

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Retford, on Tuesday, 17th January 2012

Present:

Employer's Representatives:

Councillor D Challinor (Chairman):

Councillors B A Bowles, K Bullivant, I J Campbell, B Hopkinson, J B Rickells and J Scott

Employee Safety Representatives:

A Dainty, K Circuit and P Rodgers

Officers in attendance: C Crossland, S Meakin, J Moran and J Proudman.

ACTION BY

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

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs V A Bowles, I Jones and C Palmer

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 4TH OCTOBER 2011

RESOLVED that the Minutes of the meeting held on 4th October 2011 be approved.

20. MINUTES FOR ACTION

In relation to Minute Number 15 (a), Prosecution by the Health and Safety Executive, Members were informed that the hearing has been deferred until the 11th April 2012.

RESOLVED that the Minutes for Action be received.

21. OUTSTANDING MINUTES LIST

In regards to Minute Number 15 (c), Verbal Update from Barnsley Premier Leisure, the Principal Safety Officer informed Members that a representative from Barnsley Premier Leisure would be attending the next meeting in April to give an update.

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) Accident Report for the period 1st July 2011 to 30th September 2011

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

There were zero 'over 3 day' reportable injuries during this reporting period, compared with three during the same period in 2010. No working days were lost as a result of the accidents in this report period compared to 37 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 Council's accident rate for July to September 2011 was lower than the East Midlands Region average.

In response to a question from an Elected Member, the Principal Safety Officer advised that accidents categorised as 'other' in the summary of accidents includes any incidents that do not fall within the other categories and during this period included two wasp stings.

The Principal Safety Officer informed Members that the 'over three day reportable injuries' period is changing to a seven day period. He commented that this would affect the number of accidents reported to the Committee and suggested that Members consider other reporting criteria.

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

(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: Risk Assessments ie Hand Arm Vibration, Joint Safety Inspections at Leisure Facilities; Legionella, First Aid Procedures, Dangerous Substances and Explosive Atmospheres Regulations, Sports Development Paintball Arena, Training and Emergency Planning i.e. Emergency Plan and Business Continuity Management. The minutes from the First Aid meeting held on the 20th December 2011 were appended to the report for Members information.

Members and Employee Safety Representatives raised issues/ asked questions regarding: the number of accidents on Retford Market Square; the frequency of first aid meetings; poor attendance at the first aid meeting; how many staff are defibrillator trained; the location of defibrillators; dial "0" for first aid; the possibility of first aiders using pagers and if BPL staff are defibrillator trained.

RESOLVED that:

1. The possibility of first aiders having pagers be investigated and reported back to a future meeting.
2. Enquiry's be made regarding whether BPL Staff working at functions at the Town Halls are defibrillator trained
3. The report on the health and safety priorities be noted.

Principal Safety Officer

(c) Verbal Update on Pigeon Control

The Principal Environmental Health Manager advised that he has looked into the legal issues of people feeding pigeons and issuing fixed penalty notices. In Wiltshire two residents have been issued with anti-social behaviour orders which prevent them from feeding the pigeons and buying large amounts of bird seed. He advised that a more informal approach would be trying to identify the individuals and asking them to stop.

He informed Member's that one resident has already been identified and has agreed to stop feeding the pigeons; however other residents are still feeding the pigeons. He advised that the plans to install a trap to catch pigeons on the flat roof area above the Bar at Retford Town Hall has been delayed but will still be implemented.

Elected Members suggested putting up signs around the Town Centre to warn resident's against feeding the pigeons, it was suggested to use similar signs displayed by Doncaster Metropolitan Borough Council as an example.

RESOLVED that the update be received.

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) PAT Testing

Issues were raised regarding the PAT testing of equipment at the Council and A1 Housing and concerns that PAT testing has not be carried out for some time.

The Principal Safety Officer advised that A1 Housing have employed an external company and that their PAT Testing is now up to date. In regards to PAT testing at the Council Members were informed that the role of Facilities Officer will cover PAT Testing and discussions have been held with management to discuss the risk assessment, priorities and a programme of work.

RESOLVED that PAT Testing be included in future quarterly progress reports.

Principal Safety Officer

(b) Incidents at Queens Buildings

Members were advised regarding an incident at Queens Buildings where a couple refused to leave the premises.

The Principal Safety Officer advised that it is the line manager's responsibility to deal with a situation and then it would go up the chain to their line manager. He added that if customers are being difficult and need to be ejected from the building then the police should be contacted.

An Employee Safety Representative suggested that a member of staff obtain a SIA badge which would give them the knowledge to deal with difficult situations and asking someone to leave the premises.

RESOLVED that:

1. The option of SIA badge training be explored and reported back to a future meeting.
2. The possibility of the Police including Queens Building on their rounds be looked into and reported back to a future meeting.

Principal Safety Officer

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