

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Thursday, 16th July 2014 at Worksop Town Hall

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

Councillors A Battey, B A Bowles, C Entwistle, D Potts, A Smith, J B Rickells and M Storey.

Employee Safety Representatives:

K Circuit, A Dainty and P Rodgers.

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

ACTION BY

(Meeting commenced at 3.15pm.)

(The Chairman welcomed all to the meeting, apologised for the late start and read out the Fire/Evacuation Procedure.)

1. NOMINATIONS FOR THE APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that A Dainty be elected Vice-Chairman for the ensuing year.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Employee Safety Representative G Watson.

3. 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.

4. MINUTES OF THE MEETING HELD ON 6TH MARCH 2014

RESOLVED that the Minutes of the meeting held on 6th March 2014 be approved.

5. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

6. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

7. REPORT(S) OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES

(a) Accident Report for the period 1st January to 31st March 2014

The Committee was presented with details of all reported injuries for the period January to March 2014 and a comparison with the same period in 2013 was given.

There was a total of 11 incidents reported, compared with 17 during the same period in 2013. There were three 'over 7 day' reportable injuries during this reporting period, compared with three during the same period in 2013. 52 working days were lost as a result of the incidents in the report period compared to 76 working days during the same period in 2012. Details were appended to the report. Two of the reportable injuries were to members of the public at Retford Market and have been reported by the Council as a precautionary measure.

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. Members were advised that the East Midlands Region statistics will not be provided to future meetings as the network no longer exists. The Safety and Resilience Manager advised that he would try to get statistics from the Nottinghamshire network.

The Chairman advised that the Audit Committee have been made aware of the two incidents at Retford Market. It is a requirement that market traders have the relevant public liability insurance.

RESOLVED that:

1. The information regarding the number of accidents for the period January to March 2014 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; training; lone worker devices; SHE Safety Management System; markets; noise assessments; the shared safety service; HSE Improvement Notice; and business continuity priorities.

Members were updated in relation to a Legionella case at Westmorland House, Harworth. A positive legionella sample had been taken from a communal disabled toilet. The type of legionella detected is not in the dangerous illness group. The toilet has been closed and the area has been disinfected. A resample has been taken and the results are awaited. The facility will not be reopened until the sample has come back clear.

A horticultural project involving a polytunnel is underway at Carlton Forest Depot. A risk assessment of the site has been carried out and any actions identified will be carried out. Meetings have been set up to establish good working practices. The project involves lone working and needs to be operated in conjunction with the Council's Lone Working Policy.

RESOLVED that progress on the Health and Safety priorities be noted.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

(a) **Future Meetings**

Members raised concerns about the start time of the meetings. The Joint Employee Council was held prior to the meeting and had delayed the start of the meeting. Concerns were also raised about the location of the meetings and it was suggested that the meetings should alternate between Retford and Worksop.

RESOLVED that Members' concerns be passed onto the appropriate officers.

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

(Meeting closed at 4.20pm.)