

SAFETY ADVISORY GROUP

WEDNESDAY, 27 JUNE 2012

CIVIC SUITE 1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN

ACTION SHEET

**MEMBERS
PRESENT:**

Management Side:

Councillor Mrs B Boddington
Councillor A Hansard - Chairman
Councillor J W Davies
Councillor Mrs P A Jordan
Councillor T V Rogers

Employee Side:

K Lawson
C Sneesby
G Vince

IN ATTENDANCE:

B Bentley
T Bowmer
P Corley
Mrs A Jerrom
S Howell

APOLOGIES:

Mrs S McKerral
Mrs G Smith

ITEM NO.	SUBJECT	ACTION BY
1	Election of Chairman Councillor A Hansard was elected Chairman of the Group.	
2	Report of the Safety Advisory Group The report and action sheet of the meeting of the Advisory Group held on 7th March 2012 was received and noted.	
3	Members' Interests No declarations were received.	

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4	<p>Appointment of Vice Chairman</p> <p>K Lawson was appointed Vice Chairman of the Group.</p>	
5	<p>Half Yearly Report</p> <p>Members received a report by the Contract Health and Safety Advisor summarising health and safety issues that had been included in the half yearly safety reports submitted to him by the Heads of Service for the period 1 October 2011 to 1 April 2012. The report included the views and requirements of Chief Officers' Management Team following their consideration of the original report in June.</p> <p>In summarising the findings regarding disabled access, concern had been expressed regarding the cobbles outside the entrance to Pathfinder House. Mr Bowmer explained that although the cobbles met building regulations it would be beneficial if pathways could be inserted in the cobbles. In response the Facilities Team Leader acknowledged the problem but stated that planners would need to be consulted regarding any changes.</p> <p>Mr Bentley was also able to offer advice with regard to complaints received in respect of floor grilles which had been taped up by some employees who had experienced draughts. Mr Bentley advised that staff with concerns should contact facilities management who could remove troublesome grilles. With regard to the question of humidity levels within Pathfinder House, the Group was advised that a conscious decision had been taken to preclude humidification from the original building specification. Mr Lawson stated that although reports showed that there were only a few days when humidity levels were below minimum levels there may be many days when they were only just above. Following COMT's request that humidity levels be monitored once all individual floor ventilation points had been adjusted, Mr Lawson undertook to investigate whether Environmental Health would have the appropriate equipment to record levels over the year and discuss the matter further with Mr Bowmer and Mr Bentley.</p> <p>Having been advised that COMT had noted the suggestion that increased priority should be given to the reconfiguration of space within Pathfinder House in order that employees requiring concentration could be seated away from potential noise areas, the Group agreed that an opportunity to consider this had been missed during recent restructuring moves.</p> <p>The Contract H&S Advisor reported that no one appeared to be willing to take on the responsibility for overseeing first aid and first aid reporting, a role previously included within the remit of HR which had recently been outsourced. The One Leisure Quality, Facilities and Safety Manager reported that he had been taking on some of the responsibility unofficially. The Group agreed that first aid was a legal requirement and the decision regarding who should take on the responsibility for it should</p>	<p>K Lawson/B Bentley/T Bowmer</p> <p>COMT</p>

