

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Retford, on Tuesday, 10th July 2012

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):
Councillors A Battey, C Entwistle, B Hopkinson, J B Rickells and Mrs A Simpson.

Employee Safety Representatives:

K Circuit, A Dainty, P Rodgers and G Watson

Officers in attendance: J Bowler, C Crossland, I Davies, S Meakin and J Moran

Others present: Mrs J Howe-Shilton (Orchard Health)

ACTION BY

1. NOMINATIONS FOR THE ELECTION OF CHAIRMAN

RESOLVED that Councillor D Challinor be elected Chairman of the Council's Health and Safety Committee for the ensuing year.

(Councillor B Hopkinson entered the meeting)

2. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that A Dainty be appointed Vice-Chairman of the Council's Health and Safety Committee for the ensuing year.

The Chairman thanked P Rodgers on behalf of the Committee for his work as Vice-Chairman during the previous year.

(Councillor D Challinor and A Dainty took their places as Chair and Vice. The Chairman read out the Fire Alarm/Evacuation Procedure.)

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B A Bowles, A Mumby and M Storey.

Apologies for absence were also received from J Rose, P Thompson and A Porter.

4. 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.

5. MINUTES OF THE MEETING HELD ON 17TH APRIL 2012

RESOLVED that the Minutes of the meeting held on 17th April 2012 be approved.

6. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

7. OUTSTANDING MINUTES LIST

In regards to Outstanding Minute number 30(b), Update on PAT Testing, the Principal Safety Officer informed the Committee that all PAT testing has now been completed and certification for the testing has been received.

In relation to Outstanding Minute number 30(e), Progress Report on Health, Safety and Emergency Planning Priorities, the Principal Safety Officer informed Members that he had asked other Councils in the area and none offer SIA badge training for employees. It is felt that SIA badge training is not an option and would not be practical based on the level of risk.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Update on Health Monitoring from Orchard Health

Mrs J Howe-Shilton from Orchard Health gave a verbal update to Members regarding: health surveillance; areas of health surveillance being carried out on behalf of the Council; current database statistics; audiometry analysis; employment issues; management of nurse clinic appointments; health promotion and sickness absence monitoring.

The Committee were informed that as of April 2012 occupational health provision has been reduced by 50%. The current level of provision is 16 nursing hours per month and 3 doctor's hours per month.

The Chairman thanked Mrs J Howe-Shilton for her update.

RESOLVED that :

1. The update be received.

2. Information regarding why the occupational health provision has been reduced be reported back to the next meeting.

(b) Flooding Issues Update

I Davies, the Council's Engineer and J Bowler, Facilities Manager gave a slideshow presentation to the Committee regarding flooding issues. Members were updated on defra funding and schemes; Treswell overflow scheme; North Wheatley culvert replacement scheme; River Ryton flood mitigation and regeneration; actions to address flooding since 2008; Parish Council flood resilience packs; partnership working; current work; developing Bassetlaw's flood response plan and future aims.

Members and Employee Safety Representatives raised issues/ asked questions regarding: JBA Consulting; flooding in Gringley; highway drainage; Worksop Canal; drainage boards and funding.

In response to issues raised I Davies advised Members that they are aware of issues with highways and drainage and will be having a debrief with Notts County Council regarding local issues and will flag up the Council's concerns. He also advised that they will work with Notts County Council and investigate what the problem was in Gringley in relation to recent flooding.

The Chairman thanked I Davies and J Bowler for their update.

RESOLVED that:

1. The update be received.
2. A copy of the presentations regarding flooding issues be circulated to all Members.

DSO

(c) Health and Safety Policy Revision

Members were informed of the changes to the Councils Health and Safety Policy and associated documents following recent revisions. The main changes to each document were appended to the report.

The timing of the revision is to coincide with the introduction of the new Safety Information Mapping System which will be available through the Council's Intranet site. This will be a single point of access for health and safety information and management tools. A demonstration of the system was given.

(P Rodgers left the meeting)

Members and Employee Safety Representatives raised issues/ asked questions regarding computer risk assessments, health and safety e-learning and website and IT restrictions.

(Councillor J B Rickells left the meeting)

RESOLVED that:

1. The revision of the Councils Health and Safety Policy be approved.
2. The inclusion of the Safety Policy on the Council's Intranet and the withdrawal of all existing paper copies of the safety manual be approved.

(d) Accident Report for the period 1st January to 31st March 2012

The Committee was presented with details of all reported injuries for the period January to March 2012 and a comparison with the same period in 2011 was given. There had been a total of eleven injuries compared to seven in the same period in 2011.

There were four 'over 3 day' reportable injuries during this reporting period, compared with three during the same period in 2011. 103 working days were lost as a result of the accidents in this report period compared to 42 working days during the same period in 2011.

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.

Members and Employee Safety Representatives raised issues/ asked questions regarding an accident whilst using a hedge cutter and first aid training for grounds maintenance employees.

RESOLVED that:

1. 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
2. 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
3. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.
Unit Managers/Principal Safety Officer

(e) 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, Health and Safety Information Mapping and Emergency Planning i.e. Emergency Plan, Olympic Torch Relay and Emergency Pump Procedures.

Members were informed that a fire drill has been carried at Queens Buildings following concerns regarding the main stairway. The building was vacated in 3 ½ minutes and there was no issue regarding the stairway. There were concerns regarding contractors and new staff not being aware of fire points.

Following a request from an Employee Safety Representative further tests have been carried out to establish first aid response times. Six calls were made to switchboard during the test; the average length of wait was 15 seconds. Tests have also been carried out to summon first aiders to an accident scene. Safety Representatives are now satisfied with the first aid response times and procedure.

Members were informed that future minutes of the first aid group meetings will be presented to the Committee.

Members and Employee Safety Representatives raised issues/ asked questions regarding contractors signing in on arrival and the First Aid Group.

RESOLVED that:

1. The progress on the health and safety priorities be noted.
2. The locations of the Defibrillator machines be communicated to staff.

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SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

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