

## **MINUTES OF THE SAFETY COMMITTEE HELD ON**

14 October 2020

10.00 - 11.00 am

### **PRESENT**

#### **Committee Members**

Michael Pitt (Chair)  
Jackie Davies  
John Harty  
Terry Harvey  
Graham Jarvis  
Wendy Makepeace  
Kim Taylor  
Michael Pitt  
Natasha Terrell

#### **17. APOLOGIES FOR ABSENCE**

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

#### **18. MINUTES OF LAST MEETING HELD ON 25 JUNE 2020**

It was noted by the Committee that Ron Street did not attend the last meeting, and Graham Jarvis should be added to the attendees, therefore, the minutes needed amending.

**RESOLVED** that the minutes of the last meeting held on 25 June 2020 were agreed as a correct record once the above mentioned changes had been made.

#### **19. MATTERS ARISING - ACTIONS COMPLETED**

Graham Jarvis and Jackie Davies confirmed that the risk assessment for first aiders had been completed and that Covid-19 first aid kits were now located in the Civic Centre kitchens. Michael Pitt also confirmed that Covid-19 related guidance had been sent to all first aiders.

Michael agreed to contact the Governance Support team to see if communications could be sent to all Third Tier Managers on updating COSHH data and risk assessments. Michael confirmed that the updated Health and Safety policies were now available on the Council's website.

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

#### **21. ACCIDENT STATISTICS/AGGRESSIVE INCIDENTS (APRIL-JUNE AND JULY-SEPT 20)**

Jackie advised the group that the statistics consisted of two quarters, however, there were no trends.

22. **CORONAVIRUS**

Jackie confirmed to the group that the first aider process had been circulated with the minutes of the last meeting. For out of hour situations where first aiders are required, a dedicated phone line was in the process of being set up. The phone line would call through to the Stewards first and then to the Water Gardens or Playhouse as required.

Graham agreed to contact IT to ask for a group first aider email address to be set up.

Jackie confirmed that all current external risk assessments received had been reviewed and taken to the Recovery Group for approval. Jackie also confirmed that risk assessment and Covid-19 guidance on the Kaonet was up to date and under constant review.

The group discussed how heating and ventilation may become an issue when the weather gets colder over winter. Graham confirmed that tweaks had been made to the ventilation system in the Civic Centre to ensure that air won't be recirculated throughout the building. Graham confirmed that when fan heaters were being used, they should only heat one person and not the entire office. Graham confirmed that he would look to see whether any further guidance on fan heaters was available.

Jackie also confirmed that relevant advice on all of these issues would be circulated as part of the Health and Safety Update newsletter.

23. **DSE/HOME WORKING ASSESSMENTS**

Jackie advised the group that a template document had been created and passed to the Recovery Group for approval. The mandatory form will be online and will also include information on support and wellbeing. Graham added that the form would be a prompt for conversations to take place between officers and their line managers.

24. **I LEARN H&S ONLINE TRAINING**

Jackie confirmed that she was working with HR on an online package which would remind officers of the Health and Safety principles and requirements. The training would be available via iLearn and nearly ready for rolling out.

Natasha Terrell advised the group that the Council had signed up to have access to a backlog of webinars from NBL Seminars. The webinars would

be available on the Kaonet. Natasha advised the group that HR were pushing for all officers to have one hour per week for online training.

25. **CORPORATE RISK ASSESSMENTS - REVIEW/UPDATE/SIGNIFICANT CHANGES**

Michael reminded the group to ensure risk assessments were reviewed and that COSHH data was refreshed if out of date.

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

Wendy Makepeace advised that she had not yet received the report for September. Overall, the position had improved and HTS and HDC had achieved full compliance for gas servicing. Wendy confirmed that the September report would be circulated once received.

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

Wendy advised the group that the policy had been reviewed and slight changes had been made around the Tort policy. Wendy confirmed that the EWS1 had been completed for half of the tower blocks, however, Joyners Field tower blocks failed due to the resin in the rain screen cladding. Wendy confirmed that other safety measures were in place, however, it was high priority to remove the cladding and complete remedial works. Wendy also confirmed that the Council was working with the Fire Service who were happy with the current management at the block.

Wendy also advised that the mobility scooter pilot schemes in the sheltered housing complexes were going well.

28. **ANY OTHER BUSINESS**

John Harty requested assistance from Jackie and Graham in terms of a site visit to consider ventilation at the Playhouse before the Pantomime started. Health and Safety agreed to visit as required.

Michael reminded the group that all PPE requests and orders (with the exception of Housing) were to be made through the Facilities Team (Sandra Farrington) to enable an accurate record of Covid-19 budget spending.

CHAIR OF THE COMMITTEE