

## MINUTES OF THE SAFETY COMMITTEE HELD ON

23 November 2022

10.00 - 11.15 am

### PRESENT

#### Committee Members

Michael Pitt (Chair)  
Jackie Davies  
Graham Jarvis  
Scott Merry  
Kim Taylor  
Stuart Moseley

#### Officers

Adam Rees, Senior Governance Support Officer

#### 74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Rory Davies, John Harty, Wendy Makepeace and Gemma Maxwell.

#### 75. MINUTES OF LAST MEETING HELD ON 28 APRIL 2022

Agreed.

#### 76. MATTERS ARISING - ACTIONS COMPLETED

Graham Jarvis said that three further seminars had been run with the Playhouse to help staff consider underlying reasons for aggressive behaviour with a view to reducing its impact on the individual. Further sessions had been offered to Housing and Revenues and Benefits.

Michael Pitt had spoken to Simon Pipe about extending the use of the recorded abuse message currently used in contact Harlow. He would speak to other Assistant Directors.

#### 77. HEALTH AND SAFETY UPDATE

##### a) Attendees at Safety Committee

The Committee placed on record their thanks to Michael Pitt for chairing the meetings, as he was due to retire the following month.

Jackie Davies said that the purpose and format of the Committee would be reviewed. The Committee needed to include Officers from a variety of different departments.

b) Accident Statistics / Aggressive Incidents

Kim Taylor said that from May to October, Reception had needed to call security in from the Playhouse 111 times. There had been incidents involving aggressive behaviour and stalking.

It was agreed that Michael Pitt would escalate concerns and the recommendation of having a full time security officer in Reception.

c) PEEP Assessments

Jackie Davies said this would need to link into the fire safety plans. Graham Jarvis explained that advice would be given to managers of how to complete PEEP assessments. Guidance would be available on Kaonet.

Scott Merry updated the meeting on actions from fire risk assessments.. Protected routes remained in place and fire doors were being brought up to standard.

d) COVID update - Kaonet RA reviewed/dated

The risk assessment had been updated and more advice had been given. There was an updated COVID template for use by others.

e) PAT Testing

PAT testing was not a statutory requirement for the majority of equipment used by the Council. Advice had been given on visual inspections for WFH equipment. PAT testing could be scaled back in the future.

f) Firework event - SAG - Outcomes / Bonfire

The event had been successful. A new traffic management system had been implemented which had been effective.

g) Standing Item Reminder - (Links into Team RA's/Training Matrix)

Jackie Davies advised that the standing item was a reminder for all managers to update their risk assessments. Reviewing the links into the training matrix would be looked at.

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

None.

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

None.

80. **ANY OTHER BUSINESS**

The Committee discussed the use of filming/recording by the public during aggressive incidents. It was agreed that guidance would be sought from Legal about the filming of staff.

The Fire Plan needed to be reviewed as part of the Accommodation Review in relation to evacuation procedures.

81. **DATE OF NEXT MEETING**

To be confirmed.

CHAIR OF THE COMMITTEE