



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

HEALTH AND SAFETY COMMITTEE

AGENDA

Meeting to be held in the
Assembly Room,
Worksop Town Hall, S80 2AH
on Thursday, 23rd April 2015
at 2.30 pm

(Please note time and venue)

**Please turn mobile telephones to silent during meetings.
In case of emergency, Members/officers can be contacted
on the Council's mobile telephone: 07702 670209.**

**In accordance with the Openness of Local Government Bodies Regulations 2014,
audio/visual recording and photography at Council meetings is permitted
in accordance with the Council's protocol 'Filming of Public Meetings'.**

COUNCIL'S HEALTH AND SAFETY COMMITTEE

Membership 2014/15

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

Substitute Members: Any Member

Quorum: 2 Members

Lead Officer for this Meeting

Mr. M. Ladyman - Ext. 3160

Administrator for this Meeting

Miss. C .Crossland - Ext. 3254

HEALTH AND SAFETY COMMITTEE

Thursday, 23rd April 2015

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS * (pages (Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
3. MINUTES OF MEETING HELD ON 15TH JANUARY 2015 * (pages 7 - 10)
4. MINUTES FOR ACTION * (page 11)
5. OUTSTANDING MINUTES LIST * (page 13)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

6. REPORT(S) OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES *
 - (a) Accident Report for the Period 1st October to 31st December 2014 (pages 15 -22)
 - (b) Progress Report on Health, Safety and Emergency Planning Priorities (pages 23 - 34)

Exempt Information Items

The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.

SECTION B - ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

* Report attached

NOTES:

The papers enclosed with this Agenda are available in large print if required.

Copies can be requested by contacting us on 01909-533254 or by e-mail
cara.crossland@bassetlaw.gov.uk

DECLARATION OF INTEREST

COMMITTEE

DATE

NAME OF MEMBER :

Type of Interest

- 1. Disclosable Pecuniary
- 2. Non Pecuniary

Agenda Item No.	REASON *	Type of Interest (1 or 2)
Signed		
Dated		

Note:

* When declaring an interest you must also state the nature of your interest.

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

DECLARATION OF INTERESTS

HOW TO USE THIS FORM

There are now only two types of Declaration of Interest:

Disclosable Pecuniary Interests)	Details can be found in the Councillors Code of Conduct which is contained in the Council's Constitution (a summary is printed below)
)	
)	
Non Pecuniary Interests)	

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** if you are declaring a disclosable pecuniary interest, **or** a non pecuniary interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, PREFERABLY WELL IN ADVANCE of a meeting advice from the Council's Monitoring Officer on INTERESTS.

Disclosable Pecuniary Interests

May relate to employment, office, trade, profession or vocation carried on for profit or gain
May relate to sponsorship
May relate to contracts
May relate to interests in land
May relate to licences to occupy land
May relate to corporate tenancies
May relate to securities

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- withdraw from the room
- not seek improperly to influence a decision on the matter

Non Pecuniary Interests

May relate to any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council
May relate to any person from whom you have received a gift or hospitality with an estimated value of at least £25
A Member may also have a non pecuniary interest where a decision in relation to that business might reasonably be regarded as affecting wellbeing or the wellbeing of other council tax payers, or ratepayers or inhabitants in the electoral division or ward, as the case may be, affected by the decision.

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- not seek improperly to influence a decision on the matter.

(Note – there are special provisions relating to “Sensitive Interests” which may exclude the above provisions in certain circumstances.)

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Thursday, 15th January 2015 at Worksop Town Hall

Present:

Councillor D Challinor (Chair)

Employer's Representatives:

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

Employee Safety Representatives:

K Circuit, P Rodgers and J Rose.

Officers in attendance: S Bowler, C Crossland and J Moran

ACTION BY

(Meeting commenced at 3.00pm.)

(The Chairman welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure. He also enquired as to whether any member of the public wished to film/record the meeting or any part thereof; however, there were no members of public present.)

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from employee safety representatives A Dainty and G Watson.

17. 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.

18. MINUTES OF THE MEETING HELD ON 16TH OCTOBER 2014

RESOLVED that the Minutes of the meeting held on 16th October 2014 be approved.

