

**MINUTES OF THE SAFETY COMMITTEE  
HELD ON**

27 June 2017

11.00 am - 12.05 pm

**PRESENT**

**Committee Members**

Donna Beechener  
Karl Carr  
Jackie Davies  
Sandra Farrington  
Richard Greaves  
Brian Keane (Chair)  
Daniel Maylin  
Kim Middleditch  
Jane Millar

**Officers**

Lisa Thornett, Customer Services Officer

1. **APOLOGIES FOR ABSENCE**

Apologies were received Wendy Makepeace, Stuart Mosely and Angela Street.

2. **MINUTES OF LAST MEETING HELD ON 02 MARCH 2017**

**AGREED** that the minutes of the meeting held 2 March 2017 are agreed as a correct record and the following statement would be included in point 145:

Discussion at previous Committee that an annual check/review, regardless of any changes made, of all teams risk assessments should be carried out and reported back to the Health and Safety Team for recording purposes. This was a recommendation following the Lone Working Audit.

3. **MATTERS ARISING - ACTIONS COMPLETED**

It was agreed that items in the minutes would be picked up throughout the meeting.

4. **HEALTH AND SAFETY UPDATE**

a) Accident Statistics / Aggressive Incidents

The Committee received a report on health and safety statistics. The statistics identified, for staff, five minor and one RIDDOR and no further

action required and for members of the public, eight minor and three RIDDOR and no further action required.

The Committee were advised that a meeting with Insurance had been arranged to discuss processes and procedures around accident/incident form completion and the committee would be updated at the next meeting.

b) Mental Health Awareness Training

The Committee was informed that the training had been really successful. Staff agreed that the training in most cases had been relevant.

Health and Safety informed the Committee that there is a waiting list and they would be looking to hold another two sessions; dates and times to be confirmed.

c) Lone Working Training - Personal Safety

Lone Working Training.

Health and Safety advised that they are currently half way through the programme and that it was being well received. There are some issues around the system and the trainer will give a report at the end of the course.

The Health and Safety team are also in the process of setting up Managing Lone Workers and Conflict Management courses.

Councillors have expressed an interest in being involved in the training which the Health and Safety team will look into.

Health and Safety advised that a meeting had been scheduled to discuss the possibility of having an app that Officers could use for Lone Working.

d) Staff Safety Register (SSR)

Corporate letters are now on Infonet for all Officers to use. Officers will need to delete areas that are not applicable to them.

If assistance is needed to log an SSR, Contact Harlow are happy to assist Officers to input the information.

e) Health Surveillance

Health and Safety advised that the programme was in place and that all those identified are on the programme.

The team advised that all Third Tier Managers had been emailed and advised that if Officers did not attend the appointment that the service would be recharged.

f) Risk Assessments - Annual Review

Third Tier Managers were emailed with a form to complete to confirm that all Risk Assessments reviews had been completed.

5. **STATUTORY TESTING POLICIES - HOUSING (SET ITEM)**

Daniel Maylin provided an update and confirmed that the dry rise issue in Brenthall Towers had been fixed.

HTS (Property and Environment) Ltd is currently preparing a business plan regarding the electrical repairs in council properties.

6. **FIRE SAFETY UPDATE - HOUSING (SET ITEM)**

Karl Carr advised the Committee that all Council blocks had been inspected along with Fire Safety Officials and advised that all were considered safe. He also read the attached statement from Andrew Murray, Head of Housing regarding tower blocks following the Grenfall Tower tragedy.

The Committee were also advised that praise had been given to the Council following the report on the One Show.

7. **ANY OTHER BUSINESS**

**Tea and Cake with Heads of Service.**

Brain Keane advised that this had been a success and that one Officer had shown a concern regarding the security at the back of the building. It was agreed that Sandra Farrington would look into this and put something in WIS to advise Officers.

**Harlow is 70 Carnival**

All meetings are proving to be positive with the appropriate support in place. SAG meetings have been held to put preparations in place for both Carnival and for Firework Event.

**IOSH – Managing Safety**

Two extra spaces have become available from HTS (Property and Environment) Ltd for the IOSH course, should anyone be interested please email the Health and Safety Team.

8. **DATE OF NEXT MEETING**

Proposed date of the next meeting is Thursday 28 September 2017 at 2pm in Committee Room 2a.

