

## **MINUTES OF THE SAFETY COMMITTEE HELD ON**

22 October 2024

2.00 - 2.46 pm

### **PRESENT**

#### **Committee Members**

Tanusha Waters (Chair)  
Donna Beechener  
Katie Blanchard  
Jackie Davies  
Rory Davies  
John Harty  
Bob Purton  
Katie Seymour  
Kim Taylor

### 9. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Stuart Moseley, Scott Merry, Graham Jarvis, Gemma Maxwell and Natasha Terrell. Katie Blanchard attended the meeting as a substitute for Stuart Moseley and Katie Seymour attended the meeting as a substitute for Natasha Terrell.

### 10. **MINUTES OF LAST MEETING HELD ON 11 JULY 2024**

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

### 11. **MATTERS ARISING - ACTIONS COMPLETED**

Donna Beechner, Assistant Director Revenues and Benefits, advised the Committee that, following the last meeting, as a manager, she can see staffs contact details on ESS. Katie Seymour, Senior HR Assistant, confirmed that the system had been updated to give managers this access.

Tanusha Waters, Assistant Director Planning and Environment, advised that going forward the attendee list for Safety Committee would change to also include the current members and Assistant Directors.

Union representatives who had been invited to attend Safety Committee, had asked for more clarity on why they were needed. Tanusha Waters asked Jackie Davies, Health and Safety Officer, to send them the terms of reference for the meeting and to liaise with them on this.

Jackie Davies advised that there were communications sent out on Kaonet and within the staff briefing reminding all staff of the Staff Safety Register, the policy and the importance of this being actioned and reviewed. Jackie Davies advised that she was still waiting for Housing to review their Staff Safety Register. Tanusha asked Bob Purton, Housing Operations Manager (Property), if he could raise this with colleagues to be resolved as soon as possible. Bob Purton to report back to next Committee.

Jackie Davies confirmed she was liaising with the Communications Team to give a briefing on fire awareness and evacuation processes in the coming months.

## 12. **HEALTH AND SAFETY UPDATE**

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

Jackie Davies said that there were no accident trends or RIDDOR incidents to report.

Kim Taylor, Contact Harlow Manager, advised that there were 24 incidents in the last quarter which was an increase from the previous quarter. These were mainly related to homelessness and housing. Kim Taylor advised the Committee that Contact Harlow staff do feel supported within their team. Rory Davies, Playhouse Manager, advised Kim Taylor to possibly speak to Justin Hopwood, Community, Leisure and Cultural Services Manager, as he may be able to discuss issues with the Health and Wellbeing Board. The Board may be able to provide advice or support especially for mental health related cases. Tanusha Waters advised she would inform the Wider Leadership Team of the increase in incidents to see if they can offer any advice or support.

### b) Lone Worker Safety

Jackie Davies advised that the previous Interim Chief Executive highlighted that the lone working policy needed updating. Jackie Davies confirmed that the current policy and guidance was on Kaonet. It was noted that the policy would still be reviewed with Human Resources leading on this.

### c) Health Surveillance/Screening (Occ Health)

Katie Seymour noted there was no update on occupational health services. Katie Seymour would raise this with Natasha Terrell, Assistant Director – Governance, HR and Legal, when she returns and would update the Committee in due course. Graham Jarvis, Senior Environmental Health Officer, had put forward some recommendations which would be reviewed.

### d) Health and Safety Reviews

Jackie Davies noted that, since the last meeting, a full review had taken place of Contact Harlow, Finance and Revenues and Benefits. It was noted that Housing would be next due for a review. The Committee noted that the reviews were on target to be completed by the end of the financial year. Jackie Davies noted that Graham Jarvis would be leaving Harlow Council so additional support would be needed.

- e) Standing item reminder; (Links into Team RA's/Training Matrix)

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](mailto:safety.officer@harlow.gov.uk).

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

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

Tanusha Waters advised that statutory testing reporting should be sub-divided between HTS and contactors to make this more amenable. Bob Purton to action and return to next Committee.

Bob Purton advised that an independent review was currently taking place and should be completed by the end of November. Once completed, the reported statistics would be brought to the Committee.

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

It was advised that a report on fire risk assessments was due to go to Cabinet on 24 October 2024. Once the report had been to Cabinet, it could be discussed further at Safety Committee.

Donna Beechner confirmed advised that this item would be a standing item on the Wider Leadership Team meeting agenda along with the Housing Regulator.

15. **ANY OTHER BUSINESS**

The Committee thanked Graham Jarvis for all of his support and work at Harlow Council and wished him well in his new venture.

Jackie Davies confirmed that there was no update on the Civic Centre refurbishment. Tanusha Waters requested that an update be brought in the next quarter from either Scott Merry, Facilities Manager – Civic Centre or Will Hales, Property and Facilities Manager.

Jackie Davies provided an update on the Bonfire and Firework Night event. It was noted that the second Safety Advisory Group had taken place and progression was positive. The event would take place on Sunday 3 November 2024. All external partners would be written to with a comprehensive document.

Rory Davies requested that “the Terrorism (Protection of Premises) Bill” be added as an ongoing item to the agenda for regular updates as, when this comes into the place, it would need action across the organisation. Tanusha Waters asked if Rory Davies could bring this forward and update accordingly.

16. **DATE OF NEXT MEETING**

Thursday 23 January 2025 – 2pm  
Thursday 24 April 2025 – 2pm  
Thursday 24 July 2025 – 2pm  
Thursday 23 October 2025 - 2pm

CHAIR OF THE COMMITTEE