

Minutes of Health and Safety Committee
Monday 13 January 2020 in Room 1.15

Present: Robert Allwood (RA)
Sarah Bye (SB)
Peter Dickinson (PD) - Chairman
Jenny Francis
Peter Mannings (PM) – Minutes
Graham Mully
Steve Whinnett (SW)

1.0 Apologies: Ewa Dennis (ED), Helen Farrell (HF) and
Simon O’Hear (SOH)

2.0 Minutes of the last meeting

2.1 The Minutes of the 30 September 2019 meeting were agreed as an accurate record.

3.0 Matters Arising

3.1 PD said that a new Grounds Maintenance Contractor had been appointed. PD and GM referred to site observations. PD explained that the new grounds maintenance contractor welcomed the participation of the East Herts Council Health and Safety Officer at contract meetings.

3.2 PD said that East Herts had been approached by Stevenage Borough Council regarding the viability of a shared procurement exercise for a lone worker solution service provider.

3.3 PD said that Fire Marshall coverage had now been increased in all areas of Wallfields.

- 3.4 SW said that he was not aware of any issues as regards to external lighting at Wallfields and there had been no complaints from residents.
- 3.5 SW advised that securing additional parking spaces at Wallfields would involve tree removal and Officers in Development Management were not supportive of this. He said that this matter needed to be considered by Leadership Team and commented on the possibility of more disabled parking in the visitors parking area.

4.0 Tenant Representative Matters

- 4.1 Nothing to report.

5.0 Accident and Incident Reports

- 5.1 For the period 1 October 2019 to 31 December 2019 there had been no accidents involving employees and no reportable incidents.
- 5.2 For the period 1 September 2019 to 31 December 2019, there were 66 non-reportable incidents across all the pools and no reportable incidents.

6.0 Regulatory and Legislative Changes

- 6.1 SW said that he was not aware of any regulatory or legislative changes. He said that Brexit might affect legislation and there might be changes to building regulations after the Grenfell Tower enquiry.

7.0 Health and Safety Inspections and Compliance Reports

- 7.1 PD said that he had nothing major to report following inspections of Council premises. SB and PD commented on

the introduction of Dementia awareness signs for Charringtons House and Wallfields.

7.2 The Safety Committee was advised that progress had been made in respect of the formal presentation of compliance reports in respect of grounds maintenance and parking.

7.3 SW said he would forward plans in respect of Grange Paddocks to PD. Action: SW

8.0 Property – Premises Maintenance and Repairs

8.1 Nothing to report.

9.0 Facilities Management

9.1 SB said that she had nothing to report.

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 said that bite size fire marshal training had been delivered. The training had been well attended and had covered what marshals were and were not expected to do. He said that he would be organising some fire drills for Wallfields. Lambert Smith-Hampton are responsible for fire drills at Charringtons House and Urbaser for drills at Buntingford Depot.

11.2 The Safety Committee had a general discussion in respect of refuse freighter vehicle movements at Buntingford Depot.

11.3 GM and PD said that Asbestos and Legionella Training was available at no cost from the Council's Insurance Company.

12.0 Health and Safety Policy

12.1 PD said that the Health and Safety Policy, containing the responsibilities set out in a statement of intent. He stated that this had been signed off by the Chief Executive, the Leader and the Head of Human Resources and Organisational Development.

12.2 PD said that the policy would be submitted to Leadership Team, Human Resources Committee and then Full Council.

12.3 PD stated that Health and Safety was the responsibility of all Officers and not just that of the Leadership Team, Managers and the Chief Executive. The principle oversight of the policy sits with the Leadership Team.

12.4 PD detailed the draft driving policy, which covered work related road safety. He said that he would be making amendments to the policy. Action: PD

13.0 AOB

13.1 PD commented on the reminder to all Managers and Officers regarding the annual checks on driving licences, car insurance and MOTs.

14.0 Date of next meeting:

14.1 The next meeting will be held on Monday 20 April 2020 in Room 1.15 at 11 am