

**Minutes of Safety Committee**  
**Wednesday 19<sup>th</sup> September 2023.**  
**Meeting Room Lea / Microsoft Teams**

**Present:** Peter Dickinson (PD), Ben Wood, Dominique Kingsbury, Robert Allwood, Jackie Bruce (JB), Ian Sharratt (IS), Emily Tickridge (ET), Chloe Hipwood-Norton (C H-N), Geoff Hayden (GH)

**Apologies:** Steve Whinnett, Jennifer Frances (Unison), Jeanette Lowden Waste Team, Paul Thomas-Jones, Steven Linnett

**1.0 Minutes of the last meeting**

The Minutes of the meeting held on 9<sup>th</sup> May 2023 were agreed as an accurate record.

**Action: None**

**2.0 Matters Arising from the minutes.**

JB / IS Enquired about response to question in regard to risk and insurance support.

PD advised Committee that he would raise this with the Head of Strategic Finance and Property, Steven Linnett.

**3.0 Coronavirus / Office Housekeeping update**

Protocols have been reviewed and updated and published on Intranet. HR have revised procedures for the reporting of covid related absences.

**Action: None**

#### **4.0 Accidents, Incidents and Near Misses**

The Health and Safety Officer can report that one minor workplace accident had been recorded....no further action was required. There have been no Incidents/Near misses reported in relation to staff.

C H-N reported that there has been an increase in aggressive phone calls and events toward waste collection crews, this heightened pattern has been exacerbated by the pressures of the cost of living. Due to the nature of the threats C H-N informed the Committee that these have been escalated to the Police for ongoing attention. 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 continue to monitor.
- PD to speak to Communications about messaging on social media platforms about unacceptable behaviour and language.

#### **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**

C H-N – reported that drainage gulley’s in front of the tipping hall require immediate repair due to deterioration. Failure will result in a breach of the Environment Agency Permit. Head of Strategic Finance and Property had assured C H-N that funding for repair works would be approved at the Buntingford User Group Meeting.

**Action:** C H-N to provide quotes for repair costs for the Head of Strategic Finance & Property. Repair work will have to be undertaken out of hours to prevent service disruption.

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

IS reported that there was one incident at Hartham play area involving a child that had fallen when using the equipment. The IP (Injured Person) was later taken to Hospital, IS stated that the equipment is inspected and is in contact with the product manufacturer to ensure safety compliance. There were no other safety related issues across the districts parks, open spaces and play areas.

IS advised Committee that an incident involving a small dumper truck was being investigated by the Health and Safety Executive. The Committee are advised that any incidents on building sites or construction fall under the HSE’s purview.

**Action:** IS to advise Committee at next meeting of outcomes from these incidents.

### **6.3 Parking Services**

DK reported that there were no health and safety issues reported in respect to Parking service provision.

**Action:** none

## **6.4 Customer Services**

BW informed Committee that the Customer Services Team will be relocating to the former Shop Mobility premises in Navigation House, Jackson Square. Part of the unit is occupied by APCOA Parking, and the Customer Services Team will occupy the shop unit. BW thanked DK for assisting with the relocation to Jackson Square. BX advised Committee that Alex Cook and Geoff Hayden were overseeing the refurbishment of the office ready for occupation. When complete the office will be open to the public on Wednesdays and Thursdays between 10.00am and 14.00pm

## **7.0 Capital Project updates/contractor Health & Safety Compliance**

RA reported that Cadman had been in contact with the parents with a child who suffered minor injuries as a result of an incident with a manoeuvring vehicle. IP did not sustain serious injuries. Cadman overseeing incident management and investigation.

RA reported that work at Hartham is in final phase of completion.

**Action:** None

## **8.0 Property – Premise's Maintenance and Repairs**

GH advised Committee that tendering for the cleaning contract was currently on hold.

**Action:** None

## **9.0 Facilities Management**

PD and GH have been supporting the Launchpad Team and advising on fire safety procedures and processes. Launchpad still to provide PD and GH with Fire Evacuation Plans and procedures.

**Action:** GH / PD to advise BW if Launchpad do not provide required information.

## **10.0 List of Issues**

### **10.1 Employee side (UNISON)**

JB advised that since Jenny Francis has retired Unison are looking to appoint a new Branch Health and Safety Officer. JB expressed her thanks to JF for her contribution.

**Action:** JB to update at next meeting.

### **10.2. Management side**

PD thanked Steve Whinnett for his contribution to Safety Committee and wished him well on his retirement.

**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

GH raised the matter of Fire Safety Arrangements for Northgate End Multi-Storey Car Park. He asked DK if there were written procedures in place to manage fire evacuation and access and egress and if APCOA would be able to provide an enforcement officer to take position to stop people entering the car park.

DK advised that he had approached APCOA who were unable to provide support and assistance.

DK also advised Committee that Arena Security can provide on site support and attend the site if needed and this was contracted until 2026.

Northgate End is the only MSCP to have a fire safety management system installed, Jackson Square is managed by the landlord.

**Action** PD to investigate what arrangements exist at other local authority car parks.

**Date of Next Meeting:** 07<sup>th</sup> November 2023 @ 14:00pm

**Location:** Mimram Room, First Floor  
Old Building - Wallfields

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

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