

**MINUTES OF THE SAFETY COMMITTEE
HELD ON**

13 October 2021

10.00 - 11.10 am

PRESENT

Committee Members

Michael Pitt (Chair)
Jackie Davies
Rory Davies
John Harty
Terry Harvey
Gemma Maxwell
Scott Merry
Kim Taylor
Natasha Terrell

43. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Donna Beechener, Wendy Makepeace and Stuart Moseley.

44. **MINUTES OF LAST MEETING HELD**

RESOLVED that the minutes of the last meeting held on 21 April 2021 were agreed as a correct record.

45. **MATTERS ARISING - ACTIONS COMPLETED**

Michael Pitt confirmed that Third Tier Managers had been updated on the risk assessment and COSHH data responsibility of each team following the safety audit. Michael Pitt also confirmed that additional first aiders had been trained (mainly from Contact Harlow). Kim Taylor confirmed that the link with Playhouse Security had worked really well and requested that this continued.

46. **HEALTH AND SAFETY UPDATE**

47. **ACCIDENT STATISTICS / AGGRESSIVE INCIDENTS**

Jackie Davies advised that there were no trends or issues. An accident had taken place at the Adventure Playground which saw a follow-up from HSE, however, the process worked well and no further feedback was received from HSE.

48. **CORONAVIRUS**

Jackie Davies advised the Committee that lateral flow tests were still available in the Civic Centre and Latton Bush Centre. Officers were still being encouraged to test themselves twice weekly before coming into the offices and also advised to try to maintain social distancing and continue hand washing. Ventilation within the Civic, in particular Contact Harlow, is being followed up by Graham Jarvis. Jackie Davies advised that the Safety Team continued to assist with Risk Assessments for various council events.

Natasha Terrell advised that the Future Ways of Working survey had received 222 responses. The survey had finished but would be left open for a couple more days. A full report on the responses would go to the Senior Management Board in two weeks, however, Natasha advised in the meantime that a key theme was team connectivity.

49. **FIRE EVACUATIONS - CIVIC CENTRE - FIRE MARSHALS**

Michael Pitt noted that a fire evacuation had taken place recently at the Civic Centre which highlighted some issues. It was noted that the whole process needed re-assessing as, due to home working, there are fewer fire marshalls in the building. Jackie Davies advised that the Senior Management Board had suggested that a rota be prepared for each floor to give names of people responsible for sweeping their floor before leaving the building. Jackie Davies confirmed advice would be circulated to Third Tier Managers. Graham Jarvis advised other options had also been discussed including the use of a signing in sheet for officers or the data from the ID badges scanning into the Civic Centre as a list for confirming who is in the building.

50. **DRIVING AT WORK**

Natasha Terrell advised the Committee that there would be a new Driving at Work declaration form uploaded onto i-trent shortly. The form would be uploaded to every employee account but would be removed from individual employees accounts if it was not relevant.

Jackie Davies advised that a new log book system had been introduced for the Council's fleet of vehicles and confirmed that those people who use the vehicles have been advised.

51. **I-LEARN HEALTH & SAFETY / FIRE TRAINING MODULE**

Jackie Davies confirmed that there is a new Health, Safety and Fire Training Module on i-trent. Human Resources will arrange for this to be a mandatory course and circulated shortly.

52. **FIREWORK / BONFIRE EVENT**

Michael Pitt advised the Committee that the firework and bonfire event would be going ahead on 7 November 2021.

53. **NEW MANAGEMENT STRUCTURE**

The Committee noted that a new management structure had been proposed and may result in changes to the attendees of Committee.

54. **STANDING ITEM REMINDER - CORPORATE RISK ASSESSMENTS**

Michael Pitt asked the Committee to continue to review and update their risk assessments.

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

Michael Pitt advised that Wendy Makepeace had provided an update in her absence to confirm that all capital works had recommenced with various projects on site with work in progress.

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

Wendy Makepeace had provided an update in her absence to advise that the Waking Watch at Sycamore Field ends this month following the installation of the new fire detection system. Wendy Makepeace also advised that the annual review of fire risk assessments were underway for all high rise tower blocks and that fire risk assessments had been completed on all sheltered units.

57. **ANY OTHER BUSINESS**

Natasha Terrell advised the committee that a new wellbeing letter was being circulated by email. Natasha Terrell also advised that a new wellbeing platform would be launching in October and would be combined with the staff benefits discount platform.

Kim Taylor requested that the "Unacceptable Behaviour" policy be reviewed. Kim Taylor noted that Contact Harlow staff had seen an increase in difficult and aggressive customers. Kim Taylor noted that Contact Harlow advisors were finding this overwhelming and have noted the negative impact the interactions was having on their mental health.

58. **DATE OF NEXT MEETING**

The next meeting would be held in January 2022 with the date to be confirmed nearer the time.

CHAIR OF THE COMMITTEE