

MINUTES OF THE SAFETY COMMITTEE HELD ON

11 July 2024

2:00 – 2:56pm

PRESENT

Committee Members

Tanusha Waters (Chair)

Donna Beechener

Katie Blanchard

Jackie Davies

John Harty

Graham Jarvis

Gemma Maxwell

Bob Purton

Katie Seymour

Natasha Terrell

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Kim Taylor, Scott Merry, Rory Davies and Stuart Moseley. Katie Blanchard attended the meeting as a substitute for Stuart Moseley.

2. **MINUTES OF LAST MEETING HELD ON 25 APRIL 2024**

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

3. **MATTERS ARISING - ACTIONS COMPLETED**

Jackie Davies, Health and Safety Officer, had spoken with Officers regarding the meeting space in Contact Harlow as there was sometimes an issue with the public coming into the building and their aggressive behaviour. A meeting would be scheduled with the appropriate Officers regarding this issue.

Regarding Health and Safety Review Inspections, Jackie Davies confirmed that herself and Graham Jarvis, Senior Environmental Health Officer, were going ahead with programming and confirmed that they have scheduled in areas to inspect. Graham Jarvis advised that they had three upcoming inspections over the next month. Tanusha Waters, Assistant Director Planning and Building Control, asked if the areas that they inspect can be reminded of the fire evacuation processes.

Jackie Davies confirmed a list of attendees had been sent to Natasha Terrell, Assistant Director Governance, HR and Legal, for future discussion regarding attendees of the Safety Committee to ensure that all areas are represented. Natasha Terrell confirmed that she had also asked the Trade Union if they had a representative to bring forward. They advised that they would come back to her, however, she hasn't heard back so she will contact them again. Tanusha Waters advised that this could be taken to the Wider Leadership Team meeting to get a representative from every department.

4. **HEALTH AND SAFETY UPDATE**

a) Accident Statistics/Aggressive Incidents/Security - Contact Harlow

No specific accidents or incidents to report – no trends identified.

b) SSR - Staff Safety Register

Jackie Davies reminded the Committee that, if there are reviews on the safety register that need to be looked at, officers need to do these at the earliest convenience as there are a number outstanding. Natasha Terrell asked if this could go into the weekly communications bulletin to remind officers. Tanusha Walters confirmed she would see if this would be possible. Reminder also given that the SSR Policy and Procedures are all available on the Kaonet.

c) Health Surveillance/Screening

Graham Jarvis advised that himself and the relevant officers would be meeting the next day to discuss health surveillance/screening.

d) Lone Worker Out of Hours

Jackie Davies advised and reminded on the Lone Worker, Out of Hours process and informed it will be published on Kaonet. Tanusha Waters also suggested that this needed to be put onto the staff communications email as this was an important process that staff need to be aware of. Jackie Davies went over the process with the Committee as a reminder.

Natasha Terrell noted the ESS system was going to be reviewed and staff would be asked to update their emergency contacts. She advised she would be looking at the system to ensure managers are able to access their team's emergency contact details on ESS should they need to.

Tanusha Waters confirmed that the Lone Worker Out of Hours process and policy would be put onto Kaonet and on the ESS system with a link to Kaonet for staff to access.

Tanusha Waters advised that this item could be taken to the Wider Leadership Team to remind them of the protocol.

e) Standing Item Reminder

Jackie Davies noted that this was a standing item reminder.

Team risk assessments – review/update/significant changes, ensure inclusion of any relevant COSHH data, health screening requirements and/or required training – ensure you add this to the new Training Matrix record and report to H&S (Committee) quarterly via safety.officer@harlow.gov.uk.

Ensure Health and Safety is a set item on team briefing agendas.

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

Bob Purton, Operations Manager, advised the Committee the Statutory Testing Policies were continuously being updated when needed. The more recently updated policies were under a final review before they were due to be signed off. He advised that the bulk of statutory and regulatory tests are undertaken by HTS. He noted that some areas still needed some progression but that these were being monitored.

Tanusha Waters proposed statutory testing policies should be a standing item and that, when these are added to the forward plan, they need to be circulated to the Committee. She asked Bob Purton to provide an update on these at the October meeting.

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

Bob Purton advised that Harlow Council had received a notice served for Netteswell Tower. He confirmed that all information had been responded to and that Council was waiting for formal recognition.

Bob Purton confirmed that, out of the 660 blocks owned by the Council, Fire Risk Assessments had been completed on 360 blocks to date. He also advised that there were currently 4,500 outstanding actions from the 360 completed Fire Risk Assessments. Actions are given a Red, Amber or Green (RAG) rating based on their urgency with most Red actions being front door replacements, which were in hand as a dedicated programme.

Bob Purton also confirmed that across the town, the Council has 14 tower blocks, 12 of which meet the criteria of a High Risk Building (>18m in height) and two are categorised as a Relevant Building (11-18m in height).

Tanusha Waters asked if a Fire Risk Assessment update can be sent to the Committee when needed. She also asked for reports to be provided to the Committee and not just verbal updates. Bob Purton advised that these reports already get distributed, and that the Committee could be included in the recipients to these.

7. **ANY OTHER BUSINESS**

Jackie Davies updated the Committee on behalf of Scott Merry, Facilities Manager, who advised the accommodation review is still ongoing and assessments are still ongoing.

Jackie Davies advised the Committee that an evacuation drill took place a few weeks ago, a reminder was also sent out on Kaonet of the process. Some facilities issues were highlighted regarding the lift and doors, which have all been addressed and works on those have been completed. Jackie Davies advised members that if members of their team need PEEP (personal emergency evacuation plans), there is guidance on Kaonet.

Natasha Terrell advised that on ESS when they distribute their email for staff to update their profiles, an additional field could be added for staff to complete if they need a PEEP.

Graham Jarvis noted that updated fire posters were currently being updated and these should be ready in a few weeks.

Donna Beechener, Assistant Director Revenues and Benefits asked the Committee if a clearer message can be distributed to staff on the process of how all staff are fire marshals as staff may not be clear on what is expected from them. Tanusha Waters advised that there would be a slot available for the upcoming Teams staff briefings in which this could be discussed.

Comment received that fire communications generally referred to the Civic Centre and these should include other Council premises, covering their fire processes as required.

8. **DATE OF NEXT MEETING**

Thursday 17 October 2024 – 2pm

Thursday 23 January 2025 – 2pm

Thursday 24 April 2025 – 2pm

CHAIR OF THE COMMITTEE