

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

**1. INTRODUCTION**

- 1.1 The Advisory Group met on 1st March 2006 and Councillors Mrs D E Collins, J W Davies (Chairman), A Hansard and L M Simpson were present.
- 1.2 Also in attendance were P Corley, J Craig, Mrs T Davidson, P Duerden, Miss S Jackson, Mrs H Lack and Mrs C Rowland.
- 1.3 The Staff Side representatives in attendance were C Sneesby and K Lawson.
- 1.4 Apologies for absence from the meeting were submitted on behalf of S Richardson and Mrs G Smith.
- 1.5 The report of the meeting of the Advisory Group held on 16th November 2005 was received and noted.

**2. MEMBERS' INTERESTS**

- 2.1 No declarations of interest were received.

**3. DEFIBRILLATORS**

**Defibrillator Update**

- 3.1 Members were reminded that a successful application had been made by the Health and Safety Adviser on behalf of the District Council to the British Heart Foundation, for 50% funding towards the purchase of nine defibrillators for use by First Aiders at Council premises. Funding had been received for seven defibrillators following a lengthy application process supported by a Consultant Anaesthetist (as Medical Director) and the resuscitation department at Hinchingsbrooke Hospital, as well as the Ambulance Service and District Council First Aiders. Regrettably the bid for a defibrillator for Pathfinder House and Castle Hill House was unsuccessful but Members noted that the District Council had agreed to fund a further defibrillator for use in these buildings.
- 3.2 The Health and Safety Adviser reported that a programme for training of District Council first aiders in the use of the defibrillators was underway which also included their annual CPR refresher training. This training would be undertaken twice yearly.
- 3.3 Members noted that in order to comply with criteria set out by the British Heart Foundation (BHF), the Health and Safety Adviser had

agreed to prepare an annual submission to the Foundation on behalf of the Medical Director for the scheme.

3.4 The Chairman of the Group had attended a formal presentation of the defibrillators by the BHF to the District Council on 30th January 2006.

3.5 In recognition of the hard work and time spent on this project, the Chairman placed on record the Group's gratitude to the Health and Safety Adviser, the Executive Councillor for Leisure and all those involved in the successful implementation of the defibrillators at District Council premises. In addition, the Health and Safety Adviser agreed to write formally to the British Heart Foundation and Hinchingsbrooke Hospital to express the Group's gratitude for their help in the process.

### **Demonstration**

3.6 Members were given a demonstration, during which they were acquainted with the functions of a defibrillator. It was noted that although the unit incorporated its own electronic safety checks, the Caretakers had agreed to check visually the battery life of the defibrillator located at Pathfinder House on a daily basis. Similar checks were to be made by staff at all the Leisure Centres and Country Park.

## **4. SMOKING**

4.1 The Health and Safety Adviser drew Member's attention to a number of initiatives which had been arranged by the District Council prior to the Government's recent decision to ban smoking in public and work places and which had been designed to highlight the health issues resulting from smoking.

4.2 Having been reminded of the success of the Health and Safety Week which had taken place in October 2005 and had highlighted smoking as a health issue, the Group were pleased that as a direct result of the involvement of the Primary Care Trust - Stop Smoking Huntingdonshire (SSH) initiative, two employees had given up smoking entirely and five more were well on the way to reaching their goal.

4.3 Members were acquainted with future activities based around the reduction of smoking at Council premises, which included plans to support the national No Smoking Day to be held on 8th March 2006 along with "Help to Quit" which would be supported by SSH. In addition the Group were advised that following the creation of a No Smoking Policy by the Health and Safety Authority, it was hoped that the District Council would apply for a Silver Award as part of the National Clean Air Awards which recognised organisations who were committed to the health and wellbeing of its employees and customers.

4.4 In discussing the proposed extension of the Council's no smoking policy in its offices to Council vehicles, Members noted that policy

changes would subsequently be submitted for approval to the Employment Panel and Employee Liaison Advisory Group.

## **5. AD-HOC SAFETY INSPECTION**

- 5.1 Consideration was given to a report by the Head of Administration outlining the observations and comments made by the Group during ad-hoc safety inspections of the Call Centre located at Speke House, St. Ives and the activity of tree felling, Little Paxton held on 14th December 2005 and 20th February 2006 respectively.
- 5.2 Having been acquainted with the comments made during each of the inspections, Members placed on record their commendation to those involved for their high standards of Health and Safety and acknowledged formally how well run and organised each of the activities and locations were.
- 5.3 Having regard to the arrangements for future inspections of the Council's premises, the Group agreed the following dates and times –
- ◆ ad-hoc safety inspections 4th July 2006 – 9.15am – 12 noon;
  - ◆ annual safety inspection – 23rd November 2006 – 9.15am onwards.

## **6. ACCIDENT/INCIDENT REPORTS**

### **District Council Employees**

- 6.1 The Group received and noted a report by the Head of Personnel Services giving details of 16 accidents involving employees along with two accidents and one incident involving non-employees, which had taken place since the previous meeting.
- 6.2 With regard to concerns raised by the Vice-Chairman, the Group suggested that those accidents arising in the Operations Division should include a more thorough narrative in the "action taken" column, which in addition to highlighting the need for employees to take care of their own health and safety should include the circumstances of the accident and any preventative measures already in place. Members were advised that even though a majority of accidents took place in the Operations Division, a pattern with regard to the causes of accidents had not been identified. However relevant training would be put into place if this was noted in the future.

### **Leisure Centre Employees**

- 6.3 The Group also received a report by the Leisure Centre's Health and Safety Co-ordinator containing details of accidents which had been reported at the leisure centres since the last meeting of the Group.

## **7. TRAINING**

- 7.1 The Group were acquainted by means of a report by the Head of Personnel Services outlining training courses which had been held since the previous meeting of the Group.

**8. MEMBERS TRAINING**

- 8.1 In receiving and noting a report by the Head of Personnel Services, the Group were acquainted with arrangements for Member training specifically designed to highlight elected Members responsibilities outlined in the Health and Safety Policy with regard to ensuring that health and safety considerations were taken into account in the decision making process.
- 8.2 It was noted that courses had been arranged for 1st March 2006 and 11th April 2006, both of which were to be held at 5.30 pm at the Council Offices.

J W Davies  
Chairman of the Advisory Group