

**Minutes of Health and Safety Committee**  
**Monday 19<sup>th</sup> October 2020, on Zoom**

**Present:** Simon O'Hear (SOH), Graham Mully (GM),  
Jenny Francis (JF), Peter Dickinson (PD), Rob  
Allwood (RA), Paul Thomas-Jones (PTJ), Esther  
Piper (EP)

**1.0 Apologies:** Helen Farrell (HF), Chloe Hipwood (CH), Steve  
Whinnett (SW) Geoff Hayden (GH)

**2.0 Minutes of the last meeting**

2.1 The Minutes of the 3<sup>rd</sup> August 2020 meeting were agreed as an  
accurate record.

**3.0 Matters Arising**

3.1 None

**4.0 Tenant Representative Matters**

4.1 Citizens Advice has been included in all the Covid secure  
measures. However, Citizens Advice has indicated they may  
move out of Wallfields. They are moving into more of a virtual  
world in terms of their service running. So there might not be a  
tenant in the building going forwards.

## **5.0 Q2 Health & Safety Report**

### **5.1 Work related accidents**

Accident reporting had been postponed in line with the temporary closure of leisure centres. It has now resumed with accident totals received from the five leisure centres and swimming pools.

There was one accident reportable under the Reporting of Incidents Diseases and Dangerous Occurrence Regulations (RIDDOR). On investigation it was confirmed that this was not caused by a procedural or operational failure but was the result of an unfortunate misstep whereby the officer slipped down an embankment sustaining a severe injury resulting in hospitalisation. The Health and Safety Officer completed the required report form which was submitted to the Health and Safety Executive.

There have been no non-reportable work related accidents recorded during the period 1 July 2020 to 30 September 2020, compared to the same period in 2019 in part this reduction will have been affected by more staff working from home or away from the office.

## 5.2 **Contract Management & Compliance**

### **Buntingford Service Centre**

Fortnightly depot user meetings are taking place. Meetings are being chaired to ensure everything is being covered and dealt with. Recommendations have now been put in place, i.e. putting zones in, walkways, footpaths, fire safety etc.

Some of the remedial work identified more than 6 months ago hasn't taken place. The property team were expected to progress this ASAP. The safety markings in the road not being progressed as quickly as expected is not helpful in terms of getting controls in place and visible to ensure compliance from staff and visitors. Work needs to be carried out asap.

PD & GM need to follow up and ensure progress is being made in a timely fashion but key work needs to be done by property team.

### **Parking Enforcement Contract**

Nothing to report.

### **Sport & Leisure Management Contract**

PD is working closely with RA on meeting with SLM prior to them reopening. They have put in a lot of effort into being Covid secure.

A member of public wrongly rose that the protocols were not being followed at Hartham pool. The police were called and attended. SLM explained they were in the right. They have now put posters up to clarify the situation for the public.

### **Parks & Open Spaces Management**

Parks and open spaces have now reopened with Glendale's support. They are checking equipment regularly, monitoring and keeping in touch with contract managers.

Nothing else to report.

## **5.3 Upcoming Projects**

### **Waytemore Castle Project**

PD and GM having discussions to enhance ruins. Need to come up with a way to open it up and make it more accessible. Due to the historic and heritage nature barriers cannot be erected but they have come up with measures which PD is happy to endorse.

Every area (Buntingford, parking enforcement, sports and leisure, parks and open spaces) are all Covid secure.

## 5.4 **Office/Reception Re-Opening – Covid-19 Secure Wallfields**

### **Council chamber**

Still not opening up to full council meetings or public access.

Helen Standen is looking with IT to see what solutions can be put into the chamber to improve the video side of things. EHDC currently pay a contract to broadcast meetings. Money has been saved by broadcasting meetings on YouTube but better equipment is needed to be able to use these video platforms going forward.

Any changes must be fed into PD as the H&S Officer to ensure controls are changed accordingly when something new is in place. Controls must be in place before the change is made.

### **Reception Area**

The reception area is now open with a remodelled reception and one way system in place.

EHDC currently pay a contract to a company for people to pay cash through a payment kiosk. As this is an opportunity to stop people coming in to pay cash and do it online, this service is not likely to reopen. This will also help keep things Covid safe.

