

**Minutes of Safety Committee**  
**Wednesday 05<sup>th</sup> February 2025**  
**Meeting Room Beane / Microsoft Teams**

**Present:** Peter Dickinson (PD), Jackie Bruce (JB), John Earley (JE), Dominique Kingsbury (DK), Benjamin Wood (BW), Emily Tickridge (ET), Geoff Hayden (GH), Rowan Perrin (RP), Laura Lightfoot (LL), Steven Sargent (SS)

**Apologies:** Paul Thomas-Jones (P T-J), Ezra O'Neill (E O'N), Ian Sharratt (IS), Chloe Hipwood-Norton (C H-N)

**Announcements:**

(PD) welcomed Laura and Steven who will be representing BEAM Theatre.

**1.0 Minutes of the last meeting**

The Minutes of the meeting held on 06<sup>th</sup> November 2024 were agreed as an accurate record.

**Action:** No action required.

**2.0 Matters Arising from the minutes.**

No matters arising from the minutes.

**Action:** No action required.

**3.0 Office Housekeeping update – Transformation**

(PD) reported that he has advised the Transformation Team that there are specific health and safety requirements to be met when entering a shared premises arrangement.

- Any incoming tenant will be invited to send a representative to Safety Committee
- All safety information must be shared with tenants.

(GH) advised the following:

- High Oak are occupying the ground and first floors of the old Wallfields building.
- The IT Helpdesk Office will be moving to the ground floor of the old Wallfields building.
- An invitation to view office accommodation in the East wing, second floor, new building has been offered to the car parking contractor APCOA's office-based staff and to the grounds maintenance contractor Glendale's office staff.

APCOA are satisfied with the accommodation and have accepted an offer to move in, no response has been received from Glendale.

GH will be utilising existing storage wall and partitioning from Charringtons House to fabricate meetings rooms on the second floor, east wing.

If High Oak proceed there will be a loss of 20 parking spaces, GH has been asked to review parking allocation based on levels of occupancy. Disabled spaces are unaffected.

**Action: None - Standing Item**

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

There were 2 non reportable, minor accidents reported between 07 November and 07 February 2025, none were related to any system or procedural failure and no further action was required.

3 Incident was reported in this period relating to feeling unwell due to poor air quality in the ground floor office space occupied by Planning and Housing and Health with high CO2 levels being recorded.

**Action:** See Item 8

## **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**

Due to priority commitments the Contract Manager was unable to attend, there were no updates.

**Action:** No action to be taken.

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

(RP) Advised the Committee that following the recent series of storms, high winds, and heavy rainfall there were no trees lost across the Councils parks, open spaces and play areas which is thanks to the vigilance and thoroughness of the tree risk surveys, robust inspections and commitment of the team.

(RP) also advised that two play areas are being updated and refurbished.

**Action:** No action required.

### **6.3 Parking Services**

(DK) reported that antisocial behaviour remains an issue at Northgate End MSCP with incidents of vandalism, littering, broken glass, and graffiti still an ongoing issue. Work to make improvements to the appearance and access is ongoing.

(DK) informed the Committee that Waitrose had experienced similar antisocial behaviour issues in its own car park.

(DK) reported that there are some space lining issues that need attention.

**Action:** Continue to monitor. (DK) to report lining requirements for attention.

## **7.0 Capital Project updates/EHC Contracts - Health & Safety Compliance and Management**

### Swimming Pools and Gyms – Sport and Leisure Management (SLM)

(ET) submitted the following update via email following the loss of EHDC wi-fi in the Beane Room.

- *Attempted break in at Grange Paddocks leisure centre over the Christmas period; a group of young people kicked the door, no damage incurred, and all caught on CCTV.*
- *Fanshawe and Leventhorpe pool and gym ceased operation 23 December and Everyone Active were offsite early January. Chauncy School are managing the demobilisation of the pool, and the keys were handed back to the school 4 January. Everyone Active are managing the demobilisation of Leventhorpe on behalf of the school, the pool is 80% drained and the hoarding around the external aspect is due to be erected shortly. The pool plant is also isolated; however, the removal of empty bulk tanks of chemicals are still required – again this is due to happen very shortly. Once this has been completed there will be no water or chemical hazards and the keys will be returned to the school.*
- *I believe Jackie asked about Ward Freman, the hoarding is up, pool drained, and we are awaiting to end the contract with HCC and hand the keys back to them.*

**Action:** None

### BEAM Hertford

(LL) reported that there had been occurrences of anti-social behaviour at BEAM, discussions have taken place with local PCSO's, and the Team have now been set up with a lone working personal safety MySOS device, the Theatre are continuing to monitor via the Hertford Town Link Radio.

