

DRAFT

## COUNCIL'S HEALTH AND SAFETY COMMITTEE

### Minutes of the meeting held at the Town Hall, Retford, on Tuesday, 12<sup>th</sup> July 2011

Present:

#### Employer's Representatives:

Councillor D Challinor (Chairman):  
Councillors Mrs V A Bowles, K Bullivant, B Hopkinson, C Palmer, J B Rickells and  
D R Pressley

#### Employee Safety Representatives:

K Circuit, A Dainty, P Rodgers, J Rose and G Watson.

Officers in attendance: C Crossland, S Meakin, J Moran and J Howe-Shilton.

#### **ACTION BY**

#### 1. NOMINATIONS FOR ELECTION OF CHAIRMAN

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

#### 2. NOMINATIONS FOR APPOINTMENT OF VICE-CHAIRMAN

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

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors I Jones and J Scott.

#### 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 12<sup>TH</sup> APRIL 2011

An Elected Member suggested sending a letter of thanks to previous Members D Hare and Miss M Stokes for their contributions to the Committee.

**RESOLVED** that:

1. A letter of thanks be sent to previous Members D Hare and Miss M Stokes for their contributions to the Committee.
2. The Minutes of the meeting held on 12<sup>th</sup> April 2011 be approved.

**6. MINUTES FOR ACTION**

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

**7. OUTSTANDING MINUTES LIST**

With regard to Outstanding Minute No 12 (c), Pigeon Control at Retford Town Hall, the Principal Health and Safety Officer informed Members that this would be reported back to a future meeting.

Councillor Mrs V A Bowles, C Palmer and D R Pressley commented on the pigeon control problem at Retford Town Hall whether the steps to the market office in Retford are being cleaned. Members, Officers and Employee representatives reported that the building cleaning was taking place on a regular basis and that approval to proceed with installing 'pigeon netting' at the Town Hall had been obtained. However there was still uncertainty about the extent of trapping carried out or planned for the future.

**RESOLVED** that:

1. The Outstanding Minutes List be received.
2. Progress regarding pigeon trapping that has taken place at Retford Town Hall be reported back to the Committee.

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

**Key Decisions**

None.

**Other Decisions**

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

(a) **Verbal 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; HSE categories in respect of noise and vibration monitoring; management of nurse clinic appointments; health promotion; sickness absence monitoring and training.

Councillors Mrs V A Bowles, K Buillivant; D Challinor and J B Rickells commented on the item.

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

**RESOLVED** that the update be received.

(b) Accident Report for the period 1<sup>st</sup> January 2011 to 31<sup>st</sup> March 2011

The Committee was presented with details of all reported injuries for the period January to March 2011 and a comparison with the same period in 2010 was given. There had been a total of 7 injuries compared to 10 in the same period in 2010.

There were 3 over 3 day reportable injuries during this reporting period, compared with 5 during the same period in 2010. 28 working days were lost as a result of the accidents in this report period compared to 47 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 the Councils annual accident rate is lower than the East Midlands Region average.

Elected Members asked questions regarding: changes to RIDDOR incident reporting; A1 Housing accident figures; A1 Housing Health and Safety Policy and legionella risk assessments at Bircotes Leisure centre.

In response to questions the Principal Health and Safety Officer clarified for Members that A1 Housing have their own safety committee, safety policies and health and safety officers. He informed Members that A1 Housing accident figures could be reported on a 6 monthly or annual basis to the Committee.

In regards to questions raised about Legionella risk assessments, the Safety Officer commented that she is waiting for confirmation from the leisure centres that the required level of legionella monitoring is being carried out.

**RESOLVED** that:

1. A1 Housing Accident figures be reported annually to the Committee  
**Principal Safety Officer**
2. Results of future joint safety inspections including results of any water sampling carried out be reported to the next meeting.  
**Principal Safety Officer**
3. 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**
4. 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**
5. 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: Risk Assessments ie Hand Arm Vibration, Lone Worker Assessments; Joint Safety Inspections at Leisure Facilities; First Aid Procedures and Emergency Planning i.e. Emergency Plan and business continuity.

Members and Employee Safety Representatives raised issues regarding the running of leisure Centres by BPL; vibration monitoring; locations of defibrillators; defibrillator training; emergency access to Bridge Street; fire marshals; signage for emergency vehicles on bridge street; Retford evacuation procedures and fire doors in Queens Buildings, Worksop.

Members agreed that as a matter of urgency the legionella risk assessments and monitoring / sampling arrangements at the leisure centres should be followed up and a BPL representative should attend the next meeting of the Councils Health and Safety Committee to answer Members questions.

In response to questions raised the Safety Officer informed the Committee that she will be re-visiting the Leisure Centres and will report the findings back to the Committee and that minutes from the First Aid Group meetings will be reported to the Committee in future.

In response to a question raised regarding BPL managing the Town Hall bars the Principal Health and Safety Officer informed the Committee that he will discuss the issue of defibrillator training for Town Hall staff with the leisure and culture Services Manager. He informed Members that he will address the issues with the fire safety doors and the fire marshal and report back to the next Committee.

**RESOLVED** that:

1. An update on risk assessments at the Leisure Centres be reported back to the Committee
2. A representative from BPL attend the next meeting of the Committee.
3. Minutes from the First Aid Group be reported to the Committee.
4. Members be updated on issues regarding the fire marshal and the fire safety door at Worksop.
5. The no access sign at the top of Bridge Street, Worksop be reworded.
6. the report on the health and safety priorities be noted.

**Principal Safety Officer**

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

### **Key Decisions**

None.

### **Other Decisions**

None.

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

The Safety Officer informed Members that the Health and Safety Policy Statement has been signed by the new administration.

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