## 5.5 **Charringtons House Reception**

This reception is now open but the same as Wallfields with protective measures in place. 6 staff can be accommodated in individual rooms in order for these staff to help members of public who have an appointment. The back office is not open.

## 5.6 **Hertford Theatre**

There is lots of work going into additional controls to allow them to open the river room and dance studio for hiring. All bookings are done on the system and spaced apart, as well as using different entrance and exit procedures.

The capacity has been tweaked for the cinema.

They are now including a slide presentation at the beginning of screenings to better inform the public on the current guidance on mask wearing, i.e. masks must be worn when entering the theatre but can be taken off during the screening.

## **5.7 Lone Worker Devices – Guardian 24 Update**

The e-learning course on how to use the lone worker equipment has been implemented.

PD reported that the 'man-down' functionality for the Housing & Health team has been disabled by some users. PD is currently liaising with Tyron Suddes to get that up and running. Need all the staff in the team to have their devices charged and switched on to reboot Guardian and the Mandown functionality.

PD to email Sarah Saunders with concerns in planning use of devices. PD will copy SOH in so he can make sure that the heads of service are taking responsibility for device mgmt.

An option is to have each user to sign a risk assessment to say they have read and understood it and take responsibility for their device.

## **5.8 Contract & Development Support for Leisure Development Projects / Capital Programmes**

PD is involved in all the capital projects at an earlier stage now in order to make some impact.

Tamara Jarvis (TJ) is the major Projects Manager. PD should go to TJ with any issues in the first instance. TJ will make project managers aware they need to work with PD.

## **5.9 Learning and Development – Partnership training and future events**

A lot has been put on hold due to Covid. PD is looking at reinstating training such as asbestos and legionnaire awareness. There is a possibility of having some training back in-house such as practical courses such as first-aid at work.

## **6.0 Covid Update**

6.1 There has now been two confirmed cases in the staff profile and there are quite a few going for tests because of track and trace. There is a general increase in East Herts.

When the transmission has happened in the work place, RIDOR need to be informed and also GM in terms of our insurance.

PTJ confirmed that East Herts are the second highest in terms of infections, giving rise for concern.

Options are being looked into by the end of the month to set up additional testing facilities. Geoff identified car parks that could be used for mobile testing. GM needs to inform our insurers that we are using these car-parks.

Covid marshals – staff that are redeployed into these roles will have an individual risk assessment where appropriate. There are a range of options being looked at as some funds have come in to support it.

EHDC is taking over some of the failed contract tracing. LT agreed that outside officers could support that work. Paul will roll out training for staff involved. However marshals will not be doing any enforcement. Enforcement will go to police or PTJ's team.

## **7.0 Regulatory & Legislative Changes**

7.1 PD flagged up that HSE are focusing compliance with home working in line with current practices and are now making random calls to home workers. Most of the staff have undertaken DSE assessments and completed the wellbeing survey.

## **8.0 Health & Safety Inspections & Compliance Reports**

8.1 No update

## **9.0 Property – Premises Maintenance & Repairs**

9.1 No update

## **10.0 Facilities Management**

10.1 The FM team and Geoff have been key in getting the buildings open

SOH – a listing has now been done from the card listing system and authorized spreadsheet and they have been aligned. PD has been spot checking facilities and improving things. There has been on average 30 staff in each week. Some staff haven't been swiping in and out. These staff have been spoken to.

## **11.0 List of Issues**

### **11.1a. Employees side (UNISON):**

None except to say that Unison have been heavily involved with Covid secure measures and all risk assessments have been approved.

### **11.2b. Management side:**

None.

## **12.0 Health & Safety Training**

12.1 PD said that all courses are being redeveloped. Work is progressing and face-to-face practical courses will be looked at.

## **13.0 Health & Safety Policy – Infection Control**

13.1 Can be finalized by this committee and published

## **14.0 Health & Safety Policy – Risk Assessment & Safe Systems at Work**

14.1 Can be finalized by this committee and published

## **15.0 Health & Safety Policy – Unusual, Severe & Adverse Weather**

15.1 Can be finalized by this committee and published

**16.0 AOB**

16.1 None

**17.0 Date of Next Meeting**

17.1 1.30pm 18/1/2021