19. MINUTES FOR ACTION

In relation to Minute No. 14(a) regarding the SHE System benchmarking statistics Members were advised that the SHE Group have given their approval to share statistics. Approval will also be sought from the Nottinghamshire Group at their next meeting.

RESOLVED that the Minutes for Action be received.

20. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st July 2014 to 30th September 2014

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

There was a total of 17 incidents reported, compared with 19 during the same period in 2013. There were seven ‘over 7 day’ reportable injuries during this reporting period, compared with zero during the same period in 2013. 133 working days were lost as a result of the incidents in the report period compared to 25 working days during the same period in 2013. Details were appended to the report.

Appended to the report were: a summary of reportable injuries; a summary of all accidents by injury type and accident cause; a summary of all accidents occurring within each Service; and a long term comparison of quarterly accident statistics.

In relation to the accident when an employee was removing a tree the Safety and Resilience Manager advised that training has been sourced for the employee. The training will help restore the employee’s confidence in a controlled “training environment” before he returns to this type of work.

RESOLVED that:

1. The information regarding the number of accidents for the period July to September 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.
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.
4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

(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; Events – Safety Advisory Group; Heads of Service; leisure centre compliance audits; Employee Protection Register, Markets; and emergency planning.

Concerns were raised about the progress of the Markets. The Chairman commented that someone needs to be held accountable for the lack of progress. Health and Safety is everyone's responsibility and the Council needs to make sure Health and Safety Guidelines are adhered to. He advised that he had raised concerns regarding the method that the Markets were being erected. He suggested that a review is necessary and for the Town Centre Management to consider using step ladders.

An elected Member advised of an issue with motorcycles at Kilton Forrest Golf Club. Gates have been installed which have not been very successful and this is being followed up.

Members were given an update on the fire at 31 Cobwell Road, Retford. The incident resulted in one fatality and seven residents were evacuated. Retford Leisure Centre was opened as an emergency rest centre. Officers from the Council attended the centre along with partners. The out of hours notifications service worked well with partners working together. Nottinghamshire County Council have held a debrief session and will feedback to the interagency group.

Members commented on the good emergency plan and procedures in place and commended officers on the implementation of the plan when needed.

The Safety and Resilience Manager advised of the changes to the coordination and provision of sandbags during floods in Nottinghamshire. Nottinghamshire County Council will carry out the overall coordination of requests for sandbags. This does not include sandbags for District Council business continuity purposes. Sandbags will still be allocated on a priority basis. Bassetlaw also have several Community Resilience Stores.

In response to questions raised Members were advised that information about the new sandbag arrangements will be included in the Members Information Bulletin and sent to Parish Councils.

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

(Councillor B A Bowles left the meeting during the discussion of the Item)

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

22. 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 3.50 pm.)

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

HEALTH AND SAFETY COMMITTEE 15/01/15

FROM: Democratic Services Officer (DSO) TO: SRM = Safety and Resilience Manager
(for forwarding to Unit Managers)

The following decisions are brought to your attention for action by the appropriate officers within your Service .

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

(a) Accident Report for the period 1st July 2014 to 30th September 2014

RESOLVED that:

1. The information regarding the number of accidents for the period July to September 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.
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.
4. Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

SRM

HEALTH AND SAFETY COMMITTEE

23rd April 2015

OUTSTANDING MINUTES LIST

Members please note that the updated positions are shown in bold type following each item.
(SRM = Safety and Resilience Manager)

<u>Min No</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
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None.

BASSETLAW DISTRICT COUNCIL

COUNCIL SAFETY COMMITTEE

23rd APRIL 2015

**REPORT OF THE DIRECTOR OF
REGENERATION & NEIGHBOURHOOD SERVICES**

**ACCIDENT REPORT FOR THE PERIOD
1ST OCTOBER 2014 TO 31ST DECEMBER 2014**

Cabinet Member (Portfolio): Policy

Contact: David Armiger
Ext: 3160

1. Public Interest Test

David Armiger has determined in preparing this Report that the report is not considered to be confidential.

2. Purpose of the Report

- 2.1 To provide the Council's Safety Committee with details of all reported injuries for the period October to December 2014 and to provide a comparison with the same period in 2013.
- 2.2 To also provide the Council's Safety Committee with a summary of all accidents by injury type, accident cause and a summary of all accidents occurring within each Service during the above period.

