

**Minutes of Safety Committee**  
**Wednesday 05<sup>th</sup> November 2025**  
**Meeting Room 1.11 / Microsoft Teams**

**Present: EHDC** Peter Dickinson (PD), Jackie Bruce (JB), Paul Thomas-Jones (PTJ), John Earley (JE), Geoff Hayden (GH), Dominique Kingsbury (DK), Claire Cornell (CC), Steve Sargent (SS), Laura Lightfoot (LL), Emily Tickridge (ET), Ben Wood (BW)

**Present:**

**Apologies:** Ian Sharratt (IS), Rowan Perrin (RP), Jeanette Lowden (JL)

**Introductions / Announcements:**

None

**1.0 Minutes of the last meeting**

The Minutes of the meeting held on 06<sup>th</sup> August 2025 were agreed as an accurate record.

**Action:** No action required.

**2.0 Matters Arising from the minutes.**

(GH) reported that the ventilation work had been completed on the ground floor, west and that the Caretakers were continuing to monitor the CO2 readings. (PTJ) provided an analysis of the readings which showed that CO2 levels were continuing to rise and fall. However, it was also noted that there is a reluctance to open windows, however, staff are encouraged to open windows to allow the circulation of fresh air. (PD) has posted guidance and information on the intranet concerning the flu and cold season

[Guidance: Winter colds, coughs, flu and vaccinations](#)

**Action:** (GH) to review and explore additional options and the Caretakers will take readings throughout the day to build a clearer picture against additional controls.

(JB), (DK), (GH), (RP) to arrange a site visit to Kibes Lane car park to identify issues relating to tree roots, appearance and surface conditions that may benefit from S106 funding which can be used to develop and/or improve community facilities and various open spaces and amenities, (JB) suggested inviting TMA Consulting for advice on trees and landscaping.

**Action:** Provide an update for Committee on 14 January 2026.

(DK) has requested a structural survey of Gascoyne Way (MSCP). (PD) advised that Safety Committee cannot approve this type of request and (DK) is advised to prepare a business case and submit this to (BW), Director of Regeneration, Customer and Commercial Services. Once funding has been agreed and approved (GH) can assist with commissioning a structural surveyor.

**Action:** (DK) to update Safety Committee on 14 January 2026

(JE) has been asked to review urgent / high risk issues on car park inspection sheets. (JE) reported that budgets are now overspent and additional funding is required to address more serious issues which must be escalated to the Directors of Regeneration, Customer and Commercial Services and Communities.

Safety Committee wish to emphasise that failure to resolve any serious defect, damage etc exposes the Council to risk and liability with the possibility of financial claims and reputational damage.

(PD) has recommended that issues or concerns between services regarding prioritising repairs or other issues and budget availability must be brought to the attention of the respective Directors.

(PD) advised Committee that the car park inspection report forms will be uploaded to a Teams channel, this will allow live updating and reduce the volume of emails allowing the Parking Team to monitor progress and actions.

E'ON to upload all existing documents to Teams Channel so an assessment of live urgent items can be made to determine any shortfalls in budgets.

Any critical issues or budget shortfalls must be addressed at the monthly asset management meeting.

(GH) reported that there's a significant overspend on repairs and maintenance.

(PD) asked if an inventory of safety cones, barriers and barrier tape has been carried out. (E'ON) to carry out inventory. (PD) suggested having storage areas where equipment can be stored and retrieved as and when required.

### **3.0 Regulatory and Legislative Changes**

No changes to report

**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 4 minor accidents reported between 06<sup>th</sup> August 2025 and 04<sup>th</sup> November 2025 these were not related to any system or procedural failure and no further action was required.

**Action:** None

### **5.0 Health and Safety Inspections and Contract Compliance**

#### **5.1 Shared Waste Service – Buntingford Depot**

No report received

**Action:** No action required.

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

(IS) and (RP) unable to attend. (ET) advised (PD) that two projects are being planned requiring advice.

**Action:** (RP) to provide details for (PD)

## **6.0 Parking Services**

(DK) Has again raised concerns about the standard of cleaning in the Councils car parks about the lack of cleaning across the car parks specifically Kibes Lane car park with bins and street scene taking priority over the car parks. (DK) to report service failure to (BW) and (JG), (DK) has raised this with the street cleansing contractor but no improvements have been observed.

(E'ON) reported that there has been a person sleeping in Northgate End MSCP, this has been reported to the Housing Service and the Community Safety Team and while this has been resolved and the person provided with support and assistance the car park continues to be monitored.

(BW / GH) advised Committee that although the top deck of Northgate End MSCP was being leased to a car dealership for vehicle storage EHC are responsible for maintaining, cleaning and Winter maintenance.

(CC) asked (DK) for information about Risk Assessments for MSCPs in respect to E-Vehicles.