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	<p>be taken by the Directors.</p>	
6	<p>Hazard Reporting Procedure</p> <p>The Group noted the contents of a report by the Head of Environmental and Community Health Services detailing a hazard reporting procedure designed to help control the risk of injury to people, harm to the environment and damage to property.</p> <p>The Contract Health and Safety Advisor explained that the arrangements took the form of report cards which would provide a simple facility to encourage employees to make a genuine contribution to safety by reporting inadequately controlled hazards before incidents occur.</p> <p>Mr Bowmer stressed that a key to the success of the system would be for employees to see a long term solution to the issues reported and the system should not be used as a blame tool, appropriate training would be provided for activity managers. Members agreed that reported issues would need to be resolved within a reasonable time however it should not remove the requirement for employees to deal with problems individually where appropriate.</p> <p>In response to a suggestion that the word 'hazard' be replaced by 'dangerous practice' Mr Bowmer and Mr Lawson agreed that 'hazard' was the accepted professional term.</p>	T Bowmer
7	<p>Atrium Floor</p> <p>In response to a request by the Advisory Group the Facilities Manager updated the Group on the measures that had been put in place to address the previously reported slip problems with the Atrium Floor.</p> <p>The Group noted that those responsible for cleaning the ceramic floor had been trained in accordance with the recommendations included in the Operations Manual for the building, and written instructions would also be issued.</p> <p>The Contract Health and Safety Advisor reported that the floor continued to be monitored and a plan of the area had been placed in reception to enable any slips or falls to be plotted. However since water hog mats and extra absorbent matting had been placed in the area no trips or falls had been recorded.</p>	
8	<p>Fire Safety</p> <p>In response to the Advisory Group's previous concerns over fire safety issues the Contract Health and Safety Advisor reported that he was in the</p>	

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	<p>process of producing two documents to address fire safety requirements.</p> <p>The Chief Officers' Management Team had requested that the Fire Emergency Evacuation Plan and the Fire Evacuation Policy, which would include arrangements to support the Fire Evacuation Plan should be completed in time for the September meeting of the Group.</p> <p>In answer to questions Mr Bowmer confirmed that whilst the Fire Evacuation Policy and Arrangements would be a corporate document applying to the Council as a whole, the Evacuation Plan would cover only Pathfinder House, with Eastfield House and One Leisure having separate plans.</p>	
9	<p>Health and Safety Records</p> <p>Having been requested previously by the Advisory Group to produce health and safety record templates, the Contract Health and Safety Advisor presented a pack containing 23 records which had been circulated electronically to members of the Group prior to the meeting.</p> <p>Mr Bowmer explained that the records which would be published on the Council's Intranet could be used as an aide memoire and checklist for future use by employees but stressed that they were a guide.</p> <p>Mr Bowmer raised concerns over the amount of outdated H&S information currently available on the Council's Intranet, stating that he was unable to edit and remove out of date and conflicting information. He suggested that if the issue could not be resolved the site should include a statement stating that only information published in the dedicated H&S section was controlled. In response the Group suggested that the Directors be requested to look into IT issues and investigate the removal of outdated and incorrect items.</p> <p>The Group agreed that prior to their publication on the website it would be useful for the records to be reviewed by S Howell, P Corley and K Lawson in their professional capacity, and Councillor Mrs Jordan agreed on behalf of the elected members, to assist by providing a lay person's view of the documents.</p>	<p>COMT/IMD</p> <p>S Howell/P Corley/K Lawson/Cllr P Jordan</p>
10	<p>Corporate Health and Safety Policy</p> <p>The Advisory Group considered a report by the Head of Environmental and Community Health Services, detailing the Council's Arrangements to Corporate Health and Safety Policy, prior to its adoption by the Employment Panel.</p> <p>The Group was reminded that Part 1 and 2 of the Council's Health and Safety Policy had been previously approved and were advised that in order to fully comply with the Health and Safety at Work Act the Policy should include a third section to record arrangements for ensuring the</p>	

