

Minutes of Safety Committee
Tuesday 22nd February 2022, Hybrid on Zoom

Present: Simon O’Hear (SOH), Peter Dickinson (PD), Rowan Perrin (RP), Geoff Hayden (GH), Kevin Fry (KF), Dominique Kingsbury (DK), Graham Mully (GM), Paul Thomas-Jones (PTJ), Tamara Jarvis (TJ), Chloe Hipwood-Norton (C H-N), Jackie Bruce (JB) (Unison)

1.0 Apologies: Steve Whinnett (SW), Jennifer Francis (JF) (Unison), Kate Collins (KC), Robert Mayo (RM), Ian Sharratt (IS)

2.0 Minutes of the last meeting

The Minutes of the meeting held 02 November 2021 were agreed as an accurate record.

3.0 Matters Arising from the minutes

None

4.0 Coronavirus Update

SOH updated the Committee that Leadership Team had received an update on the number of cases in the district and there has been a reduction in tests being carried out./ He further advised Committee that isolation rules were to be relaxed and further testing scaled back.

EHC are still asking staff to self-test and if they test positive for Covid and are well enough to do to work from home and not come into the office. Staff absence levels have increased but and this is not unexpected due to Covid.

Further key dates to note are:

- The need for covid risk assessments will cease from the 01st April 2022
- PTJ advised that Covid Marshals will be discontinued on the 31st March 2022.

S O'H advised Committee that the office covid protocols will be reviewed and updated in line with current government guidelines and will be monitored by the Health and Safety Officer, Head of HR and Leadership Team.

Action: PD to contact HCC regarding Lateral Flow Test Kits.

5.0 Regulatory and Legislative Changes (Verbal Report)

The UK government has begun the process of dismantling the main legal framework for the mandated coronavirus restrictions in England, including the legal requirement for people who test positive for COVID-19 to isolate at home.

The powers previously enabled by the coronavirus act will now revert back to Local authority oversight.

PD and PJT had nothing further to report in regard to health and safety legislation.

6.0 Health and Safety Inspections and Compliance

PD has now diarised inspection and visit dates for 2022.

7.0 Capital Project Updates /Contractor Health & Safety Compliance

TJ provided an update for the Committee on the following capital projects.

7.1 Grange Paddocks – 3G Pitch

Approval has been given for the go-ahead of the installation of the 3G pitch at Grange Paddocks. Further archaeological work will be undertaken and a geophysical survey has identified some 70 roman remains on site.

7.2 Hartham Pool

The Health and Safety Officer received an update from Rob Allwood, Project Manager that work continues.

RA reported that drainage works are underway and good progress is being made. A secondary drainage pipe has been discovered and Thames Water will be undertaking surveys to determine the source of the pipe.

The site is being prepared for the demolition of the existing structure and Cadman are carrying out soft demolition work (removal of fixtures and fittings) prior to main demolition commencing.

The relining of the pool tank is proceeding and will be ready for the application of the new coating in due course.

7.3 Hertford Theatre – Growth and Legacy

TJ reported that tenders have now been received for the next phase of the project and a contractor will be appointed March 2021.

GH arranged for the Covid Marshals to occupy the Theatre to provide supporting security arrangements, this will cease on the 31st of March when Covid Marshalling concludes.

Action Update: GH to feedback to Committee concerning liaison between the Project Team and Property Services on ongoing projects and developments.

8.0 Northgate End

Completion works in progress and TJ reported that the MSCP was on course with no operational issues.

There have been no health and safety incidents to report.

8.1 Old River Lane

TJ reported that this is on hold waiting for Masterplan Process Planning to take place. Nothing further to report.

9.0 Contract Health and Safety Compliance

9.1 Parks, Open Spaces and Play Areas

RP informed Committee that in response to storms Dudley and Eunice he made arrangements with Glendale to cease all works in wooded areas and switch to storm response to manage any issues concerning damaged or downed trees, further

arrangements were made with other contractors to provide larger equipment if needed. RP reported that due to the high level of tree inspection work undertaken only 7 trees were lost during the storms but and no incidents were reported involving Glendale or members of the public. PD thanked RP and Glendale for their swift response and safety plan.

RP reported that there had been one accident at a play area that was being investigated.

Reminder: RP asked for the following addition to be recorded in the minutes. Glendale's next external Audit is 24th November

Action: None

9.2 Shared Waste Service

C H-N reported that site re-lining remains an issue, newly laid MMA has already degraded (MMA has an estimated lifespan of 10 years on road surfaces).

PD, GM and Head of Finance Steve Linnett carried out a visit to the depot on the 02nd February 2021, the speed roundels had degraded and the MMA was lifting off the surface, closer inspection showed heavy salt deposits on the material.