3. Background and Discussion

- 3.1 For the period October to December 2014 there were a total of 7 incidents reported. This compares with 13 incidents reported during the same period in 2013.
- 3.2 There was 1 "reportable injury" during this reporting period, compared with 5 during the same period in 2013. Further details of the reportable injury are included at Appendix 1.
11 working days have been lost as a result of the accidents in this report period compared with 81 days lost during the same period in 2013.

- 3.3 Information on the cause, injury type and location of all reported accidents within the Council for this reporting period is included at Appendix 2.
Appendix 2 provides the following information:

Tables 1 & 2 Show a breakdown of different injury types and causes for all Incidents.

Results show that manual handling accidents have contributed most to the number of accident for this period (3). Back sprain arising from a Manual Handling incident was the only incident to be reportable to HSE during this quarter.

Table 3 Shows a summary of all accidents by Service. The table indicates a general reduction in accident numbers across most service areas. Neighbourhood Services continue to be the largest contributor to accident figures.

- 3.4 In order to give some further comparison of accident statistics over a longer period (3 Years), Appendix 3 provides details of the quarterly accident figures from January 2012 to December 2014.

This table illustrates that the **total number of accidents** (7) is below the “3 Year Average” of 12.33

The number of **“Reportable” lost time accidents** (1) for this current quarter is also below the “3 Year Average” of 2.83

The Safety Officers will continue to work with service managers to ensure that the causes of accidents are adequately investigated.

4. Implications

- a) For service users

Work related accidents may cause some disruption for Service Users.

- b) Strategic & Policy

Nil

- c) Financial Ref: 15 905

There will be costs to the Council arising from workplace accidents, including, lost time due to sickness and cost of temporary cover, Investigation and First Aid treatment which will be taken from existing budgets. Some incidents will also involve costs relating to property damage, some of which may be reclaimable under insurance claims.

- d) Legal Ref: 115/04/15

The Council has a statutory duty to provide a safe system of work under the Health & Safety at Work etc Act 1974.

- e) Human Resources

Accidents contribute to the absenteeism problem.

f) Community Safety, Equal Opportunity, Environmental

Nil

g) Whether this is a key decision, and if so the reference number.

Not a key decision

5. Options, Risks and Reasons for Recommendations

Not applicable

6. Recommendations

6.1 That the Council's Safety Committee in receiving the information regarding the number of accidents for the period October to December 2014, discuss any measures for further addressing Health and Safety Awareness.

6.2 That Unit Managers ensure that they continually provide their employees with the necessary information, training, instruction and supervision to enable them to carry out their jobs safely, in order to eliminate further accidents.

6.3 That Unit Managers continue to investigate the cause(s) of all accidents arising from work activities in their areas of responsibility, in line with the Council Policy.

6.4 That Unit Managers ensure that any remedial works identified by the above investigations are implemented as soon as possible.

6.5 That the Council's Safety Committee supports the above recommendations.

Background Papers

Location

APPENDIX 1

REPORTABLE "OVER 7 DAY" INJURIES FOR THE PERIOD
1ST OCTOBER 2014 TO 31ST DECEMBER 2014

DATE OF ACCIDENT	SERVICE	INJURY DETAILS	DETAILS OF ACCIDENT
27/10/2014	Refuse Collection	Back Sprain	Whilst carrying out duties as a refuse loader he felt pain in his back which gradually got worse as the day went on.

