

Minutes of Safety Committee
Wednesday 06th August 2025
Meeting Room 1.15 / Microsoft Teams

Present: EHDC Peter Dickinson (PD), Jackie Bruce (JB), John Earley (JE), Dominique Kingsbury (DK), Claire Cornell (CC), Steve Sargent (SS)

Present:

Apologies: Emily Tickridge (ET), Paul Thomas-Jones (P T-J), Ezra O'Neill (E O'N), Ian Sharratt (IS), Rowan Perrin (RP), Chloe Hipwood-Norton (C H-N), Jeanette Lowden (JL), Ben Wood (BW), Geoff Hayden (GH), Laura Lightfoot (LL)

Introductions / Announcements:

(PD) Welcomed Claire Cornell (CC), Insurance and Risk Officer Who has joined Safety Committee and will cover risk and Insurance matters. Please contact Claire in all matters covering these areas and any potential claims.

1.0 Minutes of the last meeting

The Minutes of the meeting held on 07th May 2025 were agreed as an accurate record.

Action: No action required.

2.0 Matters Arising from the minutes.

There were no matters arising.

Action: No action required.

3.0 Regulatory and Legislative Changes

The Health and Safety Executive (HSE) is ramping up efforts to tackle work-related ill health, overhaul RIDDOR reporting, review its Fee for Intervention (FFI) scheme, and smooth the Building Safety Regulators transition into a standalone body – all while keeping enforcement sharp and regulation smarter.

RIDDOR

At its Autumn 2025 AGM, the Health and Safety Executive unveiled key priorities: a sharper focus on work-related ill health (particularly stress, respiratory and musculoskeletal illnesses, mental health and welfare) and a planned overhaul of RIDDOR reporting to streamline and improve reporting procedures principally within the construction sector.

FFI

The Health and Safety Executive (HSE) Fee for Intervention (FFI) is a scheme to recover costs from businesses found to be in material breach of health and safety laws.

The HSE are reviewing the scheme to keep enforcement 'fair and proportionate' but significant change is not expected.

The current fee is £183.00 per hour.

BSR

On 1 October, the Building Safety Regulator (BSR) became the Building Control Authority for all higher-risk buildings (HRBs) in England. These reforms, which include a new Fast Track Process, changes to leadership and fresh investment, aim to support the delivery of 1.5 million safe, high-quality homes and take early steps toward establishing a single construction regulator - a key recommendation from the Grenfell Tower Inquiry.

Action: No action required

4.0 High Oak

(EP) unable to attend. No update received.

Action: No action required.

5.0 Accidents, Incidents and Near Misses

There were no non-reportable, minor accidents reported between 03rd May and 05th August 2025, this was not related to any system or procedural failure and no further action was required.

1 Incidents was reported by BEAM

Action: (GH) to update Committee on ventilation work progress

5.0 Health and Safety Inspections and Contract Compliance

5.1 Shared Waste Service – Buntingford Depot

Committee were advised that (C H-N) was leaving North Herts Council and that (JL) will be the Shared Service Contract Manager, Waste & Recycling.

Committee expressed its thanks to (C H-N) for her contribution and wished her luck in her future endeavours and expressed congratulations to (JL).

It was noted that the changes to the Waste Collection contract had had a significant impact on the Customer Services Team due to an extremely high volume of calls from customers.

Veolia have now assumed responsibility for site management at Buntingford Depot.

Action: No action required.

5.2 Parks, Open Spaces and Play Areas

(IS) and (RP) unable to attend. (RP) Sent a report that the Love Parks event held at Bishops Stortford Castle Park was well attended and no safety issues occurred. Committee expressed its thanks to (RP) and the Team on a successful event.

(DK) advised Committee that free parking was offered at Northgate End MSCP with approximately 50% of the car park filled.

Action: No action required.

6.0 Parking Services

(DK) Has again raised concerns about the standard of cleaning in the Councils car parks and

(E O’N) Reported that during an inspection at Northgate End MSCP he and (PD) were called to Jackson Square MSCP by one of the APCOA senior inspectors as there was concern about the structural integrity of a dividing wall that forms a storeroom for

Street Cleansing operatives. On arrival (E O’N and PD) assessed the situation and were able to place barriers with assistance from Street Cleansing operatives across the parking spaces to prevent any damage or risk of harm. A contractor has been appointed to carry out immediate repair work. (JE) suggested it may have been caused by a vehicle strike. The wall has now been removed and rebuilt with additional structural ties.

Kibes Lane Project – This will be a deep clean, redesign of parking spaces and new planting, (JB, E O’N, DK and RP) to arrange meeting to discuss S106 funding.

(DK) has requested a professional inspection by a structural engineer to survey Gascoyne Way MSCP to examine issues with water ingress and the load bearing capacity for RV charging points.

(DK) has suggested commissioning a project to undertake and assess the condition of all car parks in East Herts.

