

Minutes of Safety Committee
Wednesday 9th May,
Meeting Room Lea/ Microsoft Teams

Present: Peter Dickinson (PD), Steve Whinnett (SW), Paul Thomas-Jones (PTJ), Jackie Bruce (JB), Ian Sharratt (IS), Emily Tickridge (ET),

Apologies: Simon O’Hear (SOH), Rowan Perrin (RP), Chloe Hipwood - Norton (CH-N), Dominique Kingsbury (DK), Jennifer Frances (Unison), Jeanette Lowden (JL) Waste Team, Geoff Hayden (GH),

1.0 Minutes of the last meeting

The Minutes of the meeting held on 8th February 2023 were agreed as an accurate record.

Action: None

2.0 Matters Arising from the minutes

None

3.0 Coronavirus / Office Housekeeping update

Nothing to report.

Action: None

4.0 Accidents, Incidents and Near Misses

The Health and Safety Officer can report that there have been no safety incidents/Near misses or accidents reported in relation to staff.

C H-N reported a vehicle near miss incident at Buntingford Depot and will be following this up with the Shared Waste Service Contractor.

Action:

- C H-N to discuss with Urbaser

5.0 Regulatory and Legislative changes (Verbal report)

There have been no regulatory or legislative changes.

Action:

- None

6.0 Health and Safety Inspections and Contract Compliance

6.1 Shared Waste Service – Buntingford Depot

Nothing further to report in addition to the vehicle incident.

6.2 Parks, Open Spaces and Play Areas

IS reported that there were no safety related issues across the districts parks, open spaces and play areas.

6.3 Parking Services

Nothing to report.

Action: none

7.0 Capital Project updates/contractor Health & Safety Compliance

There were no reports received in respect to Capital Projects

Action: None

8.0 Property – Premise’s Maintenance and Repairs

SW advised H&S Officer that there were no health and safety related issues to report.

Action: None

9.0 Facilities Management

There were no Facilities Management issues reported.

Action: None.

10.0 List of Issues

10.1 Employee side (UNISON)

- JB raised a point in regard to the level of cover/advice and support in regard to insurance and risk related matters e.g., procedures, contact details etc.

Action:

- PD to send e-mail to Head of Strategic Finance and Property for information.

10.2. Management side

Concerns were brought to the attention of the Health and Safety Officer by staff who provided time during the elections to run polling stations and attend the count about the number of hours worked and undertaking count duties without a break. Some staff explained that they felt exhausted and were forced to stop driving.

Action:

PD to raise with the Heads of HR, Legal and Democratic Services and Elections Manager.

Action: None

11.0 Health and Safety Training

PD Working with Licensing and Enforcement Team on Community Safety Accreditation Scheme (CSAS) training.

Action:

-PD to provide update at next committee meeting

12.0 AOB

None.

Date of Next Meeting: 19th September 2023 @ 14:00pm

Location: Mimram Room, First Floor
Old Building - Wallfields

Teams: Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 389 859 903 86

Passcode: QYiRzL