

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the SAFETY ADVISORY GROUP held in Meeting Room 1, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Wednesday, 13 June 2007.

PRESENT: Councillors A Hansard, Mrs P A Jordan and L M Simpson
Safety Representative – C Sneesby
Officers – J Craig, P Corley, T Davidson, P Duerden, P France, H Lack and C Rowland.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors J Davies and K Reynolds, K Lawson and S McKerral.

1. ELECTION OF CHAIRMAN

Councillor L M Simpson was elected Chairman of the Group for the duration of the meeting only.

2. REPORT OF THE ADVISORY GROUP

The report of the meeting of the Advisory Group held on 7th March 2007 was noted.

3. MEMBERS' INTERESTS

None were received.

4. ACCIDENT REPORTS

(a) District Council Employees

The Group received and noted a report by the Head of Human Resources and Payroll Services giving details of 12 accidents and 2 incidents involving employees, together with 2 accidents involving non-employees which had taken place since the previous meeting.

(b) Leisure Centre Employees

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.

5. FIRE DRILL - 19TH APRIL 2007

The Group were apprised of a recent fire drill exercise undertaken on the 19th April 2007 at Pathfinder House.

In noting the problems identified during the evacuation, Members

expressed concern with regard to employees returning to their desks to collect personal belongings during the drill. The Health & Safety Adviser reported that it had been communicated to employees not to return to their desks during an evacuation and if necessary to make provisions for colleagues to bring along essential items to the evacuation point.

Members also expressed concern that it was not clear where Councillors should sign in to Pathfinder House, and the Health & Safety Advisor agreed to investigate the provision of a "signing in" book for Members.

6. VIOLENT INCIDENT REGISTER

Further to the subject being discussed at a previous meeting, the Group were pleased to note that the Violent Incident Register would become live on the intranet, GIS and CRM systems imminently.

In noting the importance of compliance with the Data Protection Act, Members were advised of the rights of the aggressor and the victim in the process and noted the related protocol and incident report forms.

7. BOMB THREAT SIMULATION EXERCISE

The Group were acquainted with a recent bomb threat simulation exercise undertaken by the Head of Human Resources and Payroll Services.

In noting the timetable of events instigated by a telephone call to the Council's Call Centre, Members were advised of the arising issues. Although accurate details had been recorded by the Call Centre agent, vital information was missing which had led to the co-ordinators of the exercise being unclear of particular aspects of the threat. Whilst noting that there was a considerable time lag between the original telephone call and the information being received by the co-ordinators, the Group were advised of a number of actions which had been put into place following the exercise.

In view of the continued security measures at the Council, Members hoped that future exercises might include Eastfield House and Centenary House.

8. REPORT OF AD-HOC SAFETY INSPECTION

Members were acquainted with the report of the Ad-Hoc Safety Inspection held on the 13th June 2007 at St Neots Leisure Centre.

P France, Centre Manager of St Neots Leisure Centre reported that although the inspection had highlighted particular issues, "behind the scenes" most of which had been addressed, the process had helped to outline the importance of Health & Safety to centre employees which had had a positive impact throughout the centre as a whole.

9. FUTURE INSPECTION LOCATIONS

The following schedule of safety inspections was agreed:

23rd July 2007 – Little Paxton Pits – 9.30am
19th September 2007 – Centenary House
22nd November 2007 – Eastfield House – 9.00am - 12.30
14th February 2008 – venue to be decided.

10. HEALTH AND SAFETY TRAINING

The Group were acquainted by means of a report by the Head of Human Resources and Payroll Services with details of Health & Safety training courses which had been held since the previous meeting of the Group. Members were acquainted with the success of a number of short, sharp “toolbox” talks on specific training which had been issued to employees in the Operations Division.

Chairman