Table 1

**Summary of all accidents by injury type for the period
1st October – 31st December 2014**

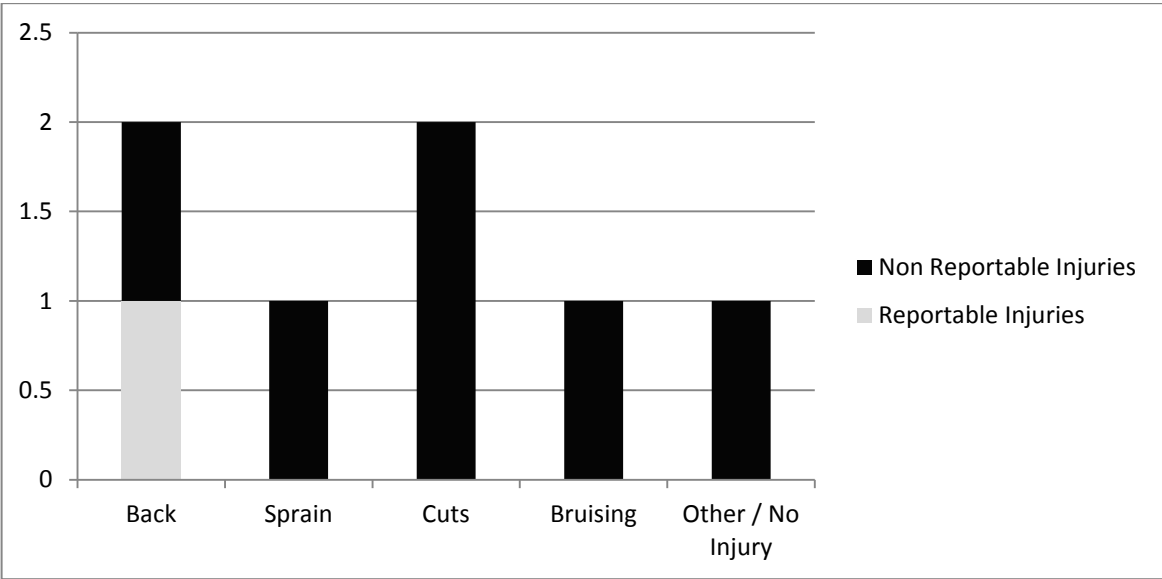


Table 2

**Summary of all accidents by type of accident for the period
1st October – 31st December 2014**

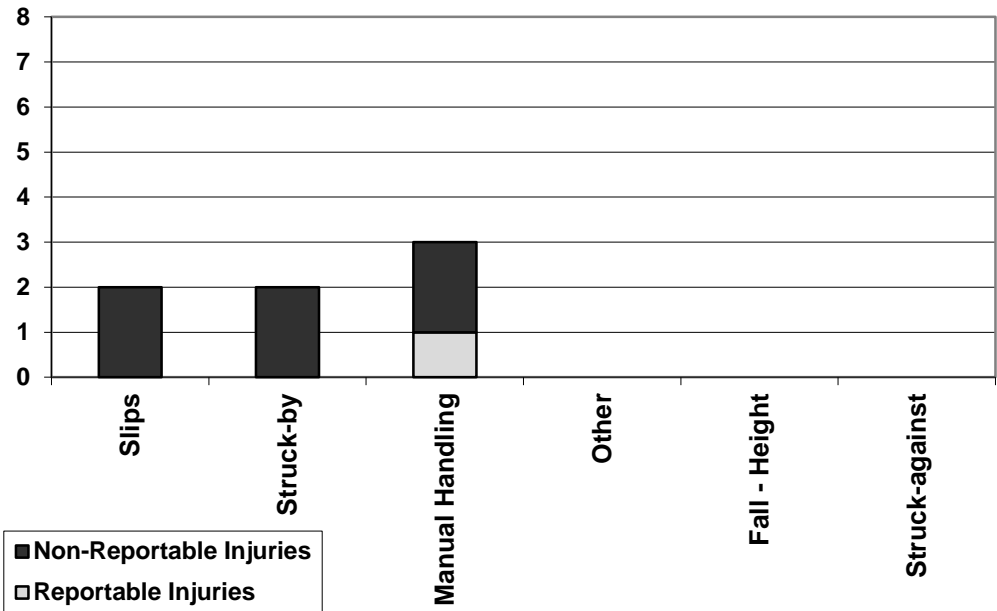


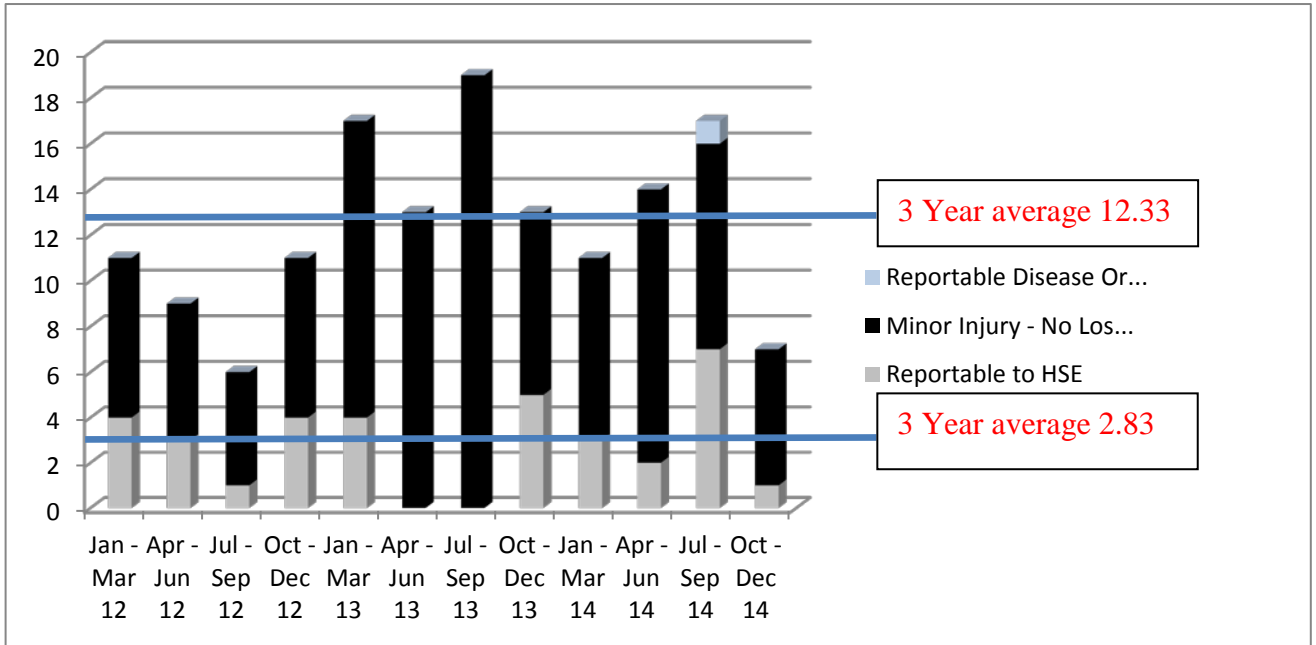
Table 3

Summary Of All Accidents By Service For The Period
1st October to 31st December 2014

Service	Reportable		Not Reportable		+/-
	Previous Year	This Year	Previous Year	This Year	
Neighbourhoods	5	1	7	5	-6
Regeneration			1		-1
Corporate Services				1	+1
Finance & Property					
Human Resources					
Contractors etc.					
Total No Of Accidents	Previous Year		This Year		-6
	13		7		

APPENDIX 3

LONG TERM (3 YEARS) QUARTERLY ACCIDENT STATISTICS COMPARISON
JANUARY 2012 TO DECEMBER 2014



BASSETLAW DISTRICT COUNCIL

HEALTH AND SAFETY COMMITTEE

23rd April 2015

REPORT OF THE DIRECTOR OF REGENERATION AND NEIGHBOURHOOD SERVICES

PROGRESS REPORT ON HEALTH, SAFETY AND EMERGENCY PLANNING PRIORITIES

Cabinet Member (Portfolio): Policy
Contact: David Armiger
Ext: 3160

1. Public Interest Test

David Armiger has determined in preparing this Report that the report is not considered to be confidential.

2. Purpose of the Report

2.1 To inform Members of the progress made within the agreed priorities of the Health & Safety and Emergency Planning programmes.

3. Background and Discussion

3.1 This report is submitted to every Safety Committee, detailing progress made on the agreed priority areas.

3.2 Fire Risk Assessments

Fire risk assessments have been carried out at 73 Bridge Street and Old Brewery Yard (OBY). Evaluation of work that needs to be carried out at Retford Town Hall, 73 Bridge Street is being collated by the property team to obtain funds to progress the actions. The fire risk assessment and action plan for OBY is awaited.

3.3 Refuse Rounds Audits

Quarterly refuse rounds audits are scheduled for April 2015.

