

## **COUNCIL'S HEALTH AND SAFETY COMMITTEE**

### **Minutes of the meeting held at the Town Hall, Worksop, on Tuesday, 17<sup>th</sup> April 2012**

Present:

#### **Employer's Representatives:**

Councillor D Challinor (Chairman):  
Councillors K Bullivant, I J Campbell and J B Rickells

#### **Employee Safety Representatives:**

A Dainty, P Rodgers, J Rose, P Thompson and G Watson

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

Others present: G Davies (Bassetlaw Contract Manager, Barnsley Premier Leisure)

#### **ACTION BY**

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

#### **24. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN**

Members were informed that P Rodgers has resigned as Vice-Chairman of the Health and Safety Committee.

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

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

#### **25. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs V A Bowles, B Hopkinson, C Palmer and J Scott.

Apologies for absence were also received from J Bowler, K Circuit and P Clark.

#### **26. 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.

27. MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> JANUARY 2012

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

28. MINUTES FOR ACTION

**RESOLVED** that the Minutes for Action be received.

29. OUTSTANDING MINUTES LIST

**RESOLVED** that the Outstanding Minutes List be received.

**SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

**Key Decisions**

None.

**Other Decisions**

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

(a) Update from Barnsley Premier Leisure/ Leisure Manager

The Contract Manager for BPL informed the Committee regarding accidents and incidents, training and compliance audits.

He advised that first aid members of staff are provided at all premises during opening hours. The Committee were provided with details of reported injuries for the period April 2010 to March 2011 and a comparison with the same period in 2011/12 was given. There had been a total of 168 reported incidents in 2010/11 compared to 140 in the same period in 2011/12. There were a total of 500,000 visitors during 2010/11 giving an accident rate of 3.4 per 10,000 visitors. During 2011/12 there were 514,000 recorded visitors giving an accident rate of 2.8 per 10,000 visitors. BPL employs 150 staff across the leisure centres. There were 12 reported incidents during 2010/11 compared to 8 during 2011/12. BPL has seen a reduction in all reported accidents.

All BPL staff are subject to a corporate training plan. There are 12 subjects to be completed across 12 months; four of these are health and safety issues. Recent staff training included: first aid, emergency evacuation chair and defibrillator training. Health and safety representatives from each facility are part of a Health and Safety Sub Group.

BPL have performance measures in place and are part of the Quest Accreditation Scheme. They are working towards the Quest Plus level this year. The statutory requirements are met through assessments. The Health and Safety representatives carry out safety audits and Bassetlaw District Council inspects facilities at least twice a year.

Members and Employee Safety Representatives raised questions regarding claims for damages/ accidents, audits and defibrillator training for BPL staff working at the Town Halls.

In response to questions raised the Contract Manager advised that it was their priority to get the staff at the Town Halls first aid trained and that they will look into defibrillator training in the near future.

**RESOLVED** that the update be received.

(b) Update on PAT Testing

Members were informed of the progress made in carrying out the necessary Portable Appliance Testing (PAT testing). There have been a number of issues that have delayed PAT Testing. Since the officer who previously undertook PAT Testing retired, no PAT testing has been carried out. To address this it was decided that this work would be carried out by the Facilities Officer. However since his appointment to the post the officer has experienced difficulties in relation to the physical demands of the post. It is likely that a new Facilities Officer will be appointed to the post. External contractors have been appointed to clear the backlog of PAT testing work before the end of April.

Members and Employee Safety Representatives raised questions regarding the budget for PAT testing, defect reporting procedures and the Facilities Officers job description.

The A1 Housing Safety, Health and Environment Advisor suggested the possibility of shared working and a joint procurement exercise for PAT Testing.

**RESOLVED** that:

1. The progress made in carrying out Electrical Portable Appliance Testing be noted.
2. A further report be produced confirming the progress in relation to the PAT testing that has been carried out.

(c) Health and Safety Information Mapping System

Members were informed of the work being carried to to produce a health and safety mapping system.

The Principal Safety Officer informed Members that a health and safety 'Information Map' is being produced to simplify and speed up access to accurate and appropriate health and safety information. The system will be available on the Councils Intranet Site and be available for use by all employees. A draft of the home page was appended to the report.

Members and Employee Safety Representatives raised questions regarding the maintenance of the site and the possibility of other authorities using the system.

**RESOLVED** that the progress on improving access to health and safety information be noted.

(d) Accident Report for the period 1st October to 31st December 2011

The Committee was presented with details of all reported injuries for the period October to December 2011 and a comparison with the same period in 2010 was given. There had been a total of eleven injuries compared to fifteen in the same period in 2010.

There were four 'over 3 day' reportable injuries during this reporting period, compared with two during the same period in 2010. 98 working days were lost as a result of the accidents in this report period compared to 55 working days during the same period in 2010.

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. The Principal Safety Officer commented that on this occasion, the Councils accident rate for October to December 2011 was higher than the East Midlands Region average.

**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: Risk Assessments ie Hand Arm Vibration, Joint Safety Inspections at Leisure Facilities; Asbestos, Legionella, First Aid Procedures, McFarlane System, Dangerous Substances and Explosive Atmospheres Regulations, Training, Shared Health and Safety Services and Emergency Planning i.e. Emergency Plan and Emergency Planning Training.

The Safety Officer informed Members that it is not practical to put a rule into the McFarlane system for dial "0" calls to get priority. It is not the number that they are ringing that establishes the priority it is the number they are ringing from. She noted that she would enquire again regarding the possibility of a unique extension number.

Regarding SIA badge training the Safety Officer informed Members that she is hoping to set up a group to see if this is something that is needed and would be helpful. She advised that she will report back to the Committee.

Members and Employee Safety Representatives raised issues/ asked questions regarding the possibility of sending out an email to alert first aiders to an incident, setting up accident drills to assess response time, evacuation chair training, flood plans and shared working training opportunities. It was suggested that Ian Davies, Engineer should attend a future meeting to give a presentation regarding the flood situation in 2007 and what has been done since then.

**RESOLVED** that:

1. The progress on the health and safety priorities be noted.
2. An update regarding the possibility of a unique extension number for a first aider be given at the next meeting.
3. An update regarding SIA badge training be given at a future meeting.
4. Ian Davies, Engineer attend a future meeting to give a presentation regarding the flood situation in 2007 and what has been done since then.

**Principal Safety Officer**

## **SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

### **Key Decisions**

None.

### **Other Decisions**

None.

### **31. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

The Chairman informed the Committee that he and V Bowles are up for Election. He informed Members that K Bullivant and J Scott are retiring; he thanked them for their contribution to the committee and wished them all the best.

**RESOLVED** that letters of thanks be sent to K Bullivant and J Scott.

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