

**MINUTES OF THE SAFETY COMMITTEE  
HELD ON**

31 January 2018

11.00 - 11.45 am

**PRESENT**

**Committee Members**

Brian Keane (Chair)  
Donna Beechener  
Karl Carr  
Jackie Davies  
Sandra Farrington  
Richard Greaves  
John Harty  
Kim Middleditch  
Stuart Moseley  
Glenn Spreadbury  
Natasha Terrell

**Officers**

Adam Rees, Governance Support Officer

17. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Rory Davies, Wendy Makepeace and Angela Street.

18. **MINUTES OF LAST MEETING HELD ON 11 OCTOBER 2017**

**RESOLVED** that the minutes of the meeting held on 11 October 2017 were agreed as a correct record.

19. **MATTERS ARISING - ACTIONS COMPLETED**

**Risk Assessment Review**

Jackie Davies said that there had been a good completion rate of departmental risk assessments. Most of the outstanding assessments were being completed.

**DSE Assessments**

Information was now more readily available and has been placed more prominently in WIS.

## **Fire Safety Update**

Two fire evacuations had taken place: one during the day; and one in the evening. The evacuation time for the one in the day, was between four and five minutes.

During the evening, whilst there were fewer people in the building, the evacuation had taken longer due to people not leaving the building immediately.

## 20. **HEALTH AND SAFETY UPDATE**

### a) Lone Working - Personal Safety App Report

Glenn Spreadbury explained that a contract with O2 was due to be signed which would unify the Council's billing.

The Council would be procuring new phones for lone working. A list of lone workers was circulated for comment by managers. There would be 153 new phones which would equate to one in every three lone workers. Some departments may need a proportionally higher number and some lower.

A rationalisation process would be undertaken for existing phones.

Brian Keane said he would ask Karen Brandon about any requirements for canvassing staff.

### b) Accident Statistics / Aggressive Incidents

Jackie Davies said there had been three RIDDORs on land owned by the Council. There had also been seven minor accidents and three near misses, two of which were at the Latton Bush Centre.

Stuart Moseley asked about two incidents at the Playhouse. In response, Jackie Davies explained that both incidents related to non-Council equipment being used by an external company.

### c) Staff Safety Register (SSR)

Jackie Davies explained that the SSR was being transferred to a new platform which was due to go live the following week. It was a requirement that when the Register was reviewed those who were kept on it were informed. However, it was considered that in some instances this would not be appropriate. Legal advice was being sought on this matter.

### d) Health and Safety Audit

This would be considered at a later date.

- e) Events - Firework Night/ Christmas Lights/ Coca Cola truck/ Pets Corner Activities

The fireworks display has been successful but there had been an increase in the amount of anti-social behaviour. It was hoped that next there would be more plain clothed Police Officers on duty.

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

Karl Carr said that the electrical testing programme for 2018/19 was being completed and that both gas testing, as well as lift testing levels were at 100 percent. The CO detector installation programme was now in place.

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

Karl Carr said that the Government had released a draft report on building control and proposed that fire risk assessments were carried out on tower blocks every year.

The Council had reviewed some of its policies surrounding safety in tower blocks and had completed fire risk assessments for the 14 tower blocks in Harlow owned by the Council.

He would check that issues with non-Council owned tower blocks had been resolved.

23. **ANY OTHER BUSINESS**

None.

24. **DATE OF NEXT MEETING**

To be agreed.

CHAIR OF THE COMMITTEE