

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Worksop, on Thursday, 12th September 2013

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

Councillors B A Bowles, C Entwistle, B Hopkinson, J B Rickells and M Storey.

Employee Safety Representatives:

K Circuit and G Watson.

Officers in attendance: C Crossland and J Moran.

ACTION BY

(Meeting commenced at 2.30pm.)

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

9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Battey and employee safety representatives A Dainty, P Rodgers and P Thompson.

Apologies for absence were also received from S Meakin, Safety Officer.

10. 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.

11. MINUTES OF THE MEETING HELD ON 20TH JUNE 2013

RESOLVED that the Minutes of the meeting held on 20th June 2013 be approved.

12. MINUTES FOR ACTION

In relation to Minute No. 8(a), Public Health Concerns, the Safety and Resilience Manager advised that the concerns have been reported to the Health and Safety Executive.

RESOLVED that the Minutes for Action be received.

13. OUTSTANDING MINUTES LIST

In respect of Outstanding Minute No. 7(b), Progress Report on Health, Safety and Emergency Planning Priorities, Members were advised that work is on-going and an update is included as part of Agenda Item No. 6(b).

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st April to 30th June 2013

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

There was a total of 13 injuries reported, compared with 9 during the same period in 2012. There were zero 'over 7 day' reportable injuries during this reporting period, compared with four during the same period in 2012. Eight working days were lost as a result of the accidents in the report period compared to 143 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 Council have thorough reporting of incidents through the SHE system; this may have an impact on the figures.

At the previous meeting concern was raised in relation to the number of incidents within Environment Services. The Safety and Resilience Manager advised that discussions with the Environment Services Management Team are underway and a number of improvements have been identified. Members should be aware that the recent increase in accident numbers within the service could be a result of a combination of weather conditions and an improvement in the recording of accidents.

RESOLVED that:

1. The information regarding the number of accidents for the period April to June 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

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; asbestos; legionella; first aid procedures; Dangerous Substances and Explosive Atmospheres Regulations (DSEAR); training; lone worker devices; markets; and emergency planning i.e. business continuity.

With regard to the installation of the air source heating system at West House this is now complete and installation at East house will commence shortly. This will enable the LPG storage tank to be decommissioned, removing the significant risk from the site.

Members were advised that work is on-going with both Retford and Worksop markets to establish risk assessments, safe working procedures, and a maintenance regime for the tractors and trailers at the depot. It was noted that managers have been set a target to compile an inventory of processes carried out by the Markets Team.

Members asked questions/ raised issues in relation to:

- Flood alleviation
- The fire at the NRL waste transfer site
- Asbestos removal
- Markets

Some Members raised concerns in relation to raised borders on the Retford Market that could be a tripping hazard. The Safety and Resilience Manager was aware of the issues and noted that it should be taken into account when carrying out risk assessments.

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

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

(a) Security at Queen's Buildings

Employee representatives raised an issue with security at Queen's Buildings. The Interim Chief Executive recently circulated an email to all staff advising of two instances where security was breached. It was suggested that the CAB may be allowing visitors to use the toilets on the first floor. It was proposed that all employees and visits should be asked to wear their ID cards and it should be ensured that all security doors are working. It was unclear in the event of a security breach who should deal with the incident.

It was noted that a quote is being sought to change the security code on the doors to the Town Hall on a quarterly basis.

Concerns had been raised that if the caretakers were short staffed and had to out on car park duties it would leave Queen's Buildings unattended in the event of an incident/emergency.

RESOLVED that the Committee await a response from the Trade Union meeting with Interim Chief Executive and follow up any outstanding concerns.

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

(Meeting closed at 3.30pm.)