

**SAFETY ADVISORY GROUP
(Report of the Advisory Group)**

1. INTRODUCTION

- 1.1 The Advisory Group met on 22nd September 2004 and Councillors Mrs D E Collins, A Hansard and L M Simpson were present.
- 1.2 The Staff Side representatives in attendance were S Douglas, C Sneesby and A Chabot.
- 1.3 Apologies for absence from the meeting were submitted on behalf of Councillors K Reynolds, J W Davies and Mr K Lawson.
- 1.4 The report of the meeting of the Advisory Group held on 19th May 2004 was received and noted.

2. ELECTION OF CHAIRMAN

- 2.1 Councillor J W Davies was elected Chairman of the Advisory Group for the ensuing Municipal Year.

3. APPOINTMENT OF VICE CHAIRMAN

- 3.1 Mr K Lawson was appointed Vice Chairman of the Advisory Group for the ensuing Municipal Year.

4. ELECTION OF CHAIRMAN FOR THE MEETING

- 4.1 In the absence of the Chairman and the Vice Chairman, Councillor L M Simpson was appointed Chairman for the duration of the meeting of the Advisory Group.

5. FIRE ALARM ALERT

- 5.1 By way of a report by the Head of Personnel Services, the Group were updated with the circumstances of a fire alert on 26th July 2004, which had been triggered during routine building work at Pathfinder House.
- 5.2 A full evacuation was completed successfully. However, the Group noted the following concerns that could have led to serious consequences in certain circumstances;
 - ◆ the emergency services had not been called as it was assumed that the evacuation was a routine fire drill;
 - ◆ certain designated Officers were not present to carry out fire evacuation procedures as it occurred over the lunch time period;
 - ◆ members of staff were able to access the building during the alert;
 - ◆ the question of business continuity if this had developed into a serious incident; and

- ◆ accommodation for the relocation of employees in an emergency.

5.3 As a result of the concerns raised, the Group

RECOMMEND

that the Cabinet consider the following comments:-

- ◆ that the fire brigade should be contacted in all future fire drills;
- ◆ that business recovery plans be assessed as part of all future fire evacuation alerts;
- ◆ that consideration be given to the timing of some fire drills in the early mornings and evenings;
- ◆ that plans for emergency accommodation be made;
- ◆ that consideration be given to the security issue of access to the building during a fire alert; and
- ◆ smoke devices be used during a future fire drill.

6. DATE FOR FUTURE HEALTH AND SAFETY INSPECTIONS OF COUNCIL PREMISES

6.1 The Group agreed that Ad-Hoc Health and Safety inspections of Council premises should be held on

17th November 2004 at 2.00pm (to be arranged by the Safety Representatives)

2nd February 2004 at 9.00am

7. DATE FOR ANNUAL INSPECTION OF COUNCIL PREMISES

7.1 The Group agreed that an annual inspection of Council premises should be held on the 9th March 2005 and would begin at 9.00am.

8. ACCIDENT/INCIDENT REPORT

District Council Employees

8.1 The Group received and noted a report by the Head of Personnel Services detailing 46 accidents which had taken place since the last meeting of the Group.

8.2 Further to incident No.1781, the Group noted that driver safety assessment training had been offered to the employee involved.

8.3 Further to incident No.1790, the Group noted that dog awareness training would be arranged.

8.4 Further to incident No.1771, the Group noted that the accident had been caused by the door of a vehicle and not a wheeled bin.

8.5 Further to incident No.1774, the Group were advised that risk assessments had been carried out to establish the ground surface quality of mini-recycling centres.

8.6 The Group expressed serious concern in relation to the circumstances surrounding incident No.1792 in view of the potential implications of giving the wrong medication to a child. Although they

commended the action taken by the Manager at the time of the incident, the Group felt the entire principle of supervising children attending Leisure Centre activities who needed to take medication should be reviewed and a report submitted as a matter of urgency to their next meeting.

Leisure Centre Employees

- 8.7 The Group received a report by the Head of Community Services detailing accidents which had been reported at Leisure Centres since the last meeting of the Group.

9. ANNUAL ACCIDENT/INCIDENT REPORT

District Council Employees

- 9.1 The Group received and noted a report by the Head of Personnel Services detailing accidents previously reported to the Group during 2003/04.

Leisure Centre Employees

- 9.2 The Group received and noted a report by the Head of Community Services detailing accidents previously reported to the Group in June 2003/04.

10. HEALTH AND SAFETY TRAINING

- 10.1 The Group were acquainted with a report by the Head of Personnel Services outlining training courses which had been held since the last meeting.

11. CALL CENTRE HEALTH AND SAFETY ISSUES

- 11.1 At the request of the Health and Safety Representatives, the Group agreed that the Chairman along with Councillor L M Simpson, Mr K Lawson, Mr S Douglas, Mr P Duerden and Mrs C Rowland meet to discuss the Health and Safety implications of the Call Centre and submit their findings to the Customer First Programme Board.

J W Davies