

**MINUTES OF THE SAFETY COMMITTEE
HELD ON**

12 October 2023

10.00 - 11.09 am

PRESENT

Committee Members

Norah Nolan (Chair)
Jackie Davies
John Harty
Graham Jarvis
Wendy Makepeace
Scott Merry
Kim Taylor
Stuart Moseley
Natasha Terrell

Officers

Adam Rees, Senior Governance Support Officer

98. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Donna Beechener, Gemma Maxwell, Katie Seymour and Angela Street.

99. **MINUTES OF LAST MEETING HELD ON 20 JULY 2023**

RESOLVED that the minutes be agreed and signed as a correct record.

100. **MATTERS ARISING - ACTIONS COMPLETED**

Norah Nolan, Interim Assistant Director – Environment, said the staff safety register was being reviewed and would be considered by SMB. It was stated any actions regarding Cautionary Contacts, must be addressed with the same level of priority response required for MP enquiries, Staged complaints, and FOI's. Norah suggested 10 working days.

Jo Penney, Customer Systems Manager – Customer Services, will provide Staff Safety Register refresher training as required.

Norah Nolan informed that three completed draft training matrix had been received to date and Audit had now signed this off. Ongoing matrix reports to be sent periodically to Health and Safety for recording.

The Chair expressed thanks to Katie Seymour for organising the Lone Worker training.

Graham Jarvis, Senior Environmental Health Officer, said the safety reviews at the Leah Manning Centre, Sam's Place and Latton Bush had been completed.

101. **HEALTH AND SAFETY UPDATE**

a) Accident/Aggressive Incidents / Security

Jackie Davies, Health and Safety Officer, said there were no accident trends or RIDDOR incidents to report.

Kim Taylor, Contact Harlow Manager, said there had been 29 incidents over the last quarter. Most of these had been carried out by repeat offenders. The number of unique offenders was much lower.

b) Health & Safety Review Inspections

Graham Jarvis said the inspections were on track and he was pleased with the performance. The Playhouse and Pets Corner had been scheduled over the next few months.

c) Events Update

Jackie Davies said the paddling pools had been open over the summer without incident. The cycle tour through Harlow was also successful. Planning for Fireworks night was in progress.

There had been an increased number of SAG's over the previous six month period with no issues noted.

d) Fire Safety Training

Jackie Davies had attended external fire safety training. There was a need for refresher training in various council buildings, which will be progressed.

Kim Taylor said that all of Contact Harlow needed training on fire safety procedures, following their office relocation, and this had been arranged.

e) Standing Item Reminder

Jackie Davies prompted that Risk Assessments needed to be reviewed. The Committee noted that there was no longer a requirement to specifically mention Covid in a RA. Ensure that training is included in the matrix, including the programmed lone worker training.

It was agreed that Natasha Terrell would publicise the council's sickness policy. HR would look at whether any guidance was needed in the policy surrounding Covid.

102. **STATUTORY TESTING POLICES - HOUSING (SET ITEM)**

Wendy Makepeace, Assistant Director – Housing and Property, said she would circulate an update on electrical testing.

RACC (Reinforced Autoclaved Aerated Concrete) was discussed with confirmation that following inspections of our buildings there has been no evidence or concerns.

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

This area was vulnerable throughout the town as a member of staff had left. A replacement with a specific focus on fire safety would be recruited.

104. **ANY OTHER BUSINESS**

John Harty, Facilities Manager – Harlow Playhouse, said work continued at the Playhouse in relation to water hygiene.

Scott Merry, Facilities Manager – Civic Centre, said a quote had been received to replace the fire alarm door sensors. An early morning fire drill was needed to test the doors in the Civic Centre.

Natasha Terrell, Assistant Director – Governance, HR and Legal said the Council Chamber had been booked on 21 November for a Five Healthy Ways to Wellbeing Event. A second session was being arranged at Pet's Corner.

Natasha Terrell said the flu jabs had been bought for staff and a notice would be in the Bulletin. Feedback had been received that staff didn't like the name of the Wellbeing Room. The possibility of having wellbeing rooms on each floor was being explored.

105. **DATE OF NEXT MEETING**

25 January 2024 at 2pm and 25 April at 10am.

CHAIR OF THE COMMITTEE