

MINUTES OF THE SAFETY COMMITTEE HELD ON

5 November 2015

2.00 - 3.15 pm

PRESENT

Committee Members

Brian Keane (Governance – Chair)
Donna Beechener (Revenue and Benefits)
Rebecca Bick (Health and Safety)
Dave Bonner (Housing)
Jackie Davies (Health and Safety)
Wendy Makepeace (Housing)
Daniel Maylin (Housing)
Kim Middleditch (Contact Harlow)

APOLOGIES

Karl Carr (Housing)
Sandra Farrington (Civic Centre/Latton Bush)
Richard Greaves (Building Control)
John Harty (Playhouse)
Scott Merry (Properties, Facilities and Projects)
Stuart Moseley (Insurance)
Marysia Rudgley (Community Safety)
Angela Street (Community and Wellbeing)
Natasha Terrell (Human Resources)

112. **MINUTES OF LAST MEETING HELD 16 JULY 2015**

AGREED that the minutes of the meeting held on 16 July 2015 are a correct record.

113. **MATTERS ARISING - ACTIONS COMPLETED**

- a) Ref 106 e) Driving at Work Policy
Health & Safety Team advised that this is now on the Infonet. It was noted that MOT and driving licence checks can be done online.
- b) Ref 107 e) Fire Training
The Health & Safety Team reported that three awareness training sessions had been carried out so far which were well attended. Further sessions will take place in the future.
- c) Ref 107 d) Paddling Pool Staff Training
The Health & Safety Team reported that experienced first aiders were given refresher training and new first aiders had the full one day EFAW course. Both were well attended and enjoyed, the season has now closed with no major issues arising.

114. **HEALTH AND SAFETY UPDATE**

- a) Statistics - Accidents to Employees/Aggressive Incidents/Accidents reported by Members of the Public

The Committee received a report on health and safety statistics for the period 1 July to 30 September 2015. The statistics indicate that the aggressive incidents have risen, this could be attributed to the addition of the Staff Safety Register (SSR) with people on a list or system prior to June being transferred over and/or better reporting.

One RIDDOR accident was reported in August following a fractured leg sustained by a child in the splash park. The child slipped when running, he received medical attention and is recovering well. An investigation was carried out and no further action is required.

- b) Statistics from the SSR

The SSR appears to work well in some areas but not so well in other areas that may be less used to reporting these incidents. Housing and Contact Harlow appear to have most use of the system and report that it is working well for them. Other areas reported a lower level of knowledge of the use of the system and how it can help with reporting of a concern at a property rather than a named individual.

AGREED that further to the initial training and follow up sessions that took place the Health & Safety Team will work with the teams that require further training to enable them to make full use of the system.

- c) Change to Risk Assessment Forms

The Health & Safety Team reported that some risk assessments may not have been done because of difficulties with understanding the format and the scoring system of the generic risk assessment forms that are available at present. The Team suggested that the forms be amended to make them easier to complete and understand by using a low, medium, high rating rather than the numerical system currently in place.

AGREED that the Health & Safety Team will amend the generic risk assessment forms.

115. **TOWN EVENTS**

- a) Home Freedom Parade

The event was extremely successful with much positive feedback received. It was well managed and very well received by the regiment and members of the public alike.

- b) Firework/Bonfire Event

The event went well and all went according to plan. The only negative feedback was about the weather.

- c) Pets Corner Opening
There was a “soft” opening event last week which was well attended and well received. There will be an official opening event next year to coincide with the 50th anniversary.
- d) Town Centre Christmas Lights Switch On
HDC are leading the installation of Christmas lights in the town centre with the exception of the Harvey Centre and the Water Gardens

116. **TRAINING**

- a) First Aid Training
The first EFAW and FAW courses have been completed and the Health & Safety Team reported that they had gone very well.

A question was raised as to when/if the list of first aiders had been reviewed. The Health & Safety Team confirmed that it had been reviewed recently in relation to how many first aiders there were for each floor on each working day. Once the current round of training courses has been completed there will be sufficient first aiders per number of staff on any given day at each location. The information on the noticeboards and on the Infonet has been updated.

117. **STATUTORY TESTING POLICIES**

Dave Bonner provided a verbal summary of the key areas including Gas Servicing, Electrical Safety and Asbestos Management.

Dave reported that a new gas servicing policy had been completed, the first draft of procedures had also been completed in October and he is now awaiting further clarification from Kier Harlow regarding key dependencies.

He further reported that a lot of electrical safety remedial works were ongoing and that the keystone implementation activities should be completed within the next two months.

Daniel Maylin confirmed that the first draft of the asbestos policy and procedures have been rewritten, and are being reviewed by the Contracts and Compliance Manager. He further stated that the retender for the asbestos survey contract was ongoing with a one year contract with the London Housing Consortium Framework in place from January 2016. During 2016 a full OJEU tender will take place to be in effect from 2017.

118. **FIRE SAFETY UPDATE**

Dave Bonner reported that FRAs are currently being carried out and reports are to be received in December 2015.

119. **ANY OTHER BUSINESS**

a) Reporting Accidents

The Health & Safety Team stated that some reports had come through that whilst important, just require some good housekeeping, for example using proper doorstops rather than boxes of paper for propping doors open.

b) Second Floor

There had been a report of flea bites from staff on the second floor, Wendy Makepeace had spoken with Sandra Farrington about the issue and it had now been resolved.

c) Heating

Donna Beechener raised the issue of the lack of heating in the offices on 2nd floor. There was a significant period of time between reporting the issue and receiving acknowledgment of the problem. The current situation is that there is a pump which is not working correctly that affects that area of the building, the replacement has been ordered and will be fitted when it arrives.

d) Incidents of Low Level Aggression

Kim Middleditch reported that she had monitored this over the course of a month and there had been about 100 incidents. She asked the Committee for thoughts on how this might be addressed due to the volume. Brian Keane stated that he would take this up with Human Resources to discuss whether some training might help people to handle these types of situations, particularly when there may be mental health issues in evidence.

It was suggested that a policy or procedure guide would be appropriate to ensure that there was some consistency in handling and reporting these incidents to ensure that all staff were aware of what they can do in these situations. Brian Keane asked Kim Middleditch to speak to Simon Pipe about drafting some guidelines.

AGREEDBrian Keane to speak to HR about possible training for staff to help them deal with mental health awareness.

AGREEDKim Middleditch to liaise with Simon Pipe to draft some guidelines or procedures for dealing with low level aggressive incidents and how to communicate this to the public.

120. **DATE OF NEXT MEETING**

17 March 2016, 2pm.