CHAIR OF THE COMMITTEE

# Harlow District Council Accident/Aggressive Incident/ Near Miss Totals 2016/2017

<u>Accidents to Employees</u>	2016/17			2015/16		
	<u>RIDDOR</u>	<u>Minor</u>		<u>7+ Days</u>	<u>Less 7 Days</u>	<u>Minor</u>
April	0	0		0	0	1
May	0	1		0	0	1
June	0	0		0	1	2
July	0	3		0	0	1
August	0	1		0	0	2
September	0	0		0	0	1
October	0	0		0	0	2
November	0	1		0	0	2
December	0	1		0	0	0
January	0	3		1	3	0
February	0	1		1	3	0
March	1	1		0	0	0
<b>Total</b>	1	12		2	7	12

<u>Areas for Accidents to Employees</u>	<u>April - June</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>
Place				1
Housing	1	2		2
Community Wellbeing		2	2	3
Regeneration				
Governance				
Finance				
Others Sites				
<b>Total</b>	1	4	2	6

<u>Near Miss Incidents to Employees</u>	<u>April - June</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>
Place				
Housing				
Community Wellbeing	PLAYHSE Contractor			
Regeneration				
Governance				
Finance				
Others Sites	KIER x1			
<b>Total</b>				

<u>Aggressive Incidents to Employees</u>	2016/17	2015/16
April	4	1
May	5	2
June	2	10
July	6	16
August	7	4
September	6	7
October	4	6
November	3	3
December	0	3
January	3	8
February	4	6
March	2	2
<b>Total</b>	46	68

<u>Areas for Aggressive Incidents</u>	<u>Apr - Jun</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - March</u>
Place		1	1	2
Housing	3	7		2
Community Wellbeing	8	11	5	5
Regeneration				
Governance			1	
Finance				
Others Sites				
<b>Total</b>	11	19	7	9

<u>Accidents to Members of Public</u>	2016/17		2015/16	
	<u>Minor</u>	<u>Reportable</u>	<u>Minor</u>	<u>Reportable</u>
April	4	0	4	0
May	3	0	3	1
June	8	2	6	0
July	9	3	4	0
August	1	0	3	1
September	6	0	2	0
October	1	0	5	0
November	0	0	3	0
December	2	0	10	0
January	5	2	3	1
February	2	1	3	1
March	1	0	6	1
<b>Total</b>	42	8	52	5

## **FIRE SAFETY MANAGEMENT**

### **SUMMARY**

The Council has 14 blocks that hold 388 tenants that were built between 1953 and 1990. The majority of these have been built of traditional construction.

Out of the 14 tower blocks only two blocks (Brenthall Towers) have cladding fitted in the late 1990's made out of solid "non-combustible" materials with the system and materials used complying with building regulations, and are not the same design as the Grenfall Tower in Kensington.

An assessment of fire safety procedures is regularly undertaken in liaison with Essex Fire Service. They have approved the approach being adopted in tower blocks, supported housing, and temporary accommodation schemes. In addition, fire risk assessments are completed bi-annually in-line with Fire Safety Orders (FSO's) and prioritised with associated action plans. A robust inspection regime is in place which involves monthly, weekly monitoring and recording.

- The tower block fire safety plans are on the website with guidance published and posted on the noticeboards in the communal areas where appropriate with evacuation procedures. In addition, a copy of these plans are given to all new tenants within the blocks.
- Two tower blocks have fire alarms which are tested regularly. Installing fire alarms in all tower blocks has not been identified as a requirement from the Fire Risk Assessment process. However, smoke detectors are fitted within individual properties with each property having a smoke/heat detector as well. These are serviced annually.
- There is a robust inspection regime, consisting of monthly and weekly inspections and any actions are recorded and dealt with as a priority. This includes removal of combustible materials (dumped rubbish), evacuation arrangements and position of appropriate signage. There are no outstanding actions.
- Outcomes of fire risk assessments are prioritised in regard to the level of urgency. Fire stopping and "compartmentalisation" includes issues of fire resistance level of smoke penetration/travel, and emergency lighting, and included in the programmes of capital works completed each year. Each year, there is a programme of individual communal fire safety door renewal which now includes "leaseholders" who will be re-charged. Air ducts are present in each block and serviced annually.

- The emergency lighting and lightning conductors within tower blocks form part of the Council's statutory inspection regime and are compliant and certificated.

The Council is developing a programme to re-furbish its tower blocks which has not commenced. The safety of its residents will remain the top priority, learning any lessons from recent major incidents and updated fire safety reports. There is a planned article on fire safety which was to be included in the next Harlow Times scheduled for July 2017. All residents of tower blocks are to be written and hand delivered by housing officers to provide re-assurance. Information on personal home safety visits by a Fire Safety Officer will also be provided.

**Andrew Murray**  
**Jun 2017**