

**Minutes of Safety Committee**  
**Wednesday 07<sup>th</sup> February 2024,**  
**Meeting Room Mimram / Microsoft Teams**

**Present:** Peter Dickinson (PD), Dominique Kingsbury, Jackie Bruce (JB), Steven Linnett (SL), Emily Tickridge (ET), Geoff Hayden (GH), Paul Thomas-Jones (P T-J), Chloe Hipwood-Norton (C H-N), Rowan Perrin (RP)

**Apologies:** Ian Sharratt (IS), Jeanette Lowden (JL), Ben Wood (BW)

**1.0 Minutes of the last meeting**

The Minutes of the meeting held on 07<sup>th</sup> November 2023 were agreed as an accurate record.

**Action: None**

**2.0 Matters Arising from the minutes.**

Insurance and Risk Support

SL advised committee that all enquiries, concerns, or questions regarding any issue that may result in a claim must be referred to the Insurance and Risk Officer, extension 2055. The Officer can provide advice as to insurance amounts in contracts, provide assistance compiling information when claims are made and screen and reject claims where we aren't liable, and we update all the property information schedules that support the policy renewal.

**Action: None**

**3.0 Coronavirus / Office Housekeeping update**

HR have revised procedures for the reporting of covid related absences.

PD advised Committee that there are still Lateral Flow Test kits available if requested.

PD recommended dropping reference to Coronavirus from the minutes, the Committee supported the recommendation.

**Action:** Drop reference to Coronavirus from future minutes.

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

C H-N updated Committee on action taken following the incident involving one of the collection crews and an abusive customer. Messaging has taken place through the collective communications at North and East Herts. C H-N will talk to North Herts communications team about joint messaging with East Herts communications team

**Action:** C H-N to follow up.

#### **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**

PD asked on behalf of JL if the work to repair the drainage gully's in front of the tipping hall had been approved.

GH advised Committee that this was in hand.

**Action:**

GH to advise C H-N and JL when work will be undertaken.  
PD advised Committee that a new timetable of inspections will be planned with Facilities and Property and UNISON.

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

RP reported that there were no issues of concern requiring attention across the parks and open spaces.

**Action:** None.

## **6.3 Parking Services**

DK reported no issues of concern requiring attention across the Parking contract for the district.

**Action:**

GH to update position at next meeting.

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

### Hartham Swimming Pool and Gym

ET reported that SLM have confirmed that minor issues on the snagging list had been addressed.  
Sport and Leisure Management confirmed that slip risk testing at Hartham front entrance has taken place and no further action is required.

Vision panel on fire door has been installed.

### Hertford Theatre Growth and Legacy Project

No update available.

**Action:** None

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

PD reported that the serious area surface defects in the Wallfields staff car park had been addressed. Further works have been identified and are being addressed by Property Services.

**Action:** GH/JE to update Committee at next meeting.

## **9.0 Facilities Management**

GH reported no issues in respect to Facilities Management.

**Action:** None

## **10.0 List of Issues**

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

Nothing to report.

**Action:** None

### **10.2. Management side**

Nothing to report.

**Action:** None

## **11.0 Health and Safety Training**

PD arranging refresher first aid training and first aid training for new employees who will be working at the theatre.

**Action:**

PD to provide update at next committee meeting.

## **12.0 AOB**

### **Northgate End MSCP**

In response to the question of Fire Safety Management at Northgate End MSCP, Safety Committee have submitted the following options to the Interim Head of Operations and the Parking Services Team for consideration:

- Opening the top deck during the day to allow parking. Arena will close the top deck and stairwells to restrict access prior to 11.00pm and unlocked at 07:00am

- Refer to the Interim Head of Operations and Parking Service Team to convene a meeting to discuss further.

subsequent meetings will be required to address some of the H & S concerns at Northgate End with the appropriate Head of Service and Service Managers and subject to the portfolio holders approval, options for consideration would look to close the car park fully at 11pm with entrance gate, exit gate and pedestrian doors closed. Which can be actioned as soon as appropriate signage, comms and instructions are given to the locking security company.

Property are seeking quotes for solutions for floors D,E & F override switches, stairwells gates and roller shutters to be able to close off Floors D, E & F. This will enable those floors to be closed to reduce ASB and reduce the time to sweep the building for the 11pm closure.

- GH advised Committee that Otis are being chased in regard to modifications to the lifts.

**Action:** GH to continue working with Parking Team to implement procedures and processes and to review call out arrangements and contacts.

#### Contract Health and Safety Monitoring and inspection

The Council receives advice and guidance on health and safety good practice, guidance, and information on a wide variety of subjects and issues from professional bodies e.g. The Health and Safety Executive, Institute of Occupational Health and Safety and the Councils insurance provider.

Following advice and guidance from Protector, the Councils Insurer, Safety Committee have supported a recommendation to undertake a root and branch review of contract management, inspection regimes and compliance monitoring for:

- Outsourced contract management
  - Shared Waste Services
  - Leisure Management
  - Grounds Maintenance
- Capital Projects
  - Large scale developments that may impact on the public domain e.g., land redevelopment projects.

- New build or refurbishment projects

The review would look at the following areas:

- Ensuring background checks are undertaken before appointing contractors.
- Inspection and compliance regimes.

The Chair of Safety Committee and the Health and Safety Officer will be developing inspection regimes using online digital tools available on the Councils software platform.

The aim will be to replace outdated paper-based inspection methods with digital tools that allow tracking and allocation of tasks and work identified through the inspection process.

**Meeting ended: 15.03pm**

**Date of Next Meeting: 08 May 2024**

**Time: 10.00am**

**Location: Mimram Room, Rivers Suite**

**Teams:** Microsoft Teams meeting  
**Join on your computer, mobile app or room device**  
[Click here to join the meeting](#)  
Meeting ID: 311 155 509 546  
Passcode: NkwhFF