

**MINUTES OF THE SAFETY COMMITTEE
HELD ON**

29 January 2019

10.00 - 11.00 am

PRESENT

Committee Members

Donna Beechener
Jackie Davies
Sandra Farrington
Richard Greaves
John Harty
Wendy Makepeace
Stuart Moseley
Michael Pitt (Chair)
Angela Street
Natasha Terrell
Shelia Underdown

Officers

Hannah Criddle, Governance Support Officer
Glenn Spreadbury, Technical Operations Manager

42. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Karl Carr, Rory Davies and Kim Taylor.

43. **MINUTES OF LAST MEETING HELD**

RESOLVED that the minutes of the last meeting held on 27 September 2018 were agreed as a correct record.

44. **MATTERS ARISING - ACTIONS COMPLETED**

Jackie Davies informed the group that the Staff Safety Register (SSR), Remained Inclusion non-correspondence letter has been approved and will be added to the Infonet.

45. **HEALTH AND SAFETY UPDATE**

46. **ACCIDENT STATISTICS / AGGRESSIVE INCIDENTS**

Jackie confirmed that there were no significant issues raised with no emerging trends. Jackie noted that there have been a couple of old accident reports received which have only just been reported.

47. **PUBLIC REPORTING OF ACCIDENTS/INCIDENTS ONLINE**

Stuart Moseley advised that the online public accident/incident reporting form has been revised. Insurance will provide Contact Harlow with updated training before the form goes live. Natasha Terrell requested a record of the officers who receive training for HR records.

48. **ALLERGIES - FIRST AIDERS GUIDANCE/ THIRD TIER MANAGERS / EPIPEN**

Jackie advised the group that First Aiders and Third Tier Managers have been emailed information and prompt sheets regarding allergies. Jackie has a dummy EpiPen which staff can use to practice.

49. **DRIVING AT WORK - LOG BOOK PROCESS**

Jackie advised that when the current stock of old yellow log books have been used they will be replaced with new log folders. Mileage and vehicle checks will be recorded by the driver in the log folder and any issues reported to the Manager. Information from the log books will be loaded onto an Excel spreadsheet, held centrally at Mead Park Depot Transport section.

50. **ROOM BOOKING RISK ASSESSMENT PROCESS**

Sandra Farrington confirmed that since the room booking process has changed Facilities have been unsure about some events in terms of what is happening and event size. Sandra and Jackie are updating the online booking form. If the event is not covered by the general risk assessment, a specific risk assessment will need to be completed.

Sandra advised that external room bookings need to be agreed by Heads of Service.

51. **FIREWORK/BONFIRE EVENT - FEEDBACK**

Jackie confirmed that the Fireworks/Bonfire event went well. The event was family-orientated and there were no issues with anti-social behaviour as in previous years.

52. **LONE WORKING - PERSONAL SAFETY APP UPDATE - TRIAL EVALUATION**

Sandra advised the group that the App has been tested by the Stewards but it is not very popular and effective. It was agreed that the App is not practical for our purpose. Glenn Spreadbury agreed to contact the ELP to see what processes they have in place for lone working.

Glenn will look at the phone requests received to see how many phones will need to be ordered. Legal will also need to look at the contract before it is signed.

Natasha agreed to provide further lone worker trainer for those who are new or missed the previous training.

53. **STANDING ITEM REMINDER; CORPORATE RISK ASSESSMENTS - REVIEW/DATE/SIGNIFICANT CHANGES**

Jackie reminded the group to ensure that risk assessment are updated, reviewed and communicated.

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

An update will be provided at the next meeting.

55. **FIRE SAFETY POLICIES - HOUSING (SET ITEM)**

Wendy Makepeace confirmed that there was a review of the policies in August. Wendy also confirmed that they are about to start FRA's in tower blocks.

56. **ANY OTHER BUSINESS**

Jackie advised that she is looking at the volunteer form as more information may be needed regarding volunteers health and safety. Stuart confirmed volunteers are covered by insurance but Insurance would still like information on regular volunteers. Michael Pitt confirmed a task and finish group may need to be set up for this project.

Richard Greaves advised the fire door on the second floor stairwell landing keeps sticking open. Sandra will look into this. Sandra advised officers can call 6566 to report repairs to the Stewards which will then be logged. Sandra will speak to the Communications Team about putting a reminder in the WIS.

57. **HARLOW MUSEUM.**

Jackie confirmed that Harlow Museum is now being managed by the Council again. Checks on alarms and systems are in the process of being carried out. Angela Street also confirmed that minor repairs are being progressed.

58. **DATE OF NEXT MEETING**

The date of the next meeting is 3 April 2019 at 10am.

CHAIR OF THE COMMITTEE