided to the committee in advance of the meeting with an operations rep attending to ensure feedback.

1.3 SOH also commented on whether a substitute was possible for the Unison representative if they could not attend. Jackie Bruce had offered to attend as Jenny Francis was unable to do this but this had not been taken up as Jenny had provided feedback in advance of the meeting to Peter Dickinson, this will be explored as required going forward.

## **2.0 Minutes of the last meeting**

- 2.1 The Minutes of the 17 June 2019 meeting were agreed as an accurate record.

## **3.0 Matters Arising**

- 3.1 PD stated that there was positive engagement with services using the lone worker device and with the contract due to expire in April 2020 had met with teams to discuss the procurement process to ensure stakeholder buy in. SOH commented that an e learning module for lone workers is in development. PD reiterated that use of the lone worker service provision must be included in lone worker risk assessments.
- 3.2 Fire marshal coverage has now increased following a successful recruitment campaign. PD has developed a Fire Marshal bite size training session to be rolled out in November 2019.
- 3.3 The Safety Committee discussed the matter of out of hours outside lighting at Wallfields for users of the E-cars. SW confirmed that no complaints had been received from residents since the timing control had been switched off. RA confirmed that when the lighting was off after an evening meeting, it had been pitch dark in the car park. SW and the Property Team will continue to monitor the arrangement.

## **4.0 Tenant Representative Matters**

- 4.1 Nothing to report.

## **5.0 Accident and Incident Reports**

- 5.1 For the period 1 June 2019 to 30 September 2019 there had been 3 accidents involving employees and 2 accidents involving non-employees (the public). There was nothing to report under RIDDOR regulations.
- 5.2 For the period 1 June 2019 to 31 August 2019, there were 49 non-reportable incidents across all the pools and no reportable incidents. PD provided a detailed definition of RIDDOR.

## **6.0 Regulatory and Legislative Changes**

- 6.1 None

## **7.0 Health and Safety Inspections and Compliance Reports**

- 7.1 The Safety Committee were updated in respect of Health and Safety Inspections and Compliance. SW stated that inspections had taken place with PD and there were minor issues being resolved but nothing significant to report to the committee.
- 7.2 The Safety Committee were updated that there were a number of housekeeping matters in certain areas and a number of related local issues. PD made reference to the importance of IT involvement with H&S guidance with Office moves or planned moves in terms of wiring, cables and floor plates.
- 7.3 The Safety Committee was advised that contractor issues and the matter of near misses at Buntingford Depot had calmed down. There were no serious or dangerous incidents to report.

7.4 PD is working with the Head of Operations and contract officers to review health and safety compliance being reported to the committee to ensure this is reviewed and noted by the committee going forward and any actions required to be considered.

## **8.0 Property – Premises Maintenance and Repairs**

8.1 Nothing to report aside from an issue where some decoration works in relation to wood filling had caused a smell issue at Wallfields. Steve Whinnett undertook to ask for an update in respect of parking spaces at Wallfields. ACTION FOR SW

## **9.0 Facilities Management**

9.1 The matter of replacement chairs for the Council Chamber was discussed and quotes were being sought. SB commented on a report seeking funding was being submitted to Leadership Team. She stated that the accommodation project was complete and she was working with Mekhola Ray in respect of ways of making Wallfields more dementia friendly.

## **10.0 List of Issues**

10.1a. Employees side (UNISON):  
None

10.2b. Management side:  
None

## **11.0 Health and Safety Training**

11.1 PD outlined current H&S training that has been undertaken and is currently planned based on the training needs analysis previously undertaken by the H&S Officer in line with PDRs

and Manager feedback. PD gave an overview of completed and planned training;

01 and 08 November 2019 – Ladder Use and Work at Height

20 and 21 November 2019 – First Aid at Work Requalification

25 November 2019 – Electrical Safety Awareness

17, 18, 19 February 2020 – First Aid at Work Qualification

26 and 27 March 2020 – First Aid at Work requalification

Asbestos and Legionella Awareness – quotation pending.

- 11.2 Training undertaken had been positively received and no further H&S training to the above was identified by the Safety Committee at this meeting.

## **12.0 Health and Safety Policy**

- 12.1 PD presented the Safety Committee Terms of Reference. It was agreed to make minor changes and accept the Terms of Reference.

PD also presented the following Health and Safety Policy Arrangements for consideration:

- Employee Protection and Cautionary Persons Register
- Portable Appliances
- Personal Protective Equipment

Safety Committee approved the documents subject to minor grammatical changes.

12.2 The Committee was reminded that the employee protection and cautionary persons register were always subject to quarterly and annual review. PD commented on the harmonisation of policies and confidentiality. He also referred to the involvement of Leadership Team.

### **13.0 AOB**

13.1 The Committee were advised of changes to the caretaker team at Wallfields. A very good team was in place and the caretakers have been proactively involved in carrying out a range of tasks and helping with fire safety arrangements.

13.2 PD advised that the annual Risk Assessment Review period is underway, all services have been prompted and offered support by the H&S Officer. The H&S officer will provide an update to the next Committee to confirm that all reviews have been completed and highlight any significant changes made. PD also agreed to highlight any areas not undertaking a timely review to LT as previously agreed to ensure all reviews are actioned by the end of October.

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

14.1 The next meeting will be held on Monday 13 January 2020 in Room 1.15 at 1 pm