**Action:** None

### Old River Lane, Bishop's Stortford

(BW) – Nothing to report.

### Glendale – Grounds Maintenance

**Action:** No action required.

### Contract Compliance

**Action:**

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

(GH) advised Committee that the following steps are being taken to address the concerns regarding the ventilation issues being reported on the ground floor, west wing, Planning and Housing and Health office.

**Action:** (GH) / (JE) to arrange for adjustment to be carried out. CO2 levels will be monitored and if levels are not reducing it may be necessary to retrofit the passive air vents.

(GH) Advised that the following will be undertaken. Install 3 x inline extractor fans and 6 lengths of worm ducting that will connect to the vents either end of the corridor that will extract fresh air and recirculate into the office area.

Quote received for work and in the process of appointing contractor to undertake.

## **9.0 Facilities Management**

(GH) met with the Councils contracted cleaning company representative to explain and show the sub-standard cleaning and, in some areas, where no cleaning appears to take place.

The external shower block hasn’t been cleaned for a considerable period of time.

(GH) advised Committee that the manager from Birkin agreed and apologised, and that action would take place.

(GH) explained that the council are looking at retendering the contract as this has now expired but advised that TUPE regulations apply.

**Action:** (GH) to monitor and update Committee on the response and if there are signs of improvement.

(GH) updated Committee on the status of Charringtons House, he is in the process of undertaking the final removal of viable materials, fixtures, and fittings for repurposing at Wallfields. He advised that there have been repeated break ins despite the building being boarded up and that security arrangements are in place to monitor the site until it can be demolished.

(PD) the Committee would like to thank (GH) for the work that he has been undertaking at Wallfields as part of the transformation project and the refurbishments that have utilised much of the furniture, fixtures, fittings, carpeting, and lighting taken from Charringtons House to fabricate working space at Wallfields, this has been a significant piece of work with savings made by repurposing viable items for continued use.

## **10.0 List of Issues**

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

UNISON welcomed the decision of Leadership Team to commission an access audit.

**Action:** None

### **10.2. Management side**

Leadership Team approved the request to commission an Access Audit of Wallfields.

(PD) has received a quote from Direct Access Consultancy Ltd regarding carrying out an access audit of Wallfields. PD will be agreeing dates in due course.

**Action:** Update Committee on progress.

(PD) advised Committee that the new inspection forms are ready for testing, and he will be speaking to respective teams to arrange

for the forms to be tested. He has spoken to the Parking Team initially and will be helping to test the forms.

(PD) updated Committee on the completion of the first stage of Mental Health First Aid training and plans to embed a re-launch of the mental health support at East Herts.

One of the issues is the provision of a 'safe space' in which colleagues can discuss any mental health concerns with a mental health first aider, it is therefore essential to accommodate this provision when looking at how we manage and utilise space at Wallfields.

## **11.0 Health and Safety Training**

PD has been asked to consider options for arranging training for managers on the process of preparing and implementing Risk Assessments.

**Action:** Update Committee on progress.

## **12.0 AOB**

### Safety Committee

Safety Committee is not a decision-making body, its function is to provide the organisations leadership the opportunity to discuss with employee representatives matters about which it must consult with the workforce.

It is therefore the request of the Safety Committee to ask that a member of Leadership Team assume the chair to ensure that the Committees discussions and recommendations have a voice at the Leadership Team Meetings.

The Safety Committee propose Ben Wood as he already attends meetings and would make an ideal representative if Leadership Team were to consider the proposal.

## Wallfields Tree Work

(PD) advised Committee that Operations are commissioning work to reduce the two Beeches in-between our building and the bowling green.

Noted that although not actually causing an actionable nuisance yet they are approx. only a couple of feet away from the building - Operations have sourced a quote to have the crowns cleaned, a couple of low branch hangers removed and cut back from building.

**Meeting ended: 11.30 am. – Due to repeated failure of the EHDC Wi-Fi in the Beane Room (this has been reported to IT for investigation).**

**Date of Next Meeting: 07 May 2025**

**Time: 10.00am**

**Location: Beane Room, Rivers Suite**

**Teams:** Microsoft Teams meeting

**Join on your computer, mobile app or room device.**

Meeting ID: **334 740 738 70**

Passcode: **DTGQLU**