There are a number of factors that can cause MMA to degrade

Previous Contamination can affect the bond of the resinous flooring and must be removed. Types of contamination are:

- Oil, grease, or food fats
- Present Condition of the surface material

Curing compounds, sealers, and other laitance are best removed mechanically with:

- a. vacuum shot-blasting
- b. scarifying
- c. sand blasting

Debris and surface contamination can usually be burned off with a flame gun or removed with a commercial degreasing compound or solvent. An Oil Stop Primer is an important tool in dealing with petroleum oil contaminated concrete.

C H-N also reported that a surplus of bins is causing issues due to the lack of available storage space.

It was reported that an external contractor collecting damaged bins sustained a non-reportable injury after slipping on surface debris. The incident occurred on a Saturday when the depot is not in use. It is not uncommon for contractors to attend the site out of hours when carrying out essential repairs and maintenance. The matter is being looked at by the Depot User Group.

9.3 APCOA

DK advised committee that there were staffing issues with APCOA no other health and safety related incidents to report.

10. Property – Premises Maintenance and Repairs

Nothing to report

11. Facilities Management

GH reported no facilities management issues.

PD and GH have reviewed the meeting rooms and GH and the Caretakers undertook an extensive piece of work to bring the rooms back into use and utilise furniture from Charringtons House to improve the rooms.

Action: PD and GH to review occupancy capacity of existing meeting rooms in order to produce room infographics and guidance.

12. List of Issues

12.1 UNISON

JB asked if consideration was being given to those employees who worked at an adapted workstation as part of the modern workplace programme. S O'H advised Committee that this would be fully considered and that an inspection was planned to review desks and equipment requirements to ensure the needs of the workforce were being met. S O'H welcomed UNISONS participation.

PD advised Committee that the DSE and Workstation self-assessment questionnaire had been reviewed and updated to allow home workers to record the equipment, furniture and peripherals they currently have in use. This has been amended to include a question about Council issued dongles as these need to be updated and checked by IT and HP thin client boxes.

Action: None.

12.2. Management

Additional Assembly Point signs have been installed to highlight the locations and direction on leaving the building; these have been positioned in the following locations:

- Opposite the staff entrance/exit, direction left on exiting the building
- At the corner of the west wing of the building, rear fire exit directing to assembly point parking bay F
- Opposite the old building 'main door' parallel to the bowls green pointing left toward the pedestrian crossing and assembly point 1
- Adjacent to the barrier to the staff car park, direction right, pointing toward assembly point 1.

The signs are 450mm x 600mm and are large enough to see so there should be no mistakes during the next fire drill.

13. Quarterly Health & Safety Report – Quarter 3

PD took Committee through the Q3 report for the period July 2021
September 2021

14.0 Work and Non Work related accidents

PD confirmed the following:

November 2021

There were no non-reportable or reportable accidents recorded for EHC employees or members of the public.

There were 5 non-reportable accidents across the five swimming pools. H&S can report that none were as a result of any procedural or equipment related failure.

December 2021

There were no non-reportable or reportable accidents recorded for EHC employees or members of the public.

There were 3 non-reportable accidents across the five swimming pools. H&S can report that none were as a result of any procedural or equipment related failure.

January 2022

There were no non-reportable or reportable accidents recorded for EHC employees or members of the public.

There were 6 non-reportable accidents across the five swimming pools. H&S can report that none were as a result of any procedural or equipment related failure.

There were 3 SLM employee accidents as a result of a process error using knives in the food preparation area. SLM have undertaken retraining for all food preparation staff.

February 2022

There were no non-reportable or reportable accidents recorded for EHC employees or members of the public.

There were 6 non-reportable accidents across the five swimming pools. H&S can report that one was a result of an uneven access ramp resulting in a trip, EHC Project Manager undertook investigation and SLM and Contractor have rectified the cause of the accident. The remaining 5 were as a result of user execution error and were not as a result of any procedural or equipment related failure.

15.0. Lone Worker Contract

PD updated committee and advised that the roll out of new devices will commence shortly once all the information on current users has been updated.

16.0. Learning and Development

PD advised Committee that Leadership Team participated in a one day IOSH Managing Safely for Executives and Directors course in January 2021.

17.0 A.O.B

The matter that it is unclear if there are of out of hours arrangements for Hillcrest Hostel and Rectory Hall / Cedar Cottage Hostel was raised for the Committee's attention.

Action: Item to be brought to the attention of the Head of Housing and Health.

17.0 Date of Next Meeting: 03rd May 2022
13:30pm
Zoom / Hybrid – Room 1.15