3.4 Asbestos

No new issues to report.

3.5 Legionella

Horticultural Project

The Water Quality Officer is continuing to monitor the water temperatures and sampling results from the project.

Water samples taken from the irrigation system are still showing a bacterial presence since the UV filter and tank cover has been installed. Good working practices are implemented by A1 for the daily operation of the project.

3.6 First Aid Procedures

The last first aid meeting was held on the 14th January 2015. See appendix 1 for the minutes from the meeting.

3.7 Training

Corporate Safety Training

The 2014/15 corporate health and safety training programme has now been delivered by the Safety Team.

Manual Handling

Manual handling training has been delivered for 2014/15. However there is more training scheduled for 2015/16. This is predominantly for Retford / Worksop market staff.

First Aid

First aid training has been delivered for 2014/15 including an interim first aid refresher course, how to use the de-fib machine, and a 2 day refresher first aid course.

SHE Risk Assessment Training

A programme of SHE Risk Assessment training has commenced however, this will run into May / June 2015. The training covers basic risk assessment principles as well as practical use of the SHE System.

Fire Training

General fire awareness training is almost complete for ALL STAFF. There are approximately 20 people left to be trained. These will be picked up during May this year. Feedback on the course evaluation forms has been very positive for the e-learning package from Praxis42.

Proposed future training 2015/16

In conjunction with A1 Housing we will deliver Chartered Institute of Environmental Health (CIEH) H&S Awareness training for Council employees from different service areas.

IOSH Managing Safely

Due to operational difficulties with the training provision from A1 housing the managing safely training has been put back to the next financial year. This will be delivered to a number of managers / supervisors in 2015/16.

Events – Safety Advisory Group

The Health and Safety Team are in the process of setting up a SAG group with the aim of advising Event Organisers of both internal and externally run events in the district. Since Mark Ladyman has left the Authority David Armiger has agreed to be the new chair for the SAG group going forward.

A training / awareness session is to be run for Officers from BDC who will either be a part of the SAG process or who will take on the Event Organiser role for the Council.

3.8 Skyguard System

The Skyguard lone working system has now been purchased within Benefits for individuals who go out visiting properties by themselves. A familiarisation session with staff has taken place for the safe use and operation of the devices. Staff were also shown how to summon help using the device should an emergency arise.

3.9 Employee Protection Register

A new Employee Protection Register is almost complete with just a few small amendments required. Safety Officers have reviewed the system and concluded that it is a much better system than the one we have at present. A trial at Mansfield District Council will take place before it is rolled out at BDC.

3.10 Markets

The Markets action plan is progressing well. The Director of Regeneration and Neighbourhood services has held regular update meetings with the Town Centres Manager and Safety Team.

The risk assessments are now on the SHE system and up to date.

The Safe Systems of work are being developed by Markets Managers and will form part of a handbook that will be issued to all Market staff. The handbook will also form part of site induction when any new starters or agency workers are employed.

3.11 Safety Policy Revision

All 23 of the documents within the Councils Corporate Safety Policy have recently been amended. The amendments have been reported to CMT on 24th February.

All of the amendments reflect the new service structure and the Council's migration to a newer version of the SHE Safety Management System (SHE Assure).

Appendix 2 provides further detail of the main changes to take place within each individual policy document.

The Council publishes its safety policy and arrangements for all staff to have access to on the Intranet at "Safety.Net". This site is now in the process of being updated to reflect recent policy changes.

4. Emergency Planning

Rest centre training for housing, facilities and leisure centre staff took place on 22nd January 2015, at Newark & Sherwood District Council offices prior to Exercise Richter.

A Multi Agency Rest Centre Exercise (Richter) took place to test the provision of care and support for evacuees via the rest centre function detailed in the Nottinghamshire Emergency Accommodation Plan. The Safety & Resilience Officer and representatives from our Leisure Centres attended the exercise on 24th Feb 2015.

5. Implications

- a) For service users
The above actions will help protect the health and safety of service users.
- b) Strategic & Policy
The above actions will assist the Councils compliance with the Health & Safety at Work and Civil Contingencies Acts.
- c) Financial - Ref: 15 745

The above actions will be funded from existing budgets.
- d) Legal Ref: 116/04/15

The Council has a statutory duty to provide a safe system of work pursuant to the Health and Safety at Work etc Act 1974.

