

SAFETY ADVISORY GROUP

WEDNESDAY, 7 SEPTEMBER 2011

CIVIC SUITE 1A, PATHFINDER HOUSE

ACTION SHEET

MEMBERS PRESENT – Management Side:
Councillor A Hansard - Chairman
Councillor J Davies
Councillor Mrs P Jordan

Employee Side:
K Lawson – Vice-Chairman
Mrs T Davidson
Mrs S Mckerral
C Sneesby
Mrs G Smith
G Vince

IN ATTENDANCE:
T Bowmer
P Corley
S Howell
Mrs A Jerrom
Ms H Nicholson

APOLOGIES:
Councillor Mrs B Boddington
Councillor TV Rogers

ITEM NO.	SUBJECT	ACTION BY
1	Report of the Advisory Group The report of the meeting of the Advisory Group held on 8 th June 2011 was received and noted.	
2	Members' Interests No declarations were received.	
3	Health and Safety Policy With the assistance of a report by the Head of Environmental and Community Health Services and with the aid of a presentation by the Corporate Health and Safety Manager, the Group was invited to comment on the proposed new Health and Safety Policy prior to its wider	

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	<p>consideration and formal adoption by the Employment Panel.</p> <p>It was explained that the Council's current policy for managing health and safety had been in place since 2004 and it had been considered timely to review the policy in order to reflect recent organisational restructuring. The document, based on a Health and Safety Executive management model, consists of both a statement of intent and an outline of arrangements and responsibilities for both elected members and employees, and had previously been circulated to Heads of Service for comment. The Group was advised that the Policy now includes both the terms of reference of the Safety Advisory Group and the important role played by the Employee Liaison Advisory Group (ELAG), whereby H&S issues may be raised anonymously by employees.</p> <p>Having considered the organisational chart within the report it was considered appropriate that the Corporate Safety Advisor box be amended to include both the Operations Division Safety and One Leisure Co-ordinators, the latter being a managerial position which could also be placed with Service Managers. Further comment from the Group included the requirement for further indication on the chart to indicate line management and advisory roles.</p> <p>In answer to a question, the Corporate Safety Advisor advised that in the case of premises such as the call centre which are owned by Cambridgeshire County Council but leased by the District Council the landlord should take the lead in H&S matters however it was the responsibility of line managers to check the terms and conditions of tenancy.</p> <p>With regard to business continuity, as referred to on Page 19, paragraph 11, the Operations Division Health, Safety and Emergency Planning Co-ordinator requested that this be deleted from the policy as it was not a health and safety issue. In addition it was requested that the description of RIDDOR on Page 26 be amended by deleting (near miss accidents) and replacing this with (prescribed dangerous occurrences). In discussing RIDDOR as it appears on Page 17 of the report, members requested that the sentence, <i>they are also to nominate in writing a competent person to report RIDDOR incidents to the HSE</i>, be deleted from the Heads of Service responsibilities to be replaced by <i>they are also to appoint a competent person to report RIDDOR incidents</i>.</p> <p>Having discussed the responsibilities placed on both employees and elected members by the draft policy, the Group stressed the importance of ensuring that those with health and safety responsibilities are made fully aware of them, to this end it was also suggested that the membership of the Advisory Group be reconsidered to reflect the varied roles. In this respect Keith Lawson undertook to meet with Mrs A Jerrom to review the membership of the Group within its terms of reference.</p> <p>The Group was advised that the policy, once formally adopted, would be placed on the Intranet H&S pages and any future amendments would be submitted to the Group for comment.</p> <p><i>The Policy was endorsed by Employment Panel subsequent to the</i></p>	

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	<p>meeting and the full Policy can be found at the following link: http://teams.huntsdc.gov.uk/HumanResources/health%20and%20safety/Documents/Part%201%20Statement%20of%20Safety%20Policy%202011.docx</p>	
4	<p>Framework for the Review of Risk Assessment</p> <p>With the aid of a report and presentation, the Council's Contract Safety Advisor, Mr Tony Bowmer, invited the Group to review the framework for the review of risk assessments.</p> <p>At its June meeting the terms of reference for the Group including the requirement for the Safety Advisor to evaluate risk assessments where those assessments have been called in by the Group for review, had been approved. It was intended that as a result of the inclusion of indicators and by employing set methodology a consistent process would be attained across all services. Mr Bowmer advised that in order to maintain a fair checking system, reviews would need to be planned, and suggested that the H&S sharepoint be utilised for setting up and maintaining a calendar system. The Group was invited to consider the new draft framework for such reviews and raise any suggestions or comments at the December meeting.</p> <p>In the interim, following a request for volunteers to undergo a review of their service's risk assessment, the One Leisure Quality, Facilities and Safety Manager offered to submit swimming pool management for the Group's initial review.</p>	<p>TB</p> <p>ALL</p> <p>PC/TB</p>
5	<p>Quarterly Accident/Incident Reports</p>	
	<p>(a) District Council Employees</p> <p>The Group received and noted a report by the Corporate Health and Safety Advisor. The Group was advised that there had been a total of 4 accidents or incidents reported at the Council's office based premises and during activities provided by the Sports and Active Lifestyles Team during the previous quarter. Members were advised that the majority of accidents had been of a minor nature and there had been no statutorily reportable accidents under the terms of RIDDOR.</p>	

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	<p>(b) One Leisure</p> <p>The Group received a report by the One Leisure Quality, Facilities and Safety Manager detailing accidents that have been reported at the Council's Leisure Centres during the previous quarter. Members were advised with attendance figures of 350,000 at the centres, 7 employee related accidents had been reported, no accidents had been reported under RIDDOR Regulation's requirements. A total of 195 non-employee accidents had been reported, 7 of these had not been caused as a direct result of taking part in an activity. Members were advised that preventative measures had been identified following analysis of the accidents.</p>	
	<p>(c) Operations Division</p> <p>The Group also received and noted a report by the Operation Division's Health, Safety and Emergency Planning Co-ordinator outlining details of the 15 accidents that had been reported since the last meeting of the Group. It was reported that of the 9 employee related accidents 3 had been reported under the requirements of Diseases and Dangerous Occurrences Regulations (RIDDOR) whereby following accidents, employees had been absent from work or unable to carry out their duties for more than 3 days. 6 non – employee related accidents had also been reported, 5 of which had occurred at Countryside Services Leisure Facilities.</p> <p>All accidents had been reviewed at Operations Management Team or Strategy Policy meetings and remedial action had taken place.</p>	
6	<p>Fire Evacuation - One Leisure</p> <p>With the aid of a report by the One Leisure St Ives Operations Manager, the Group was advised of a fire evacuation that had taken place at the site in July. The fire alarm had been activated by a smoke machine being used by users of the Burgess Hall, for which permission had not been sought. The Group was pleased to be informed that a full evacuation of both the Leisure Centre and the hall had been carried out swiftly and efficiently. Action has been taken to avoid a similar incident occurring in the future.</p>	
7	<p>Date of Next Meeting</p> <p>The next meeting of the Group was scheduled for 7 December 2011. Members were invited to participate in an ad-hoc safety inspection that would be carried out on 27 September 2011 and were advised that appropriate serviceable footwear was recommended.</p>	AJ

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