

MINUTES OF THE SAFETY COMMITTEE HELD ON

21 July 2016

2.00 - 2.50 pm

PRESENT

Committee Members

Brian Keane (Chairman)
Karl Carr (Housing)
Jackie Davies (Health & Safety)
Rory Davies (Playhouse)
Sandra Farrington (Civic Centre/Latton Bush)
Richard Greaves (Building Control)
John Harty (Playhouse)
Wendy Makepeace (Housing)
Daniel Maylin (Housing)
Kim Middleditch (Contract Harlow)
Stuart Moseley (Insurance)
Lisa Purse (note taker)

APOLOGIES

Donna Beechener (Revenues & Benefits)
Angela Street (Community Wellbeing)

128. MINUTES OF LAST MEETING HELD 17 MARCH 2016

AGREED that the minutes of the meeting held on 17 March 2016 are agreed as a correct record.

129. MATTERS ARISING - ACTIONS COMPLETED

- a) Ref 123 c – The Committee noted that mental health training for managers previously provided by ACAS was very useful.

AGREED that the Committee provides Brian Keane with staff numbers from teams that require mental health awareness and understanding training. This would allow HR to make appropriate training provisions.

- b) Ref 124 b – Jackie Davies, Health & Safety Officer, advised that this action is outstanding pending clarification from colleagues in Housing on appropriate wording for standard letters.

- c) Ref 126 a – Jackie Davies and Sandra Farrington advised that signage has been displayed and an article had been placed in the Weekly Information

Sheet (WIS) to prevent future near miss incidents at the rear of the Civic Centre.

130. **HEALTH AND SAFETY UPDATE**

a) Accident Statistics / Aggressive Incidents / Members of Public

The Committee received a report on health and safety statistics for the period 1 January to 31 March 2016. The statistics identified 2 RIDDOR incidents to employees and 3 reportable accidents to members of the public. Details of these were provided by Jackie Davies and it was noted that all incidents are followed up with Stuart Mosely in terms of Insurance/liability concerns.

b) Statistics from the Staff Register (SSR)

Noting that more statistics are reported now than before the SSR was introduced, Jackie Davies advised that the majority of reports emanate from Contact Harlow. The Committee was advised that Kim Middleditch had been granted additional permissions to assist with monitoring and reviewing. It was agreed that the SSR is generally used well although more joined up working would ensure consistency in future.

c) Access to SSR System & Assistance

See minute 130.

d) Health Surveillance

Further to the update given to the Committee at its March meeting, Jackie Davies reported that work is ongoing to capture as many staff names and requirements as possible and reminded the Committee to raise awareness throughout the Council to assist in this sizable task.

e) PAT Testing

Jackie Davies advised that during August and September 2016 a contractor would carry out PAT testing throughout all Council buildings. Members of the Committee were advised to expect to be contacted by the contractor to arrange an appointment for equipment to be PAT tested.

It was noted that all Council equipment is PAT tested every 3 years with the exception of the Playhouse equipment which is tested annually.

AGREED that a global email would be sent advising Council staff of the planned testing.

f) Lone Working Audit

Jackie Davies advised the Committee that she had met with colleagues from Audit to discuss the review of lone working policies and procedures in key areas of the Council including Housing and Community Safety. Members of the Committee were advised to carry out pre checks and think about additional lone working requirements and how they could be implemented.

g) Asbestos Management

See Minute Item 131.

h) Defib Training / Re-qualifying First Aiders

Jackie Davies advised that first aid training throughout the Council is being maintained. It was confirmed that the Civic Centre had sufficient first aiders.

i) Fire Drills - Procedures

Jackie Davies provided feedback on the recent fire drill that took place at the Civic Centre. It was reiterated that the meeting procedures that are displayed in each Civic Centre meeting room be referred to with particular attention to public and staff with mobility issues.

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

Daniel Maylin, Contracts and Compliance Manager, reported that corporate statutory testing policies and procedures had been agreed with Kier Harlow and that HTS (Property and Environment) Limited would adhere to the policies from February 2017. Daniel went on to advise that some of the policies, including asbestos and water, had been published to the Council's website and that the other agreed Policies would be published shortly.

Asbestos in the home leaflets were circulated to the Committee. Daniel advised that the leaflets had been posted to tenants and leaseholders and were available from Contact Harlow and on online at

<http://www.harlow.gov.uk/housing-asbestos>

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

Daniel Maylin advised the Committee that 42% of fire risk assessments originally identified had been completed resulting in the three year programme being ahead of schedule.

133. **PLAYHOUSE - UPDATE ON BUILDING WORKS**

Rory Davies, Technical and Projects Manager, circulated and summarised the Harlow Playhouse Capital and Building Works 2016-2019 report to the Committee which included the full Capital and Building Works Register.

134. **ANY OTHER BUSINESS**

a) Paddling Pools

Jackie Davies reported that the paddling pools were set to open on Monday 25 July 2016 and they would be open from 10 am – 6pm seven days a week until 1 September 2016. The opening of the splash park at Potter Street would be delayed due to work needed to the computer which would control the pool. Training for Paddling Pool Marshalls had been carried out and Jackie explained the role that is provided to the public.

Daniel Maylin advised that the electrical certificates for the paddling pools had expired and that this should be followed up with Angela Street.

AGREED that Stuart Mosely would assist with the issue of renewed certificates if necessary.

b) Planning Harlow Firework Event

Jackie Davies advised that organisation of the fireworks event had started and outlined some of the proposed changes from previous years.

c) Pets Corner's 50th Birthday celebration Event

Jackie Davies reminded the Committee that Pets Corner would be holding its 50 Birthday celebration event in the Town Park on Sunday 31 July 2016.

135. **DATE OF NEXT MEETING**

2pm Thursday 17 November 2016, Committee Room 2A

CHAIRMAN OF THE COMMITTEE