

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Wednesday, 18th January 2017 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors D Challinor (Chair), C Entwistle, M Richardson, D Potts, D R Pressley and M Storey.

Employee Safety Representatives:

K Circuit, D Fretwell, and G Watson

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

(Meeting commenced at 1.30pm.)

(The Chair 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.)

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M T Gray and employee representative P Rodgers.

19. 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.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

20. MINUTES OF THE MEETING HELD ON 12TH OCTOBER 2016

An elected Member commented that it was good to see that the DWP had attended the previous meeting.

The Safety and Resilience Manager advised that he now has regular meetings with the DWP and receives accident reports relating to Queen's Buildings.

RESOLVED that the Minutes of the meeting held on 12th October 2016 be approved.

(Councillor C Entwistle and employee representative Keith Circuit joined the meeting)

21. MINUTES FOR ACTION

In relation to Minute No. 16(a), Accident Report for the period 1st April to 30th June 2016, Members were advised that the Safety Team continue to work with Unit Managers

In regards to Minute No. 16(b) Members were advised that an update is included as part of Agenda Item No. 6(b).

In relation to questions raised regarding the safety of the new open plan offices Members were advised that a new radio frequency system will be installed on the doors.

RESOLVED that the Minutes for Action be received.

22. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

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

(a) Accident Report for the period 1st July to 30th September 2016

The Committee was presented with details of all reported injuries for the period July to September 2016 and a comparison with the same period in 2015 was given.

There was a total of 13 incidents reported, compared with 10 during the same period in 2015. There were two 'reportable injuries' during this reporting period, compared with the two during the same period in 2015. 19 working days have been lost to date as a result of the incidents in the report period compared to 48 working days during the same period in 2015. 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; a long term comparison of quarterly accident statistics; a comparison between the Council and the SHE User Group and details of DWP accidents relating to Queen's Buildings.

It was noted that the reportable injuries for Bassetlaw District Council was significantly higher than the other organisations in the SHE User Group. Members were advised that the figures for the SHE Group will become more accurate and reliable for comparison as the Group members become more familiar with the system.

An elected Member requested that details of A1 Housing be included in future reports.

In response to questions raised Members were advised if a contractor has an accident this should be reported through the Contract Manager and reported on the SHE system.

The Safety and Resilience Manager advised that he attended the last Audit and Risk Scrutiny Committee meeting to give a progress report. He advised that a review date has passed this flagged on the system and the appropriate managers are contacted. He noted that it is for managers to carry out the audits. Monthly meetings are now scheduled with the Director of Regeneration and Neighbourhood Services to report any managers whose review deadlines have expired, this will also be regularly report to Corporate Management Team.

When a manager conducts a review into an accident there are follow up actions. Overdue actions will also now be flagged up with the Director of Regeneration and Neighbourhood Services.

RESOLVED that:

1. The information regarding the number of accidents for the period 1st July to 30th September 2016 be noted.
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; asbestos; water quality monitoring; training; H&S Workplace Audits; Employee Protection Register; A1 H&S Site Monitoring; and emergency planning.

Members and employee representatives raised issues in relation to security at Retford Town Hall. Members were advised that an action plan is in place and CCTV cameras are already in place.

In relation to the fire doors at Worksop Town Hall Members were advised that the quote was to install a Radio Frequency Identification system for a total of 15 doors. A decision is yet to be made regarding funding for the work to be carried out.

In terms of water quality monitoring a reading had been found at Worksop Town Hall in the Assembly Room kitchen and toilets. Retesting has taken place and the readings were negative. Flushing of the system is now in place as part of the Caretaker's routine.

Issues were raised regarding disabled access at the Council offices. Further concerns were about the fire risk for disabled people accessing the buildings.

An employee representative also raised issues regarding inadequate gloves that have been given when cutting down shrubs. The gloves currently being used are being punctured. It was noted that better protection was needed in order to prevent injury. The Safety and Resilience Officer commented that she would follow the issue up with the Unit Manager.

Members were advised that the Skyguard contract is due for renewal this year and several managers are looking at the option of body cameras.

In response to questions raised regarding the damage to masonry work at Queen's Buildings due to the high winds. Members were advised that there was no further update on the investigations.

RESOLVED that:

1. The progress on the Health and Safety priorities be noted.
2. An update on the findings of the investigation regarding the masonry issues at Queen's Buildings be given at the next meeting.

24. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

As there was no further business to be discussed, the Chair thanked everyone for their attendance and contributions and closed the meeting.

(Meeting closed at 2.18 pm.)