

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Retford, on Tuesday, 15th January 2013

Present:

A Dainty (Vice in Chair)

Employer's Representatives:

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

Employee Safety Representatives:

K Circuit, P Rodgers, J Rose, P Thompson and G Watson

Officers in attendance: J Hamilton, L Hull (Agenda Item No. 4 only), S Meakin, J Moran and P Simpson (Agenda Item No. 4 only).

Also in attendance: M Daley and R Brooks - Barnsley Premier Leisure.

ACTION BY

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

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Battey, B A Bowles and D Challinor.

18. 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.

19. MINUTES OF THE MEETING HELD ON 9TH OCTOBER 2012

RESOLVED that the Minutes of the meeting held on 9th October 2012 be approved.

20. MINUTES FOR ACTION

With regard to Minute No. 14(2) – Occupation Health Provision, L Hull, Head of Human Resources, advised the Committee that, due to downsizing of the Authority and shared services with A1 Housing, the clinic hours provided by Orchard Health have been reduced to four doctor clinics (one for A1 Housing) and two full-day nurse clinics (one full-day for A1 Housing).

This continues to provide adequate sessions for employees and there has not been any complaints regarding waiting times. Savings from this reduction, together with shared services with A1 Housing, will help to reduce any compulsory redundancies within the Authority. Orchard Health still attend and assist with the Council's Body MOT sessions.

The Head of Human Resources added that the Council has won a Gold Award for its commitment to its workforce with regard to Health and Wellbeing, particularly with reference to the work undertaken by Miriam Parker.

The Safety Officer added that all statutory obligations, e.g. noise levels, inoculations, etc., are undertaken as a matter of course.

(The Chair thanked L Hull for his attendance and he left the meeting at this point.)

With regard to Minute No. 15(b)(3) – Introduction of Universal Credit, P Simpson, Benefits Investigation Manager, informed the Committee that the Universal Credit will not now be introduced until April 2014. However, the 'Bedroom Tax' comes into force from April 2013 as does the Council Tax Support Scheme, which means that everyone will be liable for, at least, 8% Council Tax (with some exceptions).

Both schemes are expected to disadvantage certain residents and training in Conflict Management has been undertaken by 91 employees (both BDC and A1 Housing). Caretakers are on hand for any difficult situations at Queen's Buildings, but there is no such presence at Retford.

(The Chair thanked P Simpson for her attendance and she left the meeting at this point.)

With regard to Minute No. 13 – Defibrillator Machines, the Committee was advised that locations are listed on the intranet; and in respect of Minute No. 15(b)(2) – Fire Marshals, imminent staff moves to Retford are being awaited so that the list can be finalised and circulated.

RESOLVED that:

1. The Minutes for Action be received.
2. Thanks be recorded to L Hull and P Simpson for their attendance and updates.
3. The situation regarding the reduced hours by Orchard Health be monitored.
Head of Human Resources
4. Details of the Conflict Management training be recorded on the Council's SHE system, together with any related risk assessment undertaken by the Benefits Team.
Head of Revenues & Customer Services/Benefits Investigation Manager
5. The situation regarding the increased risk to Benefit and Customer Services staff be monitored.
Head of Revenues & Customer Services
6. Any "dangerous" incident be reported to Management Team and then onto the Health and Safety Committee.
Head of Revenues & Customer Services
7. The updated list of Fire Marshals be forwarded to K Circuit and circulated throughout the Authority, once the staff moves to Retford have been finalised.
Principal Safety Officer

21. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Update from Barnsley Premier Leisure

M Daley and R Brooks updated the Committee on health and safety measures taken by Barnsley Premier Leisure (BPL). Although health and safety was part of the recently won Quest Award, BPL is now working towards ISO 8001 and 9001 accreditation. The corporate system will then be updated across all its sites. Inspections/audits are now 'paperless' as Ipads are used.

