

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Retford, on Thursday, 12th December 2013

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

Councillors B A Bowles, D Potts, J B Rickells and M Storey.

Employee Safety Representatives:

K Circuit, A Dainty, P Rodgers, J Rose, P Thompson and G Watson.

Officers in attendance: T Andrew (Agenda Item No. 3 only), C Crossland, J Moran and S Meakin

ACTION BY

(Meeting commenced at 2.30pm.)

(The Chairman welcomed all to the meeting and read out the Fire/Evacuation Procedure.)

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Battey.

17. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

18. MINUTES OF THE MEETING HELD ON 12TH SEPTEMBER 2013

T Andrew, Operational Services Manager, gave Members an update following the fire at the NRL waste transfer site. Previously blue bins were emptied and the waste taken to the NRL site where it was bulked up and transferred by Veolia to the Materials Recovery Facility (MRF) at Mansfield. Since the fire at the NRL site in August waste has been taken directly to the MRF, this incurs extra mileage and time. In the long term there is a worry if there is any inclement weather. In relation to street cleaning this waste was also taken to NRL, initially after the fire it was taken to Daneshill site at Lound, then more recently redirected to the Household Waste Centre at Shireoaks Road in Worksop. However this was not ideal as the Street Cleaning Team were unloading the waste alongside members of the public. As of 11th December street cleaning waste is now taken to the Transfer Station at Mansfield District Council, and tipped mechanically rather than by hand. The Council is currently in talks with Nottinghamshire County Council and Veolia to resolve the situation and locate a site in Worksop. He advised that the Council will be paid for the extra mileage costs incurred.

The Chairman thanked T Andrew for attending the meeting and thanked the Refuse Team for their work.

RESOLVED that;

1. The Minutes of the meeting held on 12th September 2013 be approved.
2. The update on the fire at the NRL waster transfer site be received.

19. MINUTES FOR ACTION

In relation to Minute No. 8, Security at Queen's Buildings, K Circuit advised that:

- Currently all security and fire doors at Queen's Buildings are working.
- He was not aware of any further security breaches since that last meeting.
- Employees have not yet been asked to wear their ID badges at all times.

If there is a security breach at Queen's Buildings the Caretakers and the Community Safety Coordinator are contacted. There is a concern that if other organisations are also located at Queens' Buildings the situation will get worse. Approval was given at Cabinet to reduce the Caretaking Team by half a post; this could put additional pressure on security. These concerns will be expressed to Management as part of the consultation process.

The Safety and Resilience Manager advised that he was unaware that a Security Group existed and he would contact the Head of Finance and Property to have a representative on the Group.

RESOLVED that the Minutes for Action be received.

20. OUTSTANDING MINUTES LIST

RESOLVED that the Minutes for Action be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

21. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES

(a) Accident Report for the period 1st July to 30th September 2013

The Committee was presented with details of all reported injuries for the period July to September 2013 and a comparison with the same period in 2012 was given.

There was a total of 19 injuries reported, compared with 6 during the same period in 2012. There were zero 'over 7 day' reportable injuries during this reporting period, compared with one during the same period in 2012. 25 working days were lost as a result of the accidents in the report period compared to 15 working days during the same period in 2012. Details were appended to the report.

Appended to the report were: a summary of all accidents by injury type and accident cause; a summary of all accidents occurring within each Service; a comparison of accident incidence rates with other District and Borough Councils within the East Midlands Region.

It was noted that the Authority has a higher figure than the East Midlands Region average. Members were advised that the number of East Midlands local authorities contributing to the figures has decreased; therefore the figures are less representative. It was also noted that the increase in the number of incidents could be due to improvements in reporting by managers, improvements in reporting accidents that result in 'no physical injury' and the monitoring of absence due to work related injury or ill health through the absence management system.

RESOLVED that:

1. The information regarding the number of accidents for the period July to September 2013 be received.
2. Unit Managers ensure that they continually provide their employees with the necessary information, training, instruction and supervision to enable them to carry out their job safely, in order to eliminate further accidents.
Unit Managers/ Safety and Resilience Manager
3. Unit Managers continue to investigate the cause(s) of all accidents arising from work activities in their areas of responsibilities in line with Council Policy.
Unit Managers/ Safety and Resilience Manager
4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.
Unit Managers/ Safety and Resilience Manager

(b) Progress Report on Health, Safety and Emergency Planning Priorities

The Committee was informed of the progress made within the agreed priorities of the Health and Safety and Emergency Planning Programmes, specifically: fire risk assessments; refuse rounds audits; asbestos; legionella; first aid procedures; Dangerous Substances and Explosive Atmospheres Regulations (DSEAR); training; lone worker devices; SHE Safety Management System; markets; and emergency planning i.e. business continuity, flooding and safety at events.

Members asked questions/ raised issues in relation to:

- Emergency first aid training
- The number of first aiders who are defibrillator trained
- The number of defibrillators at Council buildings
- The new legionella Code of Practice
- The Employee Protection Database

RESOLVED that progress on the Health and Safety priorities be noted.

(c) Shared Services and Safety Service progress Report

Members were updated on the current situation in respect of the shared health and safety service arrangement currently in place between Bassetlaw and Mansfield District Council. Bassetlaw's Safety and Resilience Manager has been providing a shared safety manager resource since February 2012. A business case supporting the proposal for a full shared service has been produced. The main advantages of a shared service would be increased resilience; standardisation of management practices; shared skills and expertise; and improved efficiency. The service would be provided from Bassetlaw; however there will be a Safety Officer present at Mansfield on an on-going basis.

RESOLVED that the progress on the health and safety shared service be noted.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

22. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

(a) Kings' Park, Retford

The Safety and Resilience Manager advised Members of the tragic incident which occurred in Kings' Park on the afternoon of Thursday 5th December during the high storms taking the life of a local resident. The incident is currently being investigated by the Police. The Health and Safety Executive has asked for documentation of the Council's tree inspection regime and they will decide if further investigation is needed and if any, what action to take.

Members commented on the hard work of the Parks and Open Spaces staff and Markets Team on Thursday 5th December closing the Park and market.

As there was no further business to be discussed, the Chair closed the meeting after thanking everyone for their attendance.

(Meeting closed at 3.40pm.)