

Minutes of Safety Committee
Tuesday 30th August 2022,
Meeting Room 1.15 / Microsoft Teams

Present: Peter Dickinson (PD), Graham Mully (GM), Steve Whinnett (SW), Dominique Kingsbury (DK), Jackie Bruce (JB) (Unison), Andrew Betts (AB) Waste Team, Buntingford Depot

Apologies: Simon O’Hear (SOH), Paul Thomas-Jones (PTJ), Geoff Hayden (GH), Rowan Perrin (RP), Jenny Francis (JF), Ian Sharratt (IS), Chloe Hipwood (CH)

1.0 Minutes of the last meeting

The Minutes of the meeting held on 3rd May 2022 were agreed as an accurate record.

Action items:

PD to contact HCC regarding Lateral Flow Test Kits – HCC no longer supply these, and we are just running down existing stock.

GH to feedback to Committee concerning liaison between the Project Team and Property Services on ongoing projects and developments – no update – PD to speak to Ben Wood.

PD/GH to review occupant capacity of existing meeting rooms – PD and GH have been looking at the occupancy of meeting rooms on both sides of the building. Safety guidance/user guides along with seating capacities and room configurations will be in every meeting room.

PD and JB to discuss small office equipment – re: footrests, this has now taken place.

Buntingford Bridge – GH to give an update on this.

2.0 Matters Arising from the minutes

None (as above)

3.0 Coronavirus Update

No updates. Most restrictions have been lifted. If staff test positive, they are to work from home to try and control the spread of the virus.

4.0 Regulatory and Legislative Changes (Verbal Report)

Nothing to update.

5.0 Health and Safety Inspections and Compliance

These have now resumed. Some additional work that JB, SL and PD have undertaken is looking at the condition of the standard operator chairs and marking up which ones are okay and which ones have been identified as defective or damaged etc. Some sample chairs from a new provider will be looked at before rolling out replacements.

6.0 Capital Project Updates /Contractor Health & Safety Compliance

6.1 Grange Paddocks – 3G Pitch

Due to complete in September.

6.2 Hartham Pool Upgrade

Work is proceeding wells have gone up and the frame is advanced. No safety concerns raised.

6.3 Hertford Theatre – Growth and Legacy Project

No issues and progressing. PD reported that he has now been given access to all documents relating to the project and has been invited to attend project meetings.

6.4 Northgate End MSCP & Residential / Commercial Premises

GH attended LT this morning and raised some concerns about snagging. Ben Wood is going to compare the strategic risk register with the project risk register and Ben will write a summary up. The residential and commercial block isn't a safety concern. PD said that this raises the important point worth minuting that other parties are consulted at the outset of these projects before we get into the project to provide professional, technical input especially for those services that will be managing the facilities once they are handed over.

Action: To note that in future we need to bring to the attention of LT any future or ongoing projects; and that the relevant party involved should be in discussions. Those discussions should also be minuted.

7.0 Contract Health and Safety Compliance

7.1 Shared Waste Service – Buntingford Depot

AB said that July's report has come out with nothing to report from Urbaser or East Herts. PD said that the speed

humps and speed restriction signs have been installed and working well. SW has had feedback from Lloyd Walker, Urbaser Contract Manager that they seem to be doing the job well to control the speed of the vehicles in the depot yard. AB confirmed that there has been a definite reduction in the speed. CH asked AB to feed back to the group that the barrier is still not working, it was chased with property services, however they are not aware of it.

Action: SW to follow up regarding the barrier not working when he gets back to the office.

Update: SW has reported that a contractor would be on site on Thursday 01st September to make repairs to the barrier

7.2 Parks, Open Spaces and Play Areas

The Operations team received an enquiry from a member of the public regarding the large climbing frame at Hartham. The Operations team spoke to the supplier and installer, there was no breach of any safety issues, just extra guidance and the issue is now resolved.

Main concern of late has been fire risks across all open spaces so the Operations Team have been working with the local fire brigade (Rowan Perrin has a main contact telephone number with the fire safety team) to put in place Fire Breaks across district in areas of conservation and/or long grass. Southern Country Park and Pishiobury Park, and various other smaller open spaces where long grass is left for biodiversity, to minimise potential fires. This is mapped and the fire brigade have copies so they know where to direct fire to if at all possible. These fire breaks were put in where housing was in line with trees and the prevailing wind

8.0 Property – Premise’s Maintenance and Repairs

SW had nothing to report in regard to Property related matters and that the work that has been done on speed control at Buntingford Depot had been implemented. AB to feed back to CH.

GM said that the new buildings insurer will want to look at Grange Paddocks, the new residential parking at Northgate End and Buntingford Depot. PD said that as soon as we have some dates the Depot will let AB know. AB will feedback this info onto CH.

9.0 Facilities Management

PD updated that the new meeting rooms have been completed. Currently waiting for some additional fire safety measures to be installed which will include additional alarm sounder and visual beacon. The building will be managed by the caretakers.

JB mentioned the ongoing cost of heating and whether that impacts on when the heating will be turned on at Wallfields as windows are open for air circulation. SW said no set date has been set. PD mentioned that SL was looking at funding for environmental controls and initiatives for older buildings. JB mentioned that there are staff complaints in the winter that the passive air control is draughty; going forward this needs to be monitored and staff made aware of the guidance on this.

JB suggested that the washing brushes that are put in all Wallfields kitchens every Friday night are not thrown away every week and that they are placed in dishwashers to sanitise them. PD agrees that these could be collected up and recycled.

Action: PD to speak to the caretakers about recycling the washing brushes by sanitising in dishwashers rather than being thrown away every week.

10.0 List of Issues

10.1 Employee side (UNISON)

JB thanked PD and SL for inviting her along to do the chair survey which was very helpful.

JB enquired when laptop bags and accessories will be given out. PD said that the laptop bags are all in the IT training room and keyboards/mice are in the Finance area. PD will speak to SL. JB said that Unison branded laptop bags are also available. PD to speak to Lydia regarding comms on this.

10.2. Management side

No updates

11.0 Health and Safety Training

PD said that the first of the First Aid refresher courses had taken place and all candidates passed. PD is also looking at personal safety, conflict management and difficult situations training. PD said that the rollout of new devices for the lone working has commenced and he will be contacting each team's administrators for the management portal so that they can coordinate deployment/training with the provider and have a closer working relationship them, the training also includes an e-learning package as well as Team's sessions.

12.0 AOB

CH requested that we get depot user meetings into diaries. PD has already sent the dates out. CH doesn't have these, and PD will double check emails as it could be something to do with moving over to M365. PD to double check the rollout and copy AB into this as well.

Update PD has issued diary invites to all depot users for the remainder of 2022 / 2023

PD and the rest of the group wanted to say goodbye to GM who is leaving EH at the end of this week for all his support and wished him well for the future.

**Date of Next Meeting:
8th November 2022 @ 1.30pm
Teams/Meeting Room 1.15**