

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at the Town Hall, Worksop, on Tuesday, 12th October 2010

Present:

Employer's Representatives:

Councillors D Challinor (Chair), D Hare, B Hopkinson, J Rickells and Miss M Stokes .

Employee Safety Representatives:

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

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

ACTION BY

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs V A Bowles, H M Brand, J Scott, Mrs J Smith and Employee Safety Representatives A Dainty and J Rose .

11. DECLARATIONS OF INTERST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

12. MINUTES OF THE MEETING HELD ON 6TH July 2010

RESOLVED that the Minutes of the meeting held on 6th July 2010 be approved.

13. MINUTES FOR ACTION

With regard to Minute No 9(a) – Pigeons, Retford Town Hall, it was reported that the Principal Environmental Health Manager has been looking at the options available to manage the growing number of pigeons. The first option available is shooting the pigeons, which has to be done at dusk when the public are not around, the problem with this is that at that time only a handful of pigeons are roosting on Retford Town Hall opposed to hundreds during the day.

The use of cages and traps was another option put forward to members to cull numbers, this would allow large numbers of pigeons to be caught but may not be a sustainable option. The use of a hawk was suggested as a temporary measure.

It was reported that the only way to ensure a sustainable reduction in the number of pigeons roosting on Retford Town Hall is to pigeon proof the roof.

Elected Members raised their concerns regarding the health risks and the damage to buildings as a result of the pigeons.

RESOLVED that the Minutes for Action be received.

14. OUTSTANDING MINUTES LIST

In respect of Outstanding Minute No 8(a)(1) – Flood Actions Update, Information from Bassetlaw District Council and the Environment Agency was tabled detailing the flood measures in place.

The Committee was informed that information leaflets have been distributed to Parish Councils and the Principal Engineering Service Manager has been making landowners aware of their responsibility to maintain drainage systems.

With regard to Outstanding Minute No 16(b), the Committee was informed that generally after an emergency, such as the recent incident at Blyth roundabout where a tanker caught fire, the Fire Service would conduct a debrief. A debrief was not held on this occasion as it coincided with another emergency.

The Principal Safety Officer confirmed that Bassetlaw District Council would be invited to any future debriefs, with himself as representative.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st April to 30th June 2010

The Committee was presented with details of all reported injuries for the period April to June 2010 and a comparison with the same period in 2009 was given. There had been a total of 9 injuries compared to 11 in the same period in 2009.

There were no over 3 day reportable injuries during this period compared to 1 during the same period in 2009. No working days were lost as a result of the accidents in this report period compared to 6 working days lost in 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 April 2010 to June 2010.

The annual incidence rates per 1,000 employees for BDC are 23% lower than the East Midlands regional average.

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

(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, DSE Assessments, Lone Worker Assessments; Fire Procedures; Violence to Employees; and Emergency Planning ie Incident Control Room, Emergency Plan.

The Principal Health and Safety Officer informed the committee that DSE Assessments have now been carried out on all Benefits Section staff and added to the SHE System and that good progress is being made with Lone Worker Assessments on the SHE System

It was reported that a risk assessment has been carried out at the Council's Old Brewery Yard Site and several areas for action were identified. A final report from the recent Fire safety Inspection carried out at Larwood House Sheltered Scheme is awaited. The main issue raised was the concern over residents propping open the front doors to their flats.

As requested at a previous Safety Committee meeting, training on responding to a violent incident towards staff has taken place and two further sessions are scheduled for the 21st October 2010.

A member of the Employee Safety Representatives informed the Committee that he had attended the training, which received a good response; however, the tutors assumed that the Council has a list of named responders to incidents.

The Principal Health and Safety Officer explained that the Council tries to resist identifying particular staff to respond to an incident. It is felt that having named responders may cause a bigger problem if they are not around and unable to respond to a situation. The training offered gives staff a chance to be empowered and gives them the skills to diffuse a situation safely. He informed the Committee that he would speak to the trainer before the next session to clarify the issue.

Committee members expressed that they felt all staff should attend the training course and have a duty to respond to a situation.

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

(c) Revision of the Council's Emergency Plan

The Committee was informed that the Council's Emergency Plan has now been revised and is available to view on the intranet.

A member of the Employee Safety Representatives raised the issue that some of the extension numbers listed in the revised Emergency Plan are incorrect.

A member of the Employee Safety Representatives asked why only work mobile phone numbers are included and not home telephone numbers for if an emergency occurs out of hours. The Principal Health and Safety Officer replied that as the Emergency Plan will be available to the public contact details are restricted; however, Heads of Service and staff manning the out-of-hours number have access to home contact numbers for key members of staff.

RESOLVED that the report be received.

SECTION B – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Mini Health Fair

Members were informed that the Council's Mini Health Fair, run in conjunction with the PCT, was a success and well attended by staff.

(b) Defibrillator

The Chairman thanked Keith Circuit on behalf of the group for attending a ceremony to accept a defibrillator donated to the Council.

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