The Governments interim guidance for electric vehicle (EV) fire safety in the built environment has been produced to provide an overview of EV fire safety considerations in covered car parks. This is due to the exacerbated fire safety challenges in these spaces. This guidance's definition of covered car parks captures underground, enclosed or open-sided car parks and does not extend to residential garages.

Several of the measures outlined in the guidance also apply to vehicle fires in open spaces and fires in internal combustion engine vehicles (ICEV).

The guidance is not a legal compliance document and does not replace existing regulations or the need to comply with them, nor does it directly support compliance with:

- The functional requirements of the Building Regulations 2010 (as amended) for new builds, alterations or extensions as covered,
- The Regulatory Reform (Fire Safety) Order 2005 (as amended) for existing premises as covered.

It is the responsibility of those who need to adhere to the above (and other legislation) to demonstrate how they will comply by providing a design proposal or an assessment of the risk. This must be supported with appropriate evidence from a competent person and a risk assessment.

Due to the intensity of E Vehicle fires the fire service will operate a strategic tactical approach to contain and control the fire using intensive fire suppression measures.

There are currently no legal requirements in place for specialised fire suppression measures to be added but the fire service urge that this be considered following the Luton Airport MSCP fire on the 10<sup>th</sup> October 2023.

#### **Actions:**

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

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

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.

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

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

(ET) reported that there are no operational or safety related matters or concerns with Grange Paddocks and Hartham Pools and Gyms.

(ET) enquired about the possible vandalism issue with Bishops Stortford Town Councils roof, (CC) to update (ET) on the insurance position. Estate and Asset Management to update if damage was caused by high wind or vandalism.

**Action:** Waiting for outcome of inspection.

#### 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.

(LL) enquired about the provision of salting the main concourse at the front of BEAM, (RP) to advise (LL)

#### Action:

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

(RP) to contact (LL) regarding salting arrangements at the front of BEAM.

#### Old River Lane, Bishop's Stortford

(PD) provided (BW) with a detailed safety report based on the dilapidation report of Water Lane Hall. (CC) advised that insurers will not provide cover.

#### Charringtons House

(BW) advised that a planning lease is being sought by CityHeart

#### 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.

**9.0 Facilities Management**

It was noted that the standard of cleaning at Wallfields has improved in many areas, it had been observed that cleaners were seen on their mobile phones in the ground floor kitchen.

(GH) informed the Committee that through Community Pay Back, a number of tasks have been undertaken in Bishops Stortford and at Wallfields. He asked that if there were any works that needed to be done and could be carried out, please get in touch.

(DK) asked if it were possible for Community Pay Back to undertake litter clearance at the car parks, (GH) explained that the group need to have access to parking and WC facilities.

**Action:** All issues or concerns regarding the cleaning contractor must be reported to the Facilities Management Team and (GH) can follow up.

**10.0 Insurance**

(CC) reported no new claims have been received. (CC) has met with (E'ON) regarding the Winter car park maintenance schedule.

**11.0 List of Issues**

**11.1 Employee side (UNISON)**

(JB) enquired about access arrangements for High Oak during the Christmas period and if this affects East Herts. (GH) confirmed that High Oak can access Old Wallfields, this will not affect East Herts.

**Action:** No action required.

**11.2. Management side**

(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) advised Committee that an audit of all risk assessments has been carried out to cover corporate assessments and service/team assessments. A spreadsheet will be compiled and a report presented to Leadership Team, all current risk assessments have been published on the intranet [Health and Safety](#)

(PD) reminded Committee that EHC has a statutory duty to ensure that risk assessments are carried out for all tasks and activities being undertaken or when any new operational procedure or process are being introduced e.g. changes to building functionality, operational working practices and from these Safe Systems of Work (SSoW) are produced.

(PD) also advised the Committee that a review of the Safety Policy will be undertaken in conjunction with the support of UNISON.

**Action:** (PD/PT-J) Update Committee

## **12.0 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.

(GH) had arranged for East Herts Fire Marshals to participate in fire safety training with High Oak but due to weather conditions this will have to be rescheduled.

(PD / PT-J) to provide (CC) on training provision before May 2026.

**Action:** Update Committee on progress.

### **13.0 AOB**

Committee were advised that all works on the Hartham Lane bridge have now been completed. Committee have asked for a clarification on the salting responsibility.

**Action:**

(RP) to advise Safety Committee

**Meeting ended:** 12.00pm

**Date of Next Meeting:** 24 January 2026

**Deadline for Agenda Items:** 05 January 2026

**Time:** 10.00am

**Location:** Meeting Room 1.15

**Microsoft Teams:** **Meeting ID:** 310 266 210 464 9

**Passcode:** ad2Rv6iH

Please submit any amendments, corrections, clarifications by **05 January 2026**