

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

**1. INTRODUCTION**

- 1.1 The Advisory Group met on 15th November 2006 and Councillors J W Davies, A Hansard, L M Simpson and Mrs D E Collins were present.
- 1.2 Also in attendance were P Corley, J Craig, P J Duerden, Mrs C Bulman, Mrs T Davidson and Mrs C Rowland.
- 1.3 The Staff Side representatives in attendance were S Richardson and C Sneesby.
- 1.4 In the absence of the Chairman and Vice-Chairman, it was agreed that Councillor A Hansard should be elected Chairman for the duration of the meeting.
- 1.5 Apologies for absence from the meeting were submitted on behalf of Councillor K Reynolds, Mr K Lawson and Mrs G Smith.

**2. REPORT OF THE ADVISORY GROUP**

- 2.1 The report of the meeting of the Advisory Group held on 13th September 2006 was received and noted.

**3. MEMBERS' INTERESTS**

- 3.1 No declarations of interest were received.

**4. AD-HOC SAFETY REPORT – 25TH OCTOBER 2006**

- 4.1 The Group received and noted a report by the Head of Administration outlining the observations and comments made by members during an ad-hoc inspection of activities undertaken by volunteers at Hinchingsbrooke Country Park on 25th October 2006. The inspection also included a visit to Godmanchester Pond.
- 4.2 Members were informed that the inspection had identified only two minor areas of concern and action was being taken to address these issues. Following specific comments concerning the use of life jackets by the Ranger at Godmanchester Pond and the need to ensure that notes of first aid equipment used by the woodcutters are recorded in the Park's main book, the Health and Safety Adviser undertook to pursue these matters.
- 4.3 Overall, the Group concluded that Hinchingsbrooke Park should be commended for its standards of and commitment to health and safety.

## **5. VIOLENT INCIDENT REGISTER PROGRESS**

- 5.1 The Group were informed that membership of the Violent Incident Register working group had now been established and would be meeting on 29th November 2006. Clarification was being sought from the Information Commissioner before the Group proceeded and it was anticipated that a progress report would be submitted to the next meeting.

## **6. HEALTH AND SAFETY TRAINING**

- 6.1 The Group were acquainted by means of a report by the Head of HR and Payroll Services with details of health and safety training courses which had been held since the previous meeting of the Group. Members were reminded that the statistics for future reports would be presented across the organisation as a whole.

## **7. FIRE DRILLS – PATHFINDER HOUSE AND GODMANCHESTER DEPOT**

- 7.1 The Group received and noted a report on the recent fire drills undertaken at Pathfinder House and the Depot on 10th October 2006 and 23rd August 2006 respectively.

- 7.2 In respect of the drill at Pathfinder House, Members were pleased to note that the roll call procedure was completed within five minutes which represented a record time. The Group discussed some of the issues emerging from the drill including staff taking time to collect their coats, planning reception staff using the rear fire exits as opposed to the main stairwell and a suggestion that employees should be reminded about the need to complete the roll call boards. In respect of the failure to call the fire brigade during the drill at the Depot, the Health and Safety Adviser explained that the issue had now been resolved. Members noted that alternative assembly points would need to be identified during the building works for the new headquarters and that there would need to be ongoing fire risk assessments as the premises changed and staff moved into alternative accommodation. Members were informed that fire risk assessments had been undertaken on an annual basis since 1999 at all of the Council's premises.

- 7.3 Members commented on the length of time since a fire drill had been undertaken which involved Councillors and suggested that this should take place during a meeting of the full Council. It had also been some time since Members had received details of the bomb procedure. In respect of the latter which had been in place since 2001 but never tested, it was agreed that the Group should

### **RECOMMEND**

that an exercise should be undertaken in the near future to test the current procedure to its fullest extent.

## **8. ACCIDENT REPORTS**

- (a) **District Council Employees**

- 8.1 The Group received and noted a report by the Head of HR and Payroll Services giving details of 13 accidents and 1 incident involving employees, together with 1 incident involving a non-employee which had taken place since the previous meeting.
- 8.2 Whilst Members were pleased to note an apparent reduction in the number of accidents within the Operations Division albeit it in a shorter timescale, the Group acknowledged that they still comprised the majority of accidents/incidents reported and the Chairman reiterated the need to devote additional resources/emphasis to this Division.
- 8.3 In respect of the incident involving an employee who had been trapped in the lift during a recent power cut, Members noted that repairs had now been completed to the emergency lighting and power could now be isolated from the ground floor in addition to the roof of the building. With regard to training to enable employees to release individuals from the lift, Members were advised that this had not taken place for approximately 3 years on the incorrect advice of the lift company. However eight employees were now scheduled to receive training in the very near future.

**(b) Leisure Centre Employees**

- 8.4 The Group also received a report by the Leisure Centres' Health and Safety Co-ordinator detailing accidents which had been reported at the Leisure Centres since the last meeting. Members were pleased to note the reduction in non-employee accidents.

**9. ANNUAL SAFETY INSPECTION**

- 9.1 The Group noted that arrangements had been made to hold the annual safety inspection on Thursday 23rd November 2006 at 9.15am. It was agreed that this should take the form of a half day event.
- 9.2 In relation to the location for the inspection, it was suggested that it would include the Ramsey and Yaxley Drop-In Centres and the Huntingdon Shopmobility Scheme.

**10. PROPOSED FUTURE AD-HOC SAFETY INSPECTION DATES**

- 10.1 The Group agreed that the next ad-hoc safety inspection should be held on Thursday 25th January 2007. Dates of future inspections would be agreed at another meeting.

**11. DATE OF NEXT MEETING**

- 11.1 The Group noted that the next meeting would be held on Wednesday 7th March 2007.

Chairman of the Advisory Group