

**MINUTES OF THE SAFETY COMMITTEE
HELD ON**

28 April 2022

10.00 - 11.19 am

PRESENT

Committee Members

Michael Pitt (Chair)
Donna Beechener
Jackie Davies
John Harty
Graham Jarvis
Wendy Makepeace
Scott Merry
Kim Taylor
Stuart Moseley

59. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Gemma Maxwell and Natasha Terrell.

60. **MINUTES OF LAST MEETING HELD ON 13 OCTOBER 2021**

RESOLVED that the minutes of the last meeting held on 13 October 2021 were agreed as a correct record subject to the inclusion of Graham Jarvis who was added to the list of attendees.

61. **MATTERS ARISING - ACTIONS COMPLETED**

Jackie Davies advised that the fireworks event in November 2021 was very successful. She advised the committee that the event organisers may look into making changes to the firework event such as a laser or light show instead of a bonfire.

62. **HEALTH AND SAFETY UPDATE**

63. **ACCIDENTS / AGGRESSIVE INCIDENTS**

Jackie Davies advised the committee that there were no trends or issues for the third and fourth quarter. Jackie advised that there were three RIDDOR's (Pets Corner, Contact Harlow and Latton Bush Centre), however, these were all resolved.

It had been identified that there had been a rise in abusive behaviour displayed towards Contact Harlow staff. Graham Jarvis has run four work shops to help staff consider underlying reasons for aggressive behaviour

and what they can do in response to avoid escalating behaviour. Kim Taylor noted that the training was extremely well received as it involved psychology and human interaction. Donna Beechener and Wendy Makepeace expressed an interest in the training for their teams. Graham Jarvis would these areas and HR as necessary to make arrangements.

The committee discussed that Contact Harlow had been using the abuse line message very effectively to terminate aggressive calls. The committee also noted that expected behaviours from customers needed to be set out clearly. Michael Pitt would discuss this with SMB and the Communications Team.

64. **CORONAVIRUS / WORKING ARRANGEMENTS**

Jackie Davies confirmed that some of the coronavirus guidance remains in place including hand washing, periodic covid testing and ventilation in the building (the opening of windows/doors where possible). Graham Jarvis advised that there had been a request for updated council meeting guidance. Graham advised that there was no longer Government guidance in place for social distancing or mask wearing. Graham advised that teams could contact him to discuss updating their individual risk assessments.

Michael Pitt and Graham Jarvis also advised that papers had been submitted to SMB and WLT on the Covid guidance going forward.

Donna Beechener noted that now that more officers are returning to the office, offices needed bigger bins with lids. Wendy Makepeace advised that she would look into dual bins for recycling.

65. **FIRE EVACUATIONS - CIVIC CENTRE**

Michael Pitt emphasised that all staff are capable of acting as fire marshals. Michael noted that there needed to be more flexibility with the fire marshal role due to hybrid working. Michael also noted that there would be more regular fire drills and the Safety Committee should resume back to quarterly meetings.

Wendy Makepeace expressed concerns in terms of fire safety with the Ukraine Donation Centre on the ground floor of the Civic Centre.

66. **DRIVING AT WORK**

Jackie Davies reminded the committee that there had been changes to the Highway Code. She confirmed that an awareness message had been circulated.

67. **PAT TESTING**

Jackie Davies advised that the PAT testing was last completed three years ago and would be due again in Autumn 2022. Jackie noted that after this, the need for PAT testing may be reviewed. It was noted that the Playhouse organised its own PAT testing annually.

68. **TRAINING MATRIX**

Michael Pitt noted that the training matrix was a recommendation following the Health and Safety audit. The committee agreed that the training matrix would be more appropriate for officers who required more specialist training for their role rather than generic training. The completed matrix would need to be sent to HR on a quarterly basis.

69. **CORPORATE RISK ASSESSMENTS - STANDING ITEM**

Jackie Davies advised that the standing item was a reminder for all managers to update their risk assessments. Graham Jarvis advised the committee that he will be holding a training session on risk assessment writing which was aimed at events managers and premises managers. The committee expressed a desire for more general training on risk assessments for managers.

70. **STATUTORY TESTING POLICIES - HOUSING - STANDING ITEM**

Wendy Makepeace advised the committee that the Council was now in a better position with its statutory testing. There would be a compliance meeting next week so Wendy could circulate the most up to date compliance report then. Wendy confirmed that she was not aware of any issues at this stage.

71. **FIRE SAFETY UPDATE - HOUSING - STANDING ITEM**

Wendy Makepeace advised that the Housing Capital Programme had covered fire safety works for flat blocks including doors and windows.

Wendy advised that the Council had introduced a new policy for removing goods in passageways. The new policy had caused a few issues, however, it had political support from both political parties.

Wendy confirmed that officers were now focusing on the Civic Centre and Latton Bush Centre and were working through the FRA's from 2019 and 2020.

Stuart Moseley requested that the Council keeps the insurers up to date. Stuart also noted that the insurers will want to inspect the buildings themselves.

72. **ANY OTHER BUSINESS**

Stuart Moseley reminded the committee that volunteers are covered by Employers Liability and Public Liability policies, therefore, they must be treated the same as employees.

Scott Merry raised the issue of evacuation chairs; it was agreed that a review of requirements would be carried out by H&S with the Stewards Team.

73. **DATE OF NEXT MEETING**

To be confirmed.

CHAIR OF THE COMMITTEE