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	<p>health and safety of its employees.</p> <p>These arrangements would bring together many individual documents that could be found on the Council's Intranet into a single document which would be easier to access and update. A training course was planned in order to introduce the new procedure to Heads of Service and/or their nominated representatives.</p> <p>Mr Bowmer advised that whilst the document covered arrangements for Pathfinder House and the Call Centre only, it could be used for Operations and Leisure Centres where appropriate.</p> <p>Having agreed that the document wording should be amended to read 'Arrangements to Office Environment', rather than Pathfinder House, the Group</p> <p>RESOLVED</p> <p style="padding-left: 40px;">that the Arrangements be endorsed for adoption by the Employment Panel and to support the planned training.</p>	<p>T Bowmer</p>
<p>11</p>	<p>Emergency Evacuation Plan</p> <p>Further to the previous item on fire safety the Group received a report by the Health and Safety Advisor providing details of the Council's proposed Fire Emergency Evacuation Plan (FEEP), a legal requirement under the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The Advisory Group was advised that the document, which details action to be taken by all staff in the event of a fire and the arrangements for calling the Fire Brigade, would replace the previous plan which did not include direction for those with special responsibilities and duties.</p> <p>The document would be supported by new Fire Management Arrangements, and Environmental Management, who had agreed to be the lead service for the maintenance of the Plan, would be presenting it to the Senior Management Group on 10th July 2012 prior to its approval by Chief Officers' Management Team.</p> <p>The Group, having been advised that a training programme would be rolled out to introduce the FEEP, emphasised the need for the Plan to be put in place swiftly</p> <p>RESOLVED</p> <p style="padding-left: 40px;">that the contents of the New Emergency Fire Evacuation Plan be endorsed for presentation to Chief Officers' Management Team, and the planned training be supported.</p>	<p>Facilities Management</p> <p>T Bowmer/F Management</p>

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12	<p>Risk Assessment Templates</p> <p>The Advisory Group considered a report by the Contract Health and Safety Advisor proposing a new series of risk assessment templates for use throughout the Council to determine corporate risk.</p> <p>The new templates would provide Heads of Service and Activity Managers with a more flexible approach and allow a more proportionate response to a diverse range of service risks. The previous generic form would still be available for use if preferred by officers, however it would be more appropriate for routine low risk activities.</p> <p>It had been confirmed by the Audit and Risk Manager that the Corporate Governance Panel would not require consultation for relatively low risk tasks that record no scoring.</p>	
13	<p>Quarterly Accident /Incident Reports</p>	
	<p>(a) Pathfinder House</p> <p>The Group received and noted a report by the Corporate Health and Safety Advisor giving details of the accidents and incidents that had occurred in the Council's office based premises and those reported by the Sports and Active Lifestyles Team during the previous quarter.</p> <p>Members were advised that the Safety Advisor had investigated an accident involving a building control officer who had fallen through a ceiling whilst inspecting a loft conversion, the results of which had been included within the Safety Advisor's half yearly Heads of Service report.</p>	
	<p>(b) Operations Division</p> <p>The Group noted a report by the Operations Division Health and Safety Co-ordinator giving details of the 18 accidents and 1 incident that been reported by the division since the last meeting. Included in the number were 3 non-employee related accidents which had occurred at Countryside Services leisure facilities. The report included details of the remedial action that had been taken following a review of the accidents and incidents by the Operations Management</p>	

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	Team.	
	<p>(c) One Leisure</p> <p>The Group also received a report by the One Leisure Quality, Facilities and Safety Manager detailing accidents which had been reported since the last meeting. One accident had been reported under the requirements of RIDDOR Regulations. 5 employee related accidents and 206 non-employee accidents, had been reported, 6 of which were not caused as a direct result of taking part in an activity, remedial action had been taken.</p>	
14	Fire Evacuations	
	<p>(a) Eastfield House</p> <p>In reporting on a practice fire evacuation carried out at Eastfield House on 7th June 2012, the Health, Safety and Emergency Planning Coordinator reported that the evacuation had been carried out in record time. A minor problem with the booking in/out boards was identified and rectified.</p>	
	<p>(b) Pathfinder House</p> <p>The Group received a report on a fire evacuation that had taken place at Pathfinder House in May. The evacuation which had taken place at 17.35 had been initiated after the alarm glass had been broken accidentally.</p> <p>The Group was advised that the report of the incident had been compiled by Environmental Health Fire Marshall Mrs S McKerral who had taken charge of the evacuation, and the information provided had been very useful in informing the Emergency Evacuation Plan.</p>	
15	<p>Date of Next Meeting</p> <p>The next meeting of the Group was scheduled for 12th September 2012.</p>	