Since April 2012, 133 minor incidents (cuts, bruises, etc.) have occurred, with a few major ones requiring hospitalisation (angina, stroke, heart attacks, etc. - health risks associated with leisure activities). There has been eight incidents involving employees, mainly dislocated and squashed digits. The company now has trained assessors who can deliver training for lifeguarding, first aid, use of defibrillator, etc., and corporate training is rolled out to all employees on a monthly basis. In respect of defibrillator training, the gym supervisors are updated every three months. All three Bassetlaw leisure centres have a defibrillator-trained employee on duty at all times. An employee is to be trained to delivery Manual Handling training, and all managers are to be trained in respect of Flood Alerts.

Health and safety meetings take place at each site every two months, and each site has a dedicated health and safety representative. All compliance alerts have been completed and RIDOR reports sent through. An external company will undertake internal audits next month, and BDC's Safety Team will also be carrying out a health and safety audit.

RESOLVED that:

1. Thanks be recorded to M Daley and R Brooks for their update.
2. The update be noted.

(b) Accident Report for the period 1st July to 30th September 2012

The Committee was presented with details of all reported injuries for the period July to September 2012 and a comparison with the same period in 2011 was given. There had been a total of six injuries compared to ten in the same period in 2011.

There was one 'over 7 day' reportable injury during this reporting period, compared with zero 'reportable injuries' during the same period in 2011. 15 working days were lost as a result of the accidents in this report period compared to zero working days during the same period in 2011. 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; and a quarterly accident statistics comparison between October 2009 and September 2012.

RESOLVED that:

1. The information regarding the number of accidents for the period July to September 2012 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/Principal Safety Officer

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/Principal Safety Officer

4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

Unit Managers/Principal Safety Officer

(c) 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: refuse rounds audits; fire risk assessments; asbestos; legionella; first aid procedures; Dangerous Substances and Explosive Atmospheres Regulations (DSEAR); training; HSE visit on 12th September 2012; lone worker devices; fire marshals; Reactec System for vibration monitoring; and emergency planning i.e. Emergency Plan, training and exercises, winter maintenance agreement (road gritting), and incidents (recent flood alerts).

P Rodgers informed the Committee of a recent problem with the temperature of hot water at Conway Gardens, Retford, and the action that had been taken to remedy this.

In respect of Conflict Management Training to be held on 7th March 2013, it was reported that there are still places available.

RESOLVED that:

1. The progress on the health and safety priorities be noted.
2. Thanks be recorded to P Rodgers for his vigilance in Legionella monitoring.
3. The situation regarding Conway Gardens, Retford, be noted.
4. Tests be undertaken on the McFarlane voice recognition system as to how a first aider can be summoned prior to the system going live.

Principal Safety Officer

5. Monthly reports be sent to S Meakin on the defibrillator checks and six-monthly sign-offs be continued.

Unit Managers/Principal Safety Officer

6. The outcome of the trial on the 'Identicom' lone worker devices be reported back to a future meeting of the Health and Safety Committee.

Principal Safety Officer

7. A letter of appreciation be sent on behalf of the Health and Safety Committee to J Bowler and I Davies for their continued efforts in securing funding for the programme of flood alleviation works.

Senior Democratic Services Officer

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

(a) Pest Control

The Chair raised the concerns of Members at the Audit and Risk Scrutiny Committee held on 7th January 2013 in relation to a high risk audit recommendation that a risk assessment should be undertaken for the Pest Control Team. They asked that this be undertaken immediately and not delayed until the implementation date of 31st March 2013. The Principal Safety Officer advised the Committee that this matter had been raised with the Principal Environmental Health Manager who reported that the risk assessment had been carried out prior to the audit and was available for the auditors, who accepted that the use of ladders was acceptable but that the handling of chemicals continued to pose a risk. The deadline for the completion of the risk assessment finding is 15th February 2013.

AGREED that the position regarding the Pest Control Team be noted.

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