

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Worksop, on Tuesday, 9th October 2012

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):

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

Employee Safety Representatives:

K Circuit, A Dainty, P Rodger, P Thompson and G Watson

Officers in attendance: C Crossland, M Ladyman, S Meakin and J Moran

ACTION BY

10. APOLOGIES FOR ABSENCE

There were no apologies for absence.

11. 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.

12. MINUTES OF THE MEETING HELD ON 10TH JULY 2012

RESOLVED that the Minutes of the meeting held on 10th July 2012 be approved.

13. MINUTES FOR ACTION

Members were advised that the Safety Policy is now on the Council's intranet and all existing paper copies of the safety manual will be withdrawn.

Members were advised that the locations of the Defibrillator machines have been communicated to all employees in the weekly newsletter.

RESOLVED that:

1. The Minutes for Action be received.
2. The date of the newsletter that the locations of the Defibrillator machines were communicated to employees be circulated to K Circuit.

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14. OUTSTANDING MINUTES LIST

In regards to Outstanding Minute number 8(a), Update on Health Monitoring from Orchard Health, the Principal Safety Officer informed Members that the item was reported to Cabinet in April 2012. The report identified shared resources with A1 Housing. The shared resources will not result in less monitoring and employees will still receive pro-active health care.

The Head of Community Services advised that over the past twelve months the Council have been looking at a shared service agenda with A1 Housing, looking at duplications and efficiency. He informed Members that the shared resource would not have been agreed if it was to the detriment of services and Officers.

RESOLVED that:

1. The Outstanding Minutes List be received.
2. An Officer from the HR Department be invited to attend the next meeting of the Committee regarding Occupational Health provision.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st April to 30th June 2012

The Committee was presented with details of all reported injuries for the period April to June 2012 and a comparison with the same period in 2011 was given. There had been a total of nine injuries compared to fifteen in the same period in 2011.

Members were advised that the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) over-three-day injury reporting requirement has changed. The trigger point has increased from over three days to over seven days.

There were three 'over 7 day' reportable injuries during this reporting period, compared with two 'over 3 day reportable injuries' during the same period in 2011. 102 working days were lost as a result of the accidents in this report period compared to 7 working days during the same period in 2011. One employee is still absent from work following an injury.

A summary of all accidents by injury type and accident cause and a summary of all accidents occurring within each Service was also provided, together with a comparison with other District and Borough Council's within the East Midlands Region.

RESOLVED that:

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

(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: refuse rounds risk assessments; fire risk assessments; asbestos, legionella, first aid procedures; dangerous substances and explosive atmospheres regulations; training; air source pump; erection of market stalls, HSE visit; health and safety information mapping and emergency planning i.e. emergency plan and training and exercises.

Members were advised that a First Aid Meeting took place on Monday 10th September, the minutes from the meeting were appended to the report. The meeting was well attended and the group voted to keep the meetings every six months.

Members were informed regarding Lone Worker Devices that an awareness session and demonstration of Identicom the lone worker device will be taking place during October. The Safety Team are also looking to introduce a new Potentially Violent Person Database currently used by Mansfield District Council.

The Safety Officer advised that an inspection of the market stalls set up at Worksop was carried out on the 14th August. A number of actions were identified and are being progressed by the Markets Manager. The Chairman suggested that the Market Stall employees be reminded of the increased risks during the winter months.

Members and Employee Safety Representatives raised issues/ asked questions regarding the erection of market stalls; Fire Marshalls; risk assessments; increased risks to staff with the introduction of universal credit; lone worker devices; first aid response; and training for the Potentially Violent Person Database.

RESOLVED that:

1. The progress on the health and safety priorities be noted.
2. An updated list of Fire Marshalls be circulated to all departments.
3. The Head of Revenues and Customer Service be invited to attend the next meeting of the Committee in relation to the perception that the risk to staff may increase as a result of the introduction of Universal Credit.

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SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

As there was no further business to be discussed, the Chairman closed the meeting.