Local authorities have clear legal obligations and a duty of care to provide effective, robust and demonstrable emergency arrangements to mobilise resources to deal with a broad range of emergencies.

From time to time emergencies occur which require special measures to be taken. Such events are defined under the Civil Contingencies Act 2004 as;
 - (a) An event or situation which threatens serious damage to human welfare in the United Kingdom or in a part or region,
 - (b) An event or situation which threatens serious damage to the environment of the United Kingdom or of a part or region, or
 - (c) War, or terrorism, which threatens serious damage to the security of the United Kingdom.
- e) Human Resources

The above actions will further protect the health and safety of employees
- f) Community Safety, Equal Opportunity, Environmental

The above actions will further protect the health and safety of the community.
- g) Whether this is a key decision, and if so the reference number.

This is not a key decision.

6. **Options, Risks and Reasons for Recommendations**

Not applicable.

7. **Recommendations**

7.1 That the progress on the health and safety priorities be noted.

Background Papers

Location

First Aid Meeting
Ceres Suite, Worksop Town Hall
Meeting Minutes 14th January 2015

Attendees: Sue Bowler (SB)
Tracey Hill (TH) Minutes

First Aiders in attendance

Wendy Pigott (WP)
Jonathan Brassington (JB)
Angela Dainty (AD)
Eddie Matthews (EM)
Terry Croden (TC)
Sandra Thorpe (ST)
Neil Stocken (NS)

Apologies

Mandy Cross
Johanne Rose
Christine Bacon
Louise Anderson
Andrew Smith
Jim Moran

Item		Action
1.	Introductions/Apologies	
	<p>Introductions were made SB advised she had received several apologies.</p> <p>The poor turnout by First Aiders was noted. SB queried whether the meetings should continue as 6 monthly or change to yearly. Agreed to keep at 6 monthly, to be reviewed.</p> <p>Consideration to be given to a change of time or making a request to the attendees prior to ask for suggested dates/times. Feedback could be sought on the reason people have not attended.</p>	TH
2	Minutes of Previous Meeting	
2.1	First Aiders	
	<p>AD & WP are to leave in March reducing the number of First Aiders.</p> <p>SB stated that we currently have no first aiders for the Ground Floor. TH advised we have recently been contacted by a volunteer for the ground floor. SB to ascertain whether the DWP will be bringing any First Aiders and whether they can be considered within the numbers. SB to ask J Unstead. JB suggested contacting Steve Brown.</p>	SB
Confirmed 14.1.15	<p>It was advised that C Bacon may not be renewing her first aid certification therefore there will be no-one at all in 17B from March. EM will be the only First aider at the Town Hall after March. SB asked if any other caretakers may want to become a first aider EM suggested Peter Thorpe may want to be trained. EM to check with Pete.</p> <p>SB to put on the Newsletter to ask for volunteers. WP suggested putting that payment is made to first aiders as an incentive.</p> <p>First Aiders will be moved around when office moves are underway. JB advised to work on changes from July onwards. Regeneration & Neighbourhoods will be on the 1st floor (Liz Prime & David Armiger staff) – this will be Debra Wood and Jo Rose as First Aiders.</p> <p>2 First Aiders are required per floor.</p>	EM
		SB
2.2	Next Meeting	
	<p>SB asked for any ideas for the next meeting. If First Aiders want Ricky (Direct Training) to attend to let SB know. JB suggested asking RP to every meeting dependent upon cost.</p> <p>AD suggested Diabetes as a topic as this has been in the news recently. CPR was suggested as a quick overview each time.</p> <p>JB suggested a practical every 6 months – SB agreed.</p> <p>AD commented that if the first aiders were coming for something the turnout may be increased. Also suggested possible paediatrics as a subject.</p>	SB

