

**MINUTES OF THE SAFETY COMMITTEE  
HELD ON**

2 March 2017

2.00 - 3.10 pm

**PRESENT**

**Committee Members**

Donna Beechener  
Karl Carr  
Jackie Davies  
Sandra Farrington  
Richard Greaves  
Brian Keane (Chair)  
Wendy Makepeace  
Daniel Maylin  
Kim Middleditch  
Jane Millar  
Stuart Moseley  
Angela Street

**Officers**

Lisa Thornett, Customer Services Officer

144. **APOLOGIES FOR ABSENCE**

Apologies were received from John Harty who sent Rory Davies to represent him.

145. **MINUTES OF LAST MEETING HELD**

**AGREED** that the minutes of the meeting held 13 December 2016 are agreed as a correct record.

146. **MATTERS ARISING - ACTIONS COMPLETED**

Jackie Davies, advised the committee that the Health and Safety quarterly bulletin will commence this quarter and will appear in WIS at the beginning of April.

147. **HEALTH AND SAFETY UPDATE**

a) Accident Statistics/ Aggressive Incidents

The Committee received a report on health and safety statistics for the period October to December 2016. The statistics identified no RIDDOR, three minor incidents relating to Members of the public and 2 minor incidents relating to Staff.

b) Staff Safety Register (SSR)

Jackie Davies advised that work to produce a Council wide, generic letter should be finalised shortly with a view for the letters to be used corporately.

The Playhouse were advised should they have any incidents to report it. They should be sent through to Kim Middleditch or Sheila Underdown who will log the incidents for them.

c) Lone Working - Personal Safety

Jackie Davies advised that the Council some years ago trialled a safety device, which was similar to a key fob which Officers could place on the back of their ID badges.

Jackie is attending a seminar and will review lone working practises and current safety devices and will report back to the committee. The council would then need to decide who should have a device, for what reasons and the cost involved.

Stuart Mosely advised that there is a risk budget set aside that could be used.

Sandra Farrington enquired if there was an app that could be downloaded as most Officers would almost always carry their phones with them.

d) First Aid

Jane Millar advised the group that there are currently 37 paid First Aiders, within that amount there are 16 at the Civic Centre.

10 First aiders were not confident at defibrillation and therefore the Health and Safety Team arranged a one off course. Future First Aid courses will include defibrillation.

e) Health Surveillance

Currently there are 111 staff receiving Health Surveillance. Emails have been sent to all Third Tier Managers to ensure that all staff are captured.

f) Fire Safety

Jackie Davies provided the Committee with a report that answered all questions raised from the previous meeting.

g) Volunteer Registration Form

Following concerns raised at the Nature Reserve, an existing new form has been redesigned for all volunteers to use with regards to personal

medical information. The Committee were shown an example of this document.

In addition Jackie Davies and HR are working together to update the volunteers pack.

148. **STATUTORY TESTING POLICIES - HOUSING**

No areas of high or considerable risk to the council, compliance is well maintained and programmes in place to maintain a high level of satisfaction on all statutory elements.

Gas is maintained at 100% KPI.

Copy of the report will be circulated once it has had its final review with Andrew Murray.

149. **FIRE SAFETY UPDATE - HOUSING**

Copy of the report will be circulated once it has had its final review with Andrew Murray.

150. **ANY OTHER BUSINESS**

None

151. **DATE OF NEXT MEETING**

Date of next meeting Tuesday 20 June 2017

CHAIRMAN OF THE COMMITTEE