

## COUNCIL'S HEALTH AND SAFETY COMMITTEE

### Minutes of the meeting held at the Town Hall, Retford, on Tuesday, 18<sup>th</sup> January 2011

Present:

#### Employer's Representatives:

Councillor D Challinor (Chairman):

Councillors Mrs V A Bowles, D Hare, B Hopkinson, J Rickells, J Scott and Miss M Stokes.

#### Employee Safety Representatives:

K Circuit, A Dainty, P Rodgers, P Thompson and G Watson.

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

#### **ACTION BY**

#### 17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H M Brand and Mrs J Smith.

#### 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 12<sup>TH</sup> OCTOBER 2010

**RESOLVED** that the Minutes of the meeting held on 12<sup>th</sup> October 2010 be approved.

#### 20. MINUTES FOR ACTION

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

#### 21. OUTSTANDING MINUTES LIST

In respect of Outstanding Minute No 23(a)(ii) – Occupational Health, the Principal Health and Safety Officer informed the committee that Ms Howe-Shilton has been invited to attend the meeting in April and asked Members to pass on anything that they would like her to talk about.

With regard to Outstanding Minute No 9(b), Woodsetts Pond, the Committee was informed by the Principal Health and Safety Officer that he had received information from the Parks and Open Spaces Unit who now have a rolling work programme following the incident and are carrying out inspections of the pond to get rid of any hazardous piers. New Park Rangers will be monitoring the site quarterly and reporting back any issues, it is proposed to reduce these visits to twice a year in April 2011.

A Member of the Employee Safety Representatives informed the Committee that the Play Ground Inspector looks at the area and reports back on regular basis.

The Director of Community Services confirmed that the pond has public access and is a public open space owned by the Council but the land is leased to the Angling Club.

**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 1<sup>st</sup> July 2010 to 30<sup>th</sup> September 2010**

The Committee was presented with details of all reported injuries for the period July to September 2010 and a comparison with the same period in 2009 was given. There had been a total of 11 injuries compared to 10 in the same period in 2009.

There were 3 over 3 day reportable injuries during this reporting period, compared with 2 during the same period in 2009. 37 working days were lost as a result of the accidents in this report period compared to 12 working days during the same period in 2009.

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 Councils within the East Midlands Region during the period from July 2010 to September 2010.

The summary of all accidents by service indicates little change regarding numbers of incidents occurring within each service.

A Member of the Employee Safety Representatives asked if in future reports more information regarding the details of accidents could be provided.

In regard to an accident, where a sweeper collided with a stop tap cover that was protruding from the pavement, the Principal Health and Safety Officer informed the committee that he would find out if the stop tap had been removed and report back to the committee.

The Safety Officer commented that in the next quarter report there will be an increase in the number of reported accidents due to the adverse weather conditions.

The Director of Community Services added that his team are looking at ways to better use resources in bad weather conditions and are trying to get written permission from Notts County Council that in such situations they can act accordingly.

An Elected Member requested clarification for Parish and Town Council's that if you cleared snow/ice from shops/premises /own pathway that they would not be held responsible and be prosecuted for doing so.

**RESOLVED** that:

1. The report 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**
5. Information clarifying what can and cannot be done during adverse weather conditions be publicised and sent to Parish and Town Councils.  
**Principal Safety Officer**
6. Information regarding the removal of a stop tap which was the cause of an accident be reported back to a future committee.  
**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, Lone Worker Assessments; Joint Safety Inspections at Leisure Facilities; Asbestos ;First Aid Procedures and Emergency Planning i.e. Emergency Plan, Business Continuity Management.

It was reported that there have been no further progress in the introduction of the TOTM Hand Arm Vibration monitoring programme within Grounds Maintenance. Ownership rights of the TOTM vibration monitoring system patent is currently under dispute.

The Committee were informed that a programme of Whole Body Vibration monitoring is to commence during February 2011. There is a transitional period until 2014 for agriculture and forestry equipment to comply with the Vibration Regulations requirement.

Safety Officers are currently exploring methods of working with some or all of the other 8 Local authorities in Nottinghamshire in order to deliver service savings.

The Committee were informed that Safety Officers had arranged for a demonstration of the Indenticom device to be given to the appropriate employees and managers within various services as a response to the number of new Lone Worker Activities identified.

The Principal Safety Officer commented that he will brief a meeting of Corporate Management Team on the benefits of the system and on any views expressed by the committee.

Committee members expressed that they felt the Identicom scheme should be recommended to Cabinet and the Corporate Management Team.

The Safety Officer informed the Committee that annual safety compliance audits have commenced at the Leisure facilities now operated by BPL. Both Retford and Worksop Leisure Centre audits identified only minor issues for attention, the audits at Bircotes Leisure Centre and Kilton Forest Golf Course are due to take place and will be reported back at future committee.

The Committee were presented with details of the number of Fly Tip sites, the location and the amount of asbestos collected.

The Safety Officer informed the Committee that the Council now have 6 defibrillators ready to install around its largest workplaces and Public Buildings.

The Committee were informed that the Councils current Service Level Agreement with the County Council has been revised to incorporate 70 hours per year of Emergency Planning Officer time on specific issues relevant to the District Council and has been extended until 2012.

The Principal Safety officer commented that he has attended all Departmental Management Teams recently to brief them on the main issues arising from the Business Continuity Exercise carried out in mid 2010.

**RESOLVED** that the report on the health and safety priorities be noted.

(c) Pigeon Control at Retford Town Hall

The Chairman informed the Committee that he had been onto the roof of Retford Town Hall in November and taken some photographs to show the problems caused by the pigeons. A slide show of photographs was shown to the Committee.

The Principal Safety Officer commented on the ladder used to climb up to the bell tower at Retford Town Hall, he has found that this can be replaced and is looking into getting the ladder removed.

A number of preventative methods were suggested to get rid of the pigeons including, dummy falcons, a crow scare and taking legal action against people feeding the pigeons.

Councillors Mrs V A Bowles, Miss M Stokes and J B Rickells commented on the issue of pigeons at Retford Town Hall.

**RESOLVED** that:

1. the removal of the pigeons be perused and reported back to a future meeting.  
**Principal Safety Officer**
2. information about what Doncaster Metropolitan Borough Council have done to eradicate their pigeon problem be reported back to a future committee  
**Principal Safety Officer**

3. the existing ladder in the clock tower be removed and replaced with an acceptable BS standard ladder

**Principal Safety Officer**

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

**Key Decisions**

None.

**Other Decisions**

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

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