- JB asked whether it would be possible to do a first aid training exercise – SB to arrange. **SB**
- AD suggested could be extended to 1-2 hours if RP to come in each time – SB agreed. **TH/SB**
- 3. Red Cross Video Stoke Awareness/Choking**
- Video clips were shown on how to deal with a person choking (using 5 Backslaps then 5 stomach thrusts). **INFO**
- Stroke awareness video shown
TIA (mini-stroke) symptoms can include feeling hot and prickly, going to faint, numbness down one side. Symptoms usually last less than an hour.
- Symptoms to look out for - FAST
Facial weakness
Arm weakness
Speech disturbance
Time to call for help – Medical Emergency
- There is an 11% chance of having a full stroke within 1 week of having a TIA however medication can be used to significantly reduce the risk of a stroke.
- 4. First aid box audit form & First Aid Stocks**
- No first aid stocks required – to contact SB or TH if stocks are needed. **First Aiders**
- 5. First aid incidents**
- AD responded to an incident just before Christmas in the car park. The lady had recently been in hospital with atrial fibrillation. An ambulance was called by the police. AD sat with the lady for 50 minutes until the ambulance arrived. No other incidents were reported.
- 6. Defib Machines** **INFO**
- Signed off 6 monthly check of defib machines – aware they are coming to the end of their battery life. New batteries may be required shortly.
- Outstanding training on defib still to be organised; however this will be after April. SB to ensure ST & JB on the next Defib course as they have expressed interest in attending. **SB**
- 7. Any other Business**
- 2 day refresher is coming up.
SB thanked AD & WP for their contribution to First Aid provision within the Council.
- 8. Date of Next Meeting** **TH**
- To be arranged in six months time.

Summary of the main changes from the 2015 revision of the Council Safety Policy

POLICY SECTION	DOCUMENT	SUMMARY OF MAIN CHANGES
Part I	Statement of Safety Policy	Signed by all Directors and Council Leader
Part II	Summary of Safety Legislation	No Change
Part III	Organisation For Safety Management	<ul style="list-style-type: none"> - Reflect revised service structure - Removed Head of Service with specific responsibility for Safety
Part IV	Arrangements for Safety	<ul style="list-style-type: none"> - Reflect revised service structure - Removal of HSE approval for First Aid Training
Part V	Safety Codes Of Practice (COP) & Guidance Notes	
All of the following documents include revisions to reflect the new service structure and the migration to SHE ASSURE. In addition the following amendments apply.		
Code 1	Risk Management COP	<ul style="list-style-type: none"> - Removed Head of Service with specific responsibility for Safety
Code 2	Accident COP	<ul style="list-style-type: none"> - Include reference to Employee Protection Register (EPR) - Reflect changes to RIDDOR - Add links to new HSE Report Forms - Amend list of Officers to be contacted following certain incident types. - Amend Data retention in line with policy. - Reflect changes to Specified Injuries, Diseases and Occurrences.

Code 3	Managing Contractors	- Include changes to CDM Regs
		- Include management of "Non Construction" Contractors
Guidance Documents	Management of Asbestos	- Include link to HSE Asbestos Essentials
		- Include requirements for Notifiable Non Licensed Work (NNLW)
		- Include revised competence requirements for NNLW
	Bomb Threat Procedure	- No significant change
	COSHH	- Further guidance on setting risk assessment reviews
	DSE Guide & User Manual	- No significant change
	Fire	- Include link to DCLG Fire Safety Guides
	First Aid	- Removal of HSE approval for First Aid Training
		- Clarify first aider responsibility for recording treatments
Legionella	- Inclusion of an emergency procedure for responding to positive Legionella sample result.	
Manual Handling	- Inclusion of refresher training for employees having more than 2 manual handling related injuries in an 12 month period.	
Needles & Sharps	- Removal of the need to report all needle injuries to HSE. In line with RIDDOR revision.	
Noise	- Clarifies assistance available from safety team to identify need for noise assessment.	

	Pregnant Employee Assessment	- No significant change
	SHE System Guidance	- Migration to SHE ASSURE
	Vibration	- Identifies “Reactec” system as preferred method for monitoring frequent exposure to vibration sources.
		- Clarity on use of HSE Vibration “ready reckoner”
	Violence	- Reference to the Employee Protection Register (EPR) which is soon to replace the VAW Database.
		- Emphasise the role of the Data Coordination Group to Comply with Data retention policy.
	Young People Assessment	- No significant change

