

Minutes of Health & Safety Committee
Tuesday 27th April 2021, on Zoom

Present: Simon O'Hear (SOH), Peter Dickinson (PD), Steve Whinnett (SW), Jackie Bruce (JB) (Unison), Graham Mully (GM), Jennifer Francis (JF) (Unison), Rob Allwood (RA), Rowan Perrin (RP), Ian Sharratt (IS), Chloe Hipwood-Norton (CHN), Tamara Jarvis (TJ), Paul Thomas-Jones (PTJ), Dominique Kingsbury (DK), Kate Collins (KC)

1.0 Apologies: Geoff Hayden (GH) will be joining later.

2.0 Minutes of the last meeting

2.1 The Minutes of the 18th January 2021 meeting were agreed as an accurate record.

3.0 Matters Arising from the minutes

3.1 RA still to arrange a tour of Grange Paddocks for SW and Mark Kingsland from Property.

3.2 PD to send JB and JF an update on lone working. Draft has been sent to Unison.

3.3 PD has shared fire safety protocols with JB and JF. Customer Services are aware in case of a fire. PD and GH have discussed reinstating a fire drill now more people are in the building.

4.0 Tenant Representative Matters

4.1 SOH updated that there are no tenants in the building and therefore no issues to raise. PD and GH to discuss parking flow outside of this meeting.

5.0 Q4 Health & Safety Report (Annual Report being developed)

5.1 Work related accidents

SOH detailed that this is a draft report, the full report was presented. After this meeting it will be finalised to go onto LT and then HR Committee.

PD confirmed that there were no work related accidents in this period.

With regards to first aid, PD had a discussion with PTJ about performing CPR in a COVID secure manner and there is a cribsheet around this that will be issued to first aiders.

PD to Action

5.2 Contract Management & Compliance

PD confirmed that he is in frequent communications with the management of the large contract sites and that information is sent to members to update them on a regular basis.

Buntingford Service Centre

PD confirmed that the re-lining had lifted. SW has arranged for it to be re-done. New walkways are now in place to enhance safety.

PD updated the group regarding the newly fitted premises information box. The waterproof box contains all the information you would need such as location of the water mains, electrical input, gas, distribution boards, contact telephone numbers etc. In the future a template of this box will be used for Wallfields, Hillcrest, Rectory Road, Hertford Theatre and possibly Charrington's.

Sport & Leisure Management Contract

PD updated that he has been to Grange Paddocks, which is very well managed and progressing well. Currently the swimming pool is still closed and only the gym is open. There has been lots of work carried out on a one way system with a new footpath.

5.3 On-going Projects

Hartham Play Area

PD and RA inspected the new Hartham play area which is very impressive and due to open in late spring.

Rectory Hall, Stanstead Abbots

PD updated that Cedar Cottage is now completed and a new premises information box will be installed.

5.4 Lone Worker Devices

PD updated that the joint contract between EHC and SBC is now being looked at. A market engagement meeting took place at HCC where Unison was present and we are now at the stage ready to liaise with SBC. There are 3 strong contenders.

5.5 Police and Crime Commissioner, County and other Elections on 6th May

PD confirmed that he is working with the elections team regarding health and safety practicalities for the day. PD is sorting out PPE and will meet with Roz in elections tomorrow. PD has supported risk assessments and COVID protocols. SOH

mentioned that there was funding for a health and safety person to help because of Covid-19 this year however they withdrew and there is now no availability due to national demand, PD is instead supporting and will undertake a Polling Station Inspector (H&S) roll in the lead up to the election and on the election day. All of the papers for the count will be quarantined for 24hrs before they are counted and the count can be spread across a few days so it can be managed in a COVID secure way.

5.6 **Agile Working**

PD confirmed that the agile working programme is underway, it is early days and some parts need addressing but it is working well. To book a desk you need to go into the booking system called Skedda. Going forward PD can check to see who has first aid training and will be booked in on what day so that this is also covered. RA mentioned that you still cannot book the old building on Skedda – SOH mentioned that RA should contact Ben Wood or Chris Smith to flag this and in the meantime the bookings for the old building can be kept on a static spreadsheet and that RA should email SOH or Ester Piper to get this data added.

Lateral flow testing (LFT) – PD has registered EHC with the department of health. SOH confirmed that there are more than enough testing kits. All staff working away from home are expected to take the LFT twice a week and report a positive test and follow the protocols, i.e. get a PCR test and isolate. A decision has been made not to record every negative result and only record the positives, staff are required to inform their line manager and HR so potential transmissions can be managed alongside the individual case. SOH reiterated that both EHC and NHS need to know if you have a positive test and this is made clear in the Reporting symptoms or a positive LFT Protocols.

Enforcement/licensing interviews – PD updated that meeting room 27 is now set up for interviews and is made Covid-19 secure with a double row of tables to create a barrier, fitted screens and recording equipment. Sam Wood is managing this going forward. As well as enforcement and licensing, both taxi licensing and R&B can also use this Covid-19 secure meeting room.

5.7 Learning and Development

PD mentioned that the skills build learning platform has been updated. Asbestos awareness and legionella risk management was conducted via zoom and was very well delivered. PD has booked refresher training in the council chamber for the 13th May. In the future there will be Defib awareness training available. Please contact PD if you have any comments on any of these courses.

6.0 Covid Update

6.1 SOH updated that agile working is going well with lateral flow tests taking place before staff come into the office. The 2 meter social distancing is in place. There is no allocating of individual desks anymore (bar a few fully-office based staff) and employees must clean the desk area at the beginning and end of use. SOH went on to say that some of the wipes are more hazardless/not so kind on skin than others and GH may look at sprays and paper towels in the future which are more environmentally friendly. The intranet (Risk assessment, Office Protocols and Reporting Symptoms/positive LFT) has been updated with all of this info and shared with relevant staff.

7.0 Regulatory & Legislative Changes (Verbal Report)

7.1 PTJ confirmed there were no updates. PD just wanted to note that the amendment to the fire safety bill had not gone through yet.

8.0 Health & Safety Inspections & Compliance Reports **a. (Any Further updates in addition to Q4 Report)**

8.1 This was covered in the Q4 report. No further updates required.

9.0 Projects – Updates/Contractor Compliance

9.1 TJ updated that there have been no health and safety issues on any works on site since the last health and safety meeting in January. No incidents have taken place.

10.0 Property – Premises maintenance and repairs

10.1 TJ updated that everything is fine and working well other than Emily Coulter had concerns about the number of site visits. She has since spoken to GH regarding this.

10.2 Property confirmed that other key updates had been included in the Q4 report.

11.0 Facilities Management

11.1 GH asked SW to update the group on a couple of things. The first being the door guard units that have been purchased;

certain fire doors remain open and they will close automatically. The second update is that the cone system for the toilets is still in place and on the whole working well.

12.0 List of Issues

12.1a. Employees side (UNISON):

JB advised that Unison had no issues to raise and were continuing to work with management on health and safety including updating and revising risk assessments.

JF mentioned the need to still have the windows open to ventilate areas and that staff have been reminded to wear layers in the office due to the increased ventilation.

12.2b. Management side:

None

13.0 Health & Safety Training

13.1 LT looking at senior H&S training and further H&S manager training being cascaded to service managers. Please email PD if you are or your staff are interested.

14.0 Date of Next Meeting

14.1 TBC