

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Thursday, 6th March 2014 at Worksop Town Hall

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

Councillors A Battey, B A Bowles, J B Rickells and M Storey.

Employee Safety Representatives:

K Circuit, A Dainty and J Rose.

Officers in attendance: C Crossland and S Meakin

ACTION BY

(Meeting commenced at 2.35pm.)

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

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Hopkinson and J Moran.

24. 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.

25. MINUTES OF THE MEETING HELD ON 12TH DECEMBER 2013

In relation to Minute No. 8, Security at Queen's Buildings, the Chairman advised that the security codes on the doors to the Town Halls have now been changed. At a recent Cabinet meeting Members were advised that when the Department of Work and Pensions move to Queen's Buildings they will bring Security Officers, which will be a benefit to the Council.

RESOLVED that the Minutes of the meeting held on 12th December 2013 be approved.

26. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

27. OUTSTANDING MINUTES LIST

RESOLVED that the Minutes for Action be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st October to 31st December 2013

The Committee was presented with details of all reported injuries for the period October to December 2013 and a comparison with the same period in 2012 was given.

There was a total of 13 incidents reported, compared with 11 during the same period in 2012. There were five 'over 7 day' reportable injuries during this reporting period, compared with four during the same period in 2012. 81 working days were lost as a result of the incidents in the report period compared to 163 working days during the same period in 2012. Details were appended to the report. In addition an incident that occurred in Kings' Park, Retford when high winds led to the fatality of a Member of the public was reported. The Health and Safety Executive have visited the site and carried out an investigation into the incident, no further progress has been received to date.

Appended to the report were: a summary of all accidents by injury type and accident cause; a summary of all accidents occurring within each Service; a comparison of accident incidence rates with other District and Borough Councils within the East Midlands Region. It was noted that the Authority has a higher figure than the East Midlands Region average. Members were advised that the number of East Midlands local authorities contributing to the figures has decreased; therefore the figures are less representative.

RESOLVED that:

1. The information regarding the number of accidents for the period October to December 2013 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/ Safety and Resilience Manager
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/ Safety and Resilience Manager
4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.
Unit Managers/ Safety and Resilience Manager

(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: fire risk assessments; refuse rounds audits; asbestos; legionella; first aid procedures; Dangerous Substances and Explosive Atmospheres Regulations (DSEAR); training; lone worker devices; SHE Safety Management System; markets; and business continuity priorities.

In relation to the suspected Legionella case at Conway Gardens, Retford Members were advised that on 12th December 2013 a resident was diagnosed as having contracted Legionnaire's Disease and later died in hospital. Subsequently it has been confirmed that Legionella was not the cause of the death. As a precaution a number of samples from the water system were analysed and Legionella was not detected. As a further precaution the water system was chlorinated twice and shower heads were sterilised, further samples were taken and no Legionella was detected. Following the incident meetings have been held with A1 Housing, procedures and risk assessments have been reviewed and training will be given to A1 plumbers.

It was raised that during the incident a Council employee was subjected to verbal abuse from a member of the bereaved family. It was observed that the incident took place over the Christmas period and there was little support available from senior members of staff. Members commented that this is a serious issue and that the employee in question should be supported. The Council should write to the resident's family to formally ask them for an apology to the staff member. The hospital should also be accountable for the misdiagnosis.

Business Continuity

In relation to loss of power Members were advised that a test will be carried out this year to bring the generator from Carlton Forest to Queens Building's. A list of mission critical activities will be created detailing the services that need to be powered in the event of a power failure.

Partnering services sharing the premises will be advised that they will need to have their own business continuity arrangements in place.

Members asked questions/ raised issues in relation to:

- Occupational health
- If the Council offers a counselling service
- Contacts in case of an emergency
- Power continuity arrangements

RESOLVED that:

1. Progress on the Health and Safety priorities be noted.
2. A letter of apology be sought from the hospital that made the false diagnosis or from the resident's family.
3. The Council employee be supported and counselling be made available through the Council's occupational health provider.

Safety and Resilience Manager

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

As there was no further business to be discussed, the Chair closed the meeting after thanking everyone for their attendance.

(Meeting closed at 3.10pm.)