(DK) has requested an update from Property on issues raised on the car park inspections, what action has been taken and when.

Actions: (DK, E O’N and JB) to convene a meeting to discuss S106 funding

(DK) to prepare a report for (BW) regarding survey suggestion as this cannot be agreed by Safety Committee.

(JE) to review inspection sheets and compile a list of the issues raised, budget position and provide an update for (DK, E’ON)

Communication between Parking, Property and Parks and Open Spaces need to be improved so issues are not overlooked, all decisions must be recorded, especially if a decision is taken to withdraw an area or take no action.

Committee recommends having a process flow chart to identify who deals with what aspect of car park repairs and maintenance.

Committee recommends that due to funding elements it may be useful for the Directors responsible for the car parks and finance to

convene a meeting with the relevant officers to discuss funding for large scale works.

(DK) to report any operational contract issues concerning cleaning to the Shared Waste Service Contract Manager.

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

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

(ET) reported that Ward Freman, Leventhorpe and Fanshawe Swimming Pools and Gyms have been closed and keys returned.

Closure because of DfE funding withdrawal and costs to replace obsolete plant and equipment and structural conditions.

There are no safety issues with Grange Paddocks and Hartham Pools and Gyms

Action: None

BEAM Hertford

(SS) and (LL) are finalising BEAMs venue Security RA – part of compliance with the new Martyn's Law – Terrorism (Protection of Premises) Act 2025.

Martyn's Law, officially the Terrorism (Protection of Premises) Act 2025, came into effect 03 April 2025 and requires certain public premises and events to improve security and preparedness for potential terrorist attacks. Named after Martyn Hett, who was killed in the 2017 Manchester Arena attack, the law establishes a tiered system based on venue size and capacity, with mandatory steps for risk assessment, security, emergency planning, staff training and measures designed to protect premises from physical attack e.g.

- Protecting entrances from potential vehicular impact
- Invacuation procedures, an emergency procedure to keep people inside a building for safety when a threat is external, such as a terrorist attack, chemical spill, or intruder, and it is

safer to shelter inside than to evacuate into a dangerous area.

- Staff awareness
- Improved community communication with other retail outlets and local police

Action:

(JB) has offered to speak to a colleague regarding planters for the front of building (DK) also suggested bollards.

(SS) and (LL) to speak to (JB) regarding S106 funding for street furniture enhancements.

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

(JE) No safety issues or concerns to report.

Action: No action required.

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) and the Caretakers have cleared and recycled most of the old, archived documents and have recycled old cabinets on the second floor, east. (GH) has utilised furniture from the old building and frames brought over from Charringtons House to fabricate informal meeting spaces.

(GH and PD) attended Launchpad in Bishops Stortford to assist the managing agents Wenta with fire safety procedures and to carry out a planned fire evacuation drill. The alarm was activated and an observation from the assembly point was carried out, noone left the building on returning someone had silenced the alarm

Action:

10.0 List of Issues

10.1 Employee side (UNISON)

(JB) advised that transformation has been put on hold.

Action: No action required.

10.2. Management side

(PD) is happy to report that the former Environmental Health Lab, second floor, west, is to be refurbished and used as a mental health 'safe space' the room will be furnished from items taken from the old building. (GH) assisting with Caretakers to bring the room into use.

(PD) reported that options to migrate lone workers to the smart phone app are being investigated due to low use of the MySOS Lone Working Devices, whilst it is mandatory to use the device when in any lone working situation staff re being deterred due to accidental device activations. (PD) has been in contact with PeopleSafe to have device settings adjusted and to reduce the number of false activations.

(PD) also reminded Committee that the Lone Working Device is a safety tool and part of teams safe working practices and must not be used as the sole means of supporting lone worker safety. Furthermore, the lone working device is not to be used as a tracking device.

Action: Update Committee on progress.

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.

(PD) advised Committee that options for ongoing training for mental health first aiders is being considered. A form has been developed for interested persons to complete; it is designed to ensure that prospective mental health first aiders are able to get an idea of what the role is.

(CC) advised that the Councils insurer 'Protector' will offer 1-day free training which will be available until May 2026.

It was suggested that it might be beneficial for the Directors and Assistant Directors to receive training on managing and discharging their Health and Safety responsibilities.

Action: Update Committee on progress.

12.0 AOB

Access bridge to Hartham Car Park via Port Hill.

Committee have been advised by (CC) that the Councils Estates Surveyor/Engineer will be commissioning work to resurface the bridge with new ant-slip coating and the Operations team have identified an environmentally friendly salt as conventional salting cannot be used as it poses an environmental hazard.

Action: (PD) to ask (KP) for an update.

Meeting ended: 12.00pm

Date of Next Meeting: 05 November 2025

Deadline for Agenda Items: 24 October 2025

Time:

10.00am

Location:

Meeting Room 1.11

[Microsoft Teams:](#)

Meeting ID: 310 266 210 464 9

Passcode: ad2Rv6iH