

Minutes of Safety Committee
Tuesday 08th November 2022,
Meeting Room 1.15 / Microsoft Teams

Present: Peter Dickinson (PD), Steve Whinnett (SW), Dominique Kingsbury (DK), Jennifer Frances (Unison) (JF), Jeanette Lowden (JL) Waste Team, Buntingford Depot, Geoff Hayden (GH), Benjamin Wood (BW)

Apologies: Simon O'Hear (SOH), Paul Thomas-Jones (PTJ), Rowan Perrin (RP), Jackie Bruce (JB), Ian Sharratt (IS), Chloe Hipwood - Norton (CH-N)

1.0 Minutes of the last meeting

The Minutes of the meeting held on 30th August 2022 were agreed as an accurate record.

Action items:

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

PD/GH to review occupant capacity of existing meeting rooms – PD and GH have finalised room numbers in regard to the occupancy of meeting rooms on both sides of the building. Safety guidance/user guides along with seating capacities and room configurations have been put in each room.

Buntingford Bridge – GH updated Committee on current position regarding the bridge that was relocated from Grange Paddocks and placed in storage at the Buntingford Depot. GH informed the Committee that no decision has been taken on

future options for the bridge so it will remain at Buntingford Depot until a decision is taken.

2.0 Matters Arising from the minutes

None (as above)

Action: None

3.0 Coronavirus Update

No updates. The Safe Working Procedures have been revised and updated to reflect the easing and lifting of Covid restrictions but still emphasising the importance of maintaining a clean and clutter free workspace.

Action: None

4.0 Regulatory and Legislative Changes (Verbal Report)

Nothing to update.

Action: None

5.0 Health and Safety Inspections and Compliance

Sample chairs from a provider will be looked at before rolling out replacements. The provider has been selected from the ESPO Framework and quotes received on the costs.

There have been no safety related issues identified from inspections.

Action: PD Co-Ordinating sample chairs ahead of purchasing replacements for old/damaged/defective items.

6.0 Capital Project Updates /Contractor Health & Safety Compliance

BW attended on behalf of the Project Team to report on any issues or concerns regarding the key Capital Projects.

BW confirmed that there were no issues or concerns to report to Committee in regard to the Capital projects

6.1 Hartham Pool Upgrade

No issues to report, work progressing well.

6.2 Hertford Theatre – Growth and Legacy Project

No issues and progressing.

6.3 Northgate End MSCP & Residential / Commercial Premises

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

JL reported that options for consolidating bin colours are being reviewed with a view to harmonising across both East and North Herts Districts, this would help reduce the

number of bins required in addition to a financial saving by having one standard colour scheme.

Action: None

7.2 Parks, Open Spaces and Play Areas

No issues or reports received from the Operations Team.

Action: None

8.0 Car Parks and Parking Enforcement

DK reported no safety related issues across the districts car parks and multi-storey car parks and no issues across the enforcement function.

Action: None

9.0 Property – Premise’s Maintenance and Repairs

SW had nothing to report in regard to Property related safety matters in respect to the Councils physical assets.

Action: None

10.0 Facilities Management

GH reported no safety issues in regard to Facilities management.

Action: None.

11.0 List of Issues

11.1 Employee side (UNISON)

JF did not have any issues or concerns on behalf of UNISON in respect to health and safety matters

11.2. Management side

PD did not have any issues or concerns in regard to health and safety matters.

Action: None

12.0 Health and Safety Training

PD is looking at personal safety, conflict management and difficult situations training. PD advised Committee that lone worker devices and training have been taking place.

Action: None

13.0 AOB

There being no other business the meeting closed.

Action: None

Date of Next Meeting:

7th February 2022 @ 1.30pm

Teams/Meeting Room – Lea Room, 1st Floor, Old Building