

SAFETY ADVISORY GROUP

WEDNESDAY, 12 SEPTEMBER 2012

MEETING ROOM 1A/B

ACTION SHEET

MEMBERS PRESENT: **Management Side:**
Councillor Mrs B Boddington
Councillor A Hansard - Chairman
Councillor J W Davies

Employee Side:
K Lawson
Mrs S Mckerral
C Sneesby
G Vince

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

APOLOGIES: Councillor Mrs P A Jordan
Councillor T V Rogers
Mrs G Smith

ITEM NO.	SUBJECT	ACTION BY
1	<p>Report of the Safety Advisory Group</p> <p>In receiving the report and action sheet of the meeting held on 27th June 2012, the Group was advised by the One Leisure Quality Facilities and Safety Manager that agreement regarding responsibility for first aid across the Council was due to be finalised shortly following a recent meeting with the Managing Director (Resources).</p> <p>With regard to the Fire Emergency Evacuation Plan (FEEP) and the Fire Evacuation Policy which were due to have been submitted to this meeting of the Advisory Group. Members were informed that the FEEP was awaiting submission to Chief Officers Management Team following amendments suggested by the Senior Officers' Group; however the Policy which would include arrangements to support the Plan had been delayed due to staff sickness in Facilities Management.</p>	

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	<p>The Chairman took the opportunity to request training for all elected members on their Health and Safety responsibilities. Having agreed to provide a presentation for members, the Corporate Health and Safety Advisor suggested that Safety Advisory Group trade union appointed safety representatives might also benefit from attending the training. Mr Lawson explained that Unison was responsible for providing accredited safety courses for their representatives.</p> <p>In addition, Mr Corley undertook to liaise with the Member Development Officer to arrange first aid training for elected members. This followed a request from Councillor Davies who was concerned at the possible lack of trained first aiders at late meetings.</p>	<p>T Bowmer/A Jerrom</p> <p>P Corley/A Jerrom</p>
2	<p>MEMBERS' INTERESTS</p> <p>No declarations were received.</p>	
3	<p>Pathfinder House - Humidity Issues</p> <p>The Corporate Health and Safety Advisor reported that he and Mr Lawson had identified suitable monitoring equipment and researched the latest guidance and strategies for determining problems with humidity levels in order to start to address the humidity issues in Pathfinder House that had been highlighted at the previous meeting. Mr Bowmer advised that the task of monitoring humidity levels in areas where complaints had been received would be undertaken by a new environmental health student as part of her course work. The project was expected to commence in October and although the Group was informed that it was likely to be a lengthy process, it was anticipated that sufficient objective and consistent data would have been collated in time for a preliminary assessment to be presented to the February meeting.</p>	
4	<p>Hazard Reporting Procedure</p> <p>In updating members on the progress of the Hazard Reporting Procedure the Corporate Health and Safety Advisor advised members that the procedure had been approved by the Chief Officers Management Team and was now displayed on the Health and Safety pages of the Intranet. A training package has been offered to staff and a bespoke presentation had been scheduled for Operations' Management. Guidance had been sent to all Heads of Service and managers attending the training sessions would be given tool box talks in order to cascade information to their staff. Work was ongoing with IMD to create an online reporting facility.</p> <p>Mr Bowmer advised that the system had been introduced in a measured way which would ensure that it could be adequately managed.</p>	<p>T Bowmer/IMD</p>

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	A recent fire drill which had led to 12 reports from concerned employees indicated staff awareness of the procedure.	
5	<p>Health and Safety Records</p> <p>The Corporate Health and Safety Advisor reported that he had been working with IMD in order to remove out of date health and safety information from the Council's website. Mr Bowmer confirmed that he had been given access to employee sharepoint pages following concerns raised by both COMT and the Safety Advisory Group.</p> <p>A procedure has been developed whereby old information can be archived but remain accessible. Information uploaded in other areas of the website can only be removed by the originator and Heads of Service would be provided with instruction on how to remove any outdated information held on individual drives. Intermittent checks for out of date information would be carried out by both Mr Bowmer and HR.</p>	T Bowmer
6	Quarterly Accident/Incident Reports	
	<p>(a) Pathfinder House</p> <p>The Group received and noted a report by the Corporate Health and Safety Advisor detailing 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>Having been provided with details of an elderly walker who had fallen during a health walk across a freshly ploughed field where the footpath had not been reinstated following ploughing, the Group requested verification from the Sport and Active Lifestyles Manager that a risk assessment had been completed prior to the walk.</p>	J Peadon
	<p>(b) Operations Division</p> <p>Members noted a report by the Operations Division Health and Safety Co-ordinator giving details of the 9 accidents and 1 incident that had been reported during Operations Division activities since the last meeting of the Group.</p> <p>Two accidents had been reported under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All accidents had been reviewed at Operations Management Team meetings and remedial action taken was detailed in the report.</p>	

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	<p>The Chairman congratulated Mr Howell on the continued reduction in accidents/incidents in the Division reflecting the effectiveness of the ongoing training and the preventative measures in place.</p>	
(c) One Leisure	<p>The Group also received a report by the One Leisure Quality, Facilities and Safety Manager detailing accidents which had been reported by the Leisure Centres since the last meeting. One accident had been reported under the requirements of RIDDOR, 6 employee related accidents had been reported and 149 non employee accidents had been reported during the period. 8 of these had not been caused as a direct result of taking part in an activity. The report included details of any remedial action that had been taken. An incident involving a personal sling used by a disabled hirer at Sawtry pool had led to the centre arranging for an unused disabled bed to be transferred over from One Leisure St Neots, the bed would be kept as emergency backup.</p> <p>In answer to a question regarding what appeared to be an ongoing problem with slips at One Leisure St Neots, Mr Corley explained that all slips are reported with the exception of those involving under 5 year olds. Areas where excess water is present are managed utilising the best floors and cleaning regimes available, however due to the type of environment there can be no guarantee that slipping will not take place.</p>	
7	<p>Fire Evacuation - Call Centre</p> <p>The Advisory Group received and noted a report by the Call Centre Manager containing details of a fire evacuation that had taken place at Speke House. The drill was carried out successfully and no problems had been identified.</p> <p>Mr Lawson then alerted the Group to a fire evacuation that had taken place in Pathfinder House the previous day. The evacuation which had taken place as a result of a contractor accidentally setting off the alarm had highlighted many inadequacies in procedures, including the absence of fire officers and responsible persons out of hours.</p> <p>Mr Bowmer advised that he would be meeting with the Head of Environmental Management following the meeting to discuss the problems and the progress of the Fire Emergency Evacuation Plan (FEEP) and arrangements to support the Plan. The Group expressed their concerns at the delay in adopting the FEEP and requested that an emergency plan be put in place in the interim in order to address the situation.</p> <p>The Facilities Manager has been requested to submit a full report on the evacuation to the November meeting of the Advisory Group.</p>	<p>Facilities Management/ T Bowmer</p> <p>G Ryan</p>

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8	Date of Next Meeting The next meeting of the Group was scheduled for 29th November 2012.	