

**MINUTES OF THE SAFETY COMMITTEE  
HELD ON**

27 September 2018

2.00 - 2.27 pm

**PRESENT**

**Committee Members**

Donna Beechener  
Jackie Davies  
Richard Greaves  
John Harty  
Wendy Makepeace  
Kim Taylor  
Stuart Moseley  
Natasha Terrell

**Officers**

Colleen O'Boyle, Interim Head of Governance  
Lisa Thornett, Corporate Governance Support Officer

33. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Carl Karr, Sandra Farrington and Angela Street.

34. **MINUTES OF LAST MEETING HELD 26 APRIL 2018**

**RESOLVED** that the minutes of the last meeting held on 26 April 2018 were agreed as a correct record.

35. **MATTERS ARISING - ACTIONS COMPLETED**

Jackie Davies informed the group that the paediatric pads have been ordered for Contact Harlow and the Playhouse. Paediatric training has been carried out.

The group was also informed that the Playhouse security visit the Civic Centre as part of their daily routine. Their presence has shown a positive response.

Stuart Moseley informed the group that the public version of the accident form has been tested. All the feedback received has been sent to Contact system administrators who will work to make the amendments.

36. **HEALTH AND SAFETY UPDATE**

a) Accident Statistics / Aggressive Incidents

Jackie Davies advised the group that there had been one RIDDOR to a member of the public.

There had been one aggressive incident in Housing entered onto the Staff Safety Register as a cautionary contact.

The Hepatitis B injection is now back in stock and therefore the appointments will resume.

b) Corporate Risk Assessments

Jackie Davies advised the group that Environmental Health is outstanding with their risk assessments but this is being worked on. She informed the group that all risks assessments have to be reviewed yearly, however if there is a significant change please review immediately and do not wait for the yearly review.

c) Staff Safety Register

Jackie Davies advised the group that there are ongoing discussions with Legal.

Some residents appear on the safety register and seem to just stay on there, whilst there could be legitimate reasons for them staying. It is important that the Council can evidence why they should remain on the register, with them being informed.

A form has been designed and it was put to the group for approval. Wendy Makepeace, asked that she be able to take the form back to Housing to view along with the processes that Housing have in place.

Rory Davies, advised the group that the Playhouse are part of the Behave Or Be Banned (BOBB) scheme which is a Licensed Group Warning System.

Kim Taylor also asked the group if there was a policy in place to deal with Mental Health issues. Natasha advised the group that there is an Acceptable Behaviour Policy and also the Vexatious policy.

Colleen O'Boyle suggested that along with the Legal team she would look at bringing the policies together.

d) Lone Working - Personal Safety App Update - Trial

Jackie advised the group that the Stewards will be testing the App in the next few weeks. There are still some issues with IT getting information from Services as to who will need a phone.

Councillors are having a more bespoke one working training, which is being progressed.

Wendy Makepeace advised the group that she is concerned for staff at present.

Colleen agreed to talk to the SMB Team regarding the budget for paying for the phones.

e) Events - Carnival/Paddling Pools

Jackie updated the group that the Carnival, despite the rain, was a great success. As were the paddling pools with no reported accidents.

f) Bonfire Night (Management Plan)

The Bonfire organising is underway; there is a SAG meeting scheduled to ensure the safety of all at the event.

Jackie also showed the group a document which has been pulled together with Risk Assessments, templates etc. The document in previous had no ownership, it has now been decided that Brian Keane will sign the document as Managing Director.

37. **STATUTORY TESTING POLICES - HOUSING (SET ITEM)**

No update.

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

Wendy Makepeace advised the group that all Fire Safety Policies have been reviewed and have been updated on the web.

Wendy will update the group at the next meeting regarding flat doors as new legislation will have an impact on the Council.

39. **HEALTH AND SAFETY REVIEW (UPDATE)**

HTS (Property and Environment) Ltd, held a Health and Safety review. There were lots of positives to come out of the review, however there were also items that need reviewing.

HTS are looking to write a Service Level Agreement in order to work together.

Wendy asked to be involved in the discussions as she would need to understand what is involved and if it crosses over the Contract Administration. It was agreed that Health and Safety, Natasha Terrell would meet Wendy to ensure that work is not repeated or not done at all.

40. **ANY OTHER BUSINESS**

None

41. **DATE OF NEXT MEETING**

The date of the next meeting is Thursday 24 January 2018 at 10am.

CHAIR OF THE COMMITTEE