

**MINUTES OF THE SAFETY COMMITTEE  
HELD ON**

23 January 2020

10.00 - 11.25 am

**PRESENT**

**Committee Members**

Michael Pitt (Chair)  
Donna Beechener  
Jackie Davies  
Sandra Farrington  
Terry Harvey  
Kim Taylor  
Stuart Moseley  
Michael Pitt  
Natasha Terrell

98. **APOLOGIES FOR ABSENCE**

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

99. **MINUTES OF LAST MEETING HELD ON 10 OCTOBER 2019**

**RESOLVED** that the minutes of the last meeting held on 10 October 2019 were agreed as a correct record.

100. **MATTERS ARISING - ACTIONS COMPLETED**

a) Minute 92 - WIS Health and Safety Update Newsletter

Jackie Davies advised that the last Health and Safety newsletter was sent out on Kaonet in December, however, she has had feedback that a number of people had not seen it. Donna Beechener advised staff do not like the newsletter in general. She had brought this to Brian Keane's and Simon Freeman's attention. Michael Pitt will raise the issue with the Communications Team. The Committee discussed the possibility of Health and Safety newsletter being uploaded to the Metacompliance system so officers have to read the document.

101. **HEALTH AND SAFETY UPDATE**

102. **ACCIDENT STATISTICS/AGGRESSIVE INCIDENTS**

Jackie reported that no trends have been identified. There had been a query on whether volunteers are classed as public or staff for accident purposes. Stuart Moseley advised volunteers are covered under the

Council's Employers Liability Insurance. Natasha Terrell confirmed this would need to be discussed further outside of the Committee. For the accident statistics, an additional column would be added for volunteers.

Jackie noted that the reporting of accidents at the Playhouse, Leah Manning and Supported Housing has improved.

103. **HEALTH SCREENING - REVIEW/MANAGERS TO ASSESS**

Michael advised that the health screening that is undertaken by officers when joining the Council was being reviewed. It is the manager's responsibility to determine what screening was appropriate. The Committee agreed that guidance and advice was needed for managers.

104. **LONE WORKING**

Michael advised the Committee that the Housing team had trialled the lone working device "SkyGuard". The trial had reportedly gone well and arrangements were being made to procure sufficient devices to meet the needs of the wider Housing team.

105. **FIRE RISK ASSESSMENTS - CIVIC CENTRE AND LATTON BUSH**

Sandra Farrington advised that the short-term issues that had been highlighted from the Civic Centre Fire Risk Assessment had been dealt with. Outstanding issues include smoke dampers, cavity barriers and fire doors. Sandra confirmed she was in the process of getting quotes, however, it would need to go through the procurement process.

Sandra also advised that all of the lighting will be changed to LED. Some emergency lighting had already been replaced and would be completed within the next month. The replacement of the normal lighting should commence in the spring.

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

Jackie confirmed that this item was ongoing.

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

Michael confirmed that Wendy had provided the information which was circulated at the meeting.

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

Jackie advised that Wendy had provided an update to confirm that the final draft of the revised fire safety management policy should be going to the Portfolio Holder for Housing for signing-off in February.

109. **ANY OTHER BUSINESS**

Terry Harvey noted that a low-rise flat block with significant Building Regulations compliance issues had been identified, however, he noted that the Housing team was now reviewing the Council's low-rise flat blocks following the completion of the assessments for the high-rise blocks.

Sandra raised the issue of communication across the Council. The example given was the Spring Clean day which took place on 22 January 2020. Sandra was not aware that this was taking place and the arrangements that had been made led to major health and safety issues. The Committee agreed that the spring clean was a good idea, however, it needed clearer communication between all departments and should be done more regularly in smaller sections.

Kim Taylor noted that the front doors to the Civic Centre had been closed due to the wind and cold. Sandra confirmed that she was looking into alternative heating and cooling systems, however, this would be a longer-term solution and quotes would need to go to the Senior Management Board.

Kim noted that Contact Harlow had lost a couple of members of staff who were first aiders and fire marshals. Kim was therefore concerned at the lack of both roles now on the ground floor. Jackie confirmed that there are sufficient first aiders and fire marshals in the building to meet formal requirements, however, provision would be reviewed having regard to current staff distribution around the building.

110. **DATE OF NEXT MEETING**

The date of the next meeting is 28 April 2020 at 10am.

CHAIR OF THE COMMITTEE