

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held on Wednesday, 24th October 2018 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors D Challinor (Chair), M T Gray, D Hare, D Potts, D R Pressley, J Sanger MBE and M Storey.

Employee Safety Representatives:

K Circuit, D Fretwell and P Lee.

Officers in attendance: S Bowler, J Hindley, 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.)

The Chair welcomed and introduced Philip Lee and Joyce Hindley to the Committee.

9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C Entwistle and Employee Representative G Watson.

10. 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.

11. MINUTES OF THE MEETING HELD ON 11th JULY 2018

RESOLVED that the Minutes of the meeting held on 11th July be approved.

12. MINUTES FOR ACTION

In regards to Minute No. 5 it was confirmed that it will be outlined within the agenda.

RESOLVED that the Minutes for Action be received.

13. OUTSTANDING MINUTES LIST

Members were advised that both outstanding minutes will be addressed in the reports.

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

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

(a) Accident Report for the period 1st April to 30th June 2018

The Committee was presented with details of all reported injuries for the period April to June 2018 and a comparison with the same period in 2017 was given.

There was a total of 6 incidents reported, compared with 5 during the same period in 2017. There was 1 'reportable injuries' during this reporting period, compared with 3 'reportable injuries' during the same period in 2017. 24 working days has been lost as a result of the incidents in the report period compared to 614 working day during the same period in 2017. 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.

Members were advised that the figures for the next period will increase due to A1 Housing transferring back to Bassetlaw District Council.

Members raised questions regarding the Health and Safety of contractors. The Safety and Resilience Manager informed members that quarterly site monitoring takes place by Health and Safety Officers. It was noted that the performance on site has been good so far.

RESOLVED that:

1. The information regarding the number of accidents for the period April to June 2018 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.
5. The Council's Safety Committee supports the above recommendations.

(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 training; water quality monitoring; training; H&S Workplace Audits; Employee Protection Register; review of health and safety policies and service; emergency planning and a corporate risk group update.

Members were advised that the Housing Fire Risk Action Group has been formed and consists of managers from different areas within Housing and the Council's Fire Risk Assessor. The group will consider the priorities and responsibilities for implementation of the actions identified by the fire risk assessments. All progress made by the Fire Action Group will be reported back to future meetings of the Health and Safety Committee.

An Elected Member raised concerns regarding rough sleepers entering blocks of flats on Sandy Lane via the self-closing doors and sleeping in the stair wells. The Safety and Resilience Manager agreed to raise it at his next Safety Group meeting.

It was noted that the figures for the fire training will increase during the next period as new staff from A1 Housing will have to carry out the fire training.

Members were advised that the Legionella Risk Assessments have taken place and have been put onto the SHE system and remedial works have been assigned to the Water Quality Monitoring Officer. Community Centres are due to be risk assessed in the next two months.

Members raised questions regarding the splash pools. A request was made for the company who recommission the splash pool to come out earlier in order to outline any faults that may occur. This will prevent the risk of delay when re-opening splash pools.

Concerns were raised regarding the Police as they are now situated within Queen's Buildings. Issues included the fire safety of the Police and car parking issues. The Safety and Resilience Manager commented that a meeting is due to be set up with the Police to outline all concerns.

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

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

An Employee Representative raised concerns regarding the toilet vandalism happening within Queen's Buildings, toilet hygiene and issues regarding the way the Police deal with individuals who are entering and exiting Queen's Buildings for Police purposes. In response to concerns raised members were advised that toilet vandalism is being monitored, Heads of Service should be made aware, and anyone who is seen entering and exiting the toilet during this period will be interviewed.

Questions were raised regarding the change in Occupational Health Services specifically if the Health Screening still takes place. The Safety and Resilience Manager informed Members that they have not had any additional information regarding the change, but has requested some information from Human Resources indicating what the contract contains. It was agreed that the response from Human Resource will be circulated to Committee Members.

RESOLVED that information regarding the new Occupational Health Service will be circulated to Committee Members once a response has been received from Human Resources.

(Meeting closed at 2:25pm.)