

**Minutes of Safety Committee**  
**Tuesday 3<sup>rd</sup> May 2022, Hybrid on Zoom**

**Present:** Simon O’Hear (SOH), Peter Dickinson (PD), Paul Thomas-Jones (PTJ), Ian Sharratt (IS), Geoff Hayden (GH), Graham Mully (GM), Steve Whinnett (SW), Jackie Bruce (JB) (Unison), Lisa Tilbrook (LT) Waste Team, Buntingford Depot

**Apologies:** Rowan Perrin (RP), Chloe Hipwood (CH), Dominique Kingsbury (DK), Jenny Francis (JF)

**1.0 Minutes of the last meeting**

The Minutes of the meeting held on 22<sup>nd</sup> February 2022 were agreed as an accurate record.

**Action items:**

**PD to contact HCC regarding Lateral Flow Test Kits** – PD confirmed that we did get a stock of these, however the provision of lateral flow tests have now stopped and are no longer part of government guidance.

**GH to feedback to Committee concerning liaison between the Project Team and Property Services on ongoing projects and developments** – PD said that he hasn’t had an update on Hertford Theatre yet and he will follow up with GH saying that we haven’t had a response and to provide an update to the Committee.

**PD/GH to review occupant capacity of existing meeting rooms** - PD updated that they now have the measurements and just need room dimensions. They can then produce

infographics which can be published on the intranet and outlook.

## **2.0 Matters Arising from the minutes**

None (as above)

## **3.0 Coronavirus Update**

SOH confirmed that Covid protocols have been updated. As from the 1<sup>st</sup> April changes to the legislation and regulations that have come in, now means that they are no longer going to be called Covid protocols due to the removal of lateral flow testing. SOH and PD are working on an updated draft, CE Richard Cassidy has approved this and it is now with Unison to make the final agreements. Going forward it is essential to maintain safety in the building through hand hygiene, keeping hands sanitised and keeping desk/office/meeting spaces ventilated. If you are unwell with Covid you shouldn't work, if you are well enough to work from home you should do so to prevent the risk of spreading infection providing your service area can accommodate that.

JB updated that she has now gone through the updated office protocol and is just waiting on some guidance from Unison. JB is happy with the updated document and wants to add one section on general office cleanliness. JB would like employees to be considerate when in the office such as closing windows, cleaning up in the kitchen, using the dishwashers and leaving the toilets as you would wish to find them. SOH also added that further decluttering needs to take place around the offices.

PTJ requested for fire safety and hostels to go straight to Claire Bennett. This was at the request of Jonathan Geall.

## **4.0 Regulatory and Legislative Changes (Verbal Report)**

PTJ had no updates. PD updated that there are minor changes to PPE regs although it is language rather than substance.

## **5.0 Health and Safety Inspections and Compliance**

None

## **6.0 Capital Project Updates /Contractor Health & Safety Compliance**

### **6.1 Grange Paddocks – New Build**

PD updated that Grange Paddocks is now complete; just the access and service road to finish. 3G Pitch - PD mentioned that recent archaeological works have been carried out and a number of Roman graves as well as a Shrine have been identified.

### **6.2 Hartham Pool Upgrade**

PD updated that the pool re-aligning has been successful and the tanks have been filled. There is a little problem with the filtration system but that is being looked at. Two small leaks are causing some problems and there is an issue with a redundant sewer, however they are moving forward with the rest of the work.

### **6.3 Hertford Theatre – Growth and Project**

PD had nothing new to update on, however SOH confirmed that the project is still going ahead. PD will contact Julian Bullen to see how things are progressing.

### **6.4 Northgate End**

PD updated that there has been lots of discussions held around the opening times of the multi storey car park because of planning restrictions. Lighting on the top deck needs to be disabled from 11pm in the evening which will then make access to the top deck unsafe. They are going to be closing the top deck earlier and then installing some roller shutters across access ways and the premises information box will be installed on the exterior. PD has discussed with SW about providing access keys to the fire service in the box so that if they do need to gain access they will be able to do that. The project manager should discuss this with the fire safety service. GM and PD have stressed that they need to have fire consultants review the plans to lock down the top floor because that could affect fire escape routes if you are on level 4 and there is a fire on level 3 then you would need to go up.

**Action:** PD to ask GH to pursue the matter and SOH to update Leadership Team.

## **7.0 Contract Health and Safety Compliance**

Capital Projects have already been covered.

## **8.0 Shared Waste Service – Buntingford Depot**

PD commented that he has seen marked improvement to site. An agreement has been given the go-ahead to improve road safety on site which includes installing speed humps and digital signage. PD said that he has had a discussion with Lloyd Walker who is the contract manager for Urbauer and he is very happy with the proposals. PD also mentioned that he is waiting on costs to come back regarding a new defibrillator. LT mentioned that the only issue that was on her mind is the bridge at Buntingford. Some of the panels were going to be removed

because of wildlife nesting there. SW confirmed that not all of the panels have been removed only certain sections.

**Action:** Buntingford Bridge – GH to update LT fully on this.

## **9.0 Parks, Open Spaces and Play Areas**

IS updated that he hasn't seen RP's report, however a contract meeting took place last week with the contractor and they are not aware of any health and safety issues. PD updated that no new accidents have been reported by the contractors since the last meeting. PD said that grass cutting is underway across the District; three cuts have been done and everything is running to schedule. PD said that he had a meeting with RP and Emily this morning to look at the risk assessment and site layout for Love Hearts week in July.

## **10. Property – Premises Maintenance and Repairs**

PD added that when he was last at the depot talking to the crew they were thinking about moving over to re-chargable battery pack equipment and moving away from diesel powered; which is greener and more environmentally. SW said that he has been working with RP on the re-charging equipment and has just completed and installed another dozen charging points.

## **11. Facilities Management**

No updates – GH absent from meeting and apologies sent

## **12. List of Issues**

### **12.1 Employee side (UNISON)**

PD and Steven Linnett are identifying equipment that they feel needs to be replaced. Around 4 weeks ago PD and SOH did a full walk about the offices and purchased a number of laptop risers. They have also clarified details further on standing desks and hope that the info has now gone up onto Skedda. SOH observed that there is still far too much clutter and colleagues need to tidy up. JB is very pleased that colleagues are taking on board her suggestion that when meetings take place, i.e. staff briefings someone actually books a meeting room in order that a zoom can be done together. SOH updated that laptop deployment is now underway and that DSE assessments have now been rolled out. JB mentioned gel wrist pads and the lengthy process it currently takes for staff to get one of these if needed. JB offered some Unison branded equipment which PD said would be great. As LT is part of a shared service SOH said that he is happy to support Buntingford team also.

**Action:** PD and JB to discuss small office equipment.

## **12.2. Management side**

No updates from SOH

## **13.0 Health and Safety Training**

SOH mentioned that some staff still need to complete their e-learning health and safety training. With regard to cyber training, overall there was good compliance. SOH said that he attended a resilience programme and was impressed with what got covered. The recording will get published and shared soon. PD said following the previous fire drill the need for some additional safety signage was needed. Fire safety training on the e-learning platform was heavily based around Wallfields

which included familiarising yourself with exit routes and what to do in the event of a fire.

**14.0 Work and Non Work related accidents**

None

**15.0 A.O.B**

None

**16.0 Date of Next Meeting: TBC**