

SAFETY ADVISORY GROUP

THURSDAY, 29 NOVEMBER 2012

CIVIC SUITE 1A

ACTION SHEET

MEMBERS PRESENT:

Management Side:

Councillor Mrs B Boddington
Councillor J W Davies
Councillor A Hansard – Chairman

Employee Side:

K Lawson
Mrs S McKerral

IN ATTENDANCE:

T Bowmer
P Corley
Ms K Domingo
S Howell
Mrs A Jerrom
G Ryan

APOLOGIES:

B Bentley
Councillor Mrs P A Jordan
Councillor T V Rogers
C Sneesby
G Vince

ITEM NO.	SUBJECT	ACTION BY
1	Report of the Safety Advisory Group The report and action sheet of the meeting of the Advisory Group held on 12th September 2012 was received and noted.	
2	Members' Interests No declarations were received.	
3	Half Yearly Report Members received a report by the Contract Health and Safety Advisor	

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	<p>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 April to 1 October 2012. The report had previously been submitted to Chief Officers' Management Team (COMT) to enable them to consider the overall state of health and safety risk management and alert them to issues regarding their attention.</p> <p>The Group noted that a Fire Evacuation Plan complying with The Regulatory Reform (Fire Safety) Order 2005 was now in place in Pathfinder House, although fire arrangements to support the Plan will need to be produced in the next reporting period.</p> <p>In reporting that poor scores had been received in association with fire and bomb evacuation e-learning modules, Mr Bowmer advised that H&S training was now undertaken by Local Government Shared Service (LGSS). Their advisor had highlighted the need for detailed training analysis to be carried out, a function which fell outside the contracts of both LGSS and the contracted corporate H&S advisor.</p>	COMT/Cabinet
4	<p>Fire Evacuation - Pathfinder House</p> <p>In response to a request at their previous meeting, the Group received a report by the Facilities and Administration Manager detailing a fire evacuation that had taken place in Pathfinder House outside normal office hours. Reports from staff following the evacuation in September had highlighted several failings in the evacuation system and roll call management.</p> <p>Mr Ryan reported that a Fire Evacuation Plan, created with the support of managers and advice from the Corporate Safety Officer had now been endorsed by COMT and circulated to all members of staff via the Intranet. The Plan makes clear that everyone must take responsibility for fire safety and senior officers must take on roll call responsibility out of hours. It was explained that the Plan is a living document which will evolve as and when amendments are deemed necessary.</p> <p>Mr Ryan agreed that a suggestion by Mrs McKerrall that all phones should be programmed to automatically call the fire emergency number of 8330 if FIRE was typed into the phone was an excellent idea and he undertook to liaise with IMD in this respect.</p>	G Ryan
5	<p>Pathfinder House - Humidity Issues</p> <p>Mr K Lawson updated the Group on work being undertaken to determine the extent of humidity issues that had been reported to a previous meeting of the Group. Having been made aware of the issue by way of the Corporate Safety Advisor's half yearly report COMT had agreed that</p>	

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	<p>full data was required.</p> <p>The Group was advised that the process of data collection had been started in October by the Environmental Health division using new equipment and recognised methods. Measurements had been taken at various points where complaints had been received and early indications had shown that levels of relative humidity were on occasion well below those recommended.</p> <p>Further data collection will continue and a full report will be prepared for the February meeting of the Group, in the meantime Environmental Health continue to discuss possible solutions with the Facilities Manager. In response to a suggestion by the Chairman Mr Ryan agreed that it would be sensible to look at whether there were similar problems at Eastfield House.</p>	<p>K Lawson/K Domingo/B Bentley/S Howell</p>
<p>6</p>	<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 there had been no statutorily reportable accidents involving employees or non-employees during the period however 5 non reportable accidents/incidents involving employees had been reported and remedial action had been taken. The majority of non RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) incidents involving non employees had involved Active Lifestyles Team activities and had been relatively minor.</p> <p>Whilst in agreement with a suggestion made by Mr Bowmer that further investigation may be required into the cause and prevention of the reported accidents/incidents, Mr Lawson commented that as managers are not trained accident investigators training might be appropriate. In response Mr Bowmer reminded the Group of his earlier point regarding the lack of skills gap analysis' which did not fall within his or the LGSS contract.</p>	<p>COMT/Cabinet</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 13 accidents that had been</p>	

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	<p>reported by the division since the last meeting. Included in the number were 9 employee related accidents 2 of which had resulted in lost time.</p> <p>Mr Howell took the opportunity to table a letter that had been received from the HSE following their recent waste management and recycling inspection intervention visits. Mr Howell explained that two visits had taken place so far, involving both the inspection of the Council's policies and procedures relating to the waste collection activities, the observation of a number of collection rounds and interviews with staff. The Group was pleased to be informed that only a few minor observations had been reported and congratulated Mr Howell on an outstanding result. The inspectors would be returning for a follow up visit in a year's time.</p>	
	<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. No accidents had been reported under the requirements of RIDDOR Regulations. Two employee related accidents and 153 non-employee accidents, 8 of which were not caused as a direct result of taking part in an activity, had been reported, remedial action had been taken and was detailed in the report.</p> <p>In response to questions regarding the control methods used during the cleaning of floors, Mr Corley advised that floor cleaning was undertaken during less busy periods, signs are displayed and as much water as possible is removed, any incidents are recorded and the situation was being monitored.</p>	
7	<p>Annual Accident/Incident Report</p> <p>The Group noted a report by the Corporate Safety Advisor summarising the accidents and incidents involving Council employees that had been reported over the previous 12 months. Mr Bowmer stated that it was difficult to accurately measure the number of employees involved due to differing contracts and reported that although the incident rate had increased to 6.2 compared to 4.6 the previous year this could have been attributable in part to the new accident reporting procedure.</p>	
8	<p>Annual Training Reports</p>	
	<p>(a) Corporate H&S Training</p>	

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	<p>The Group noted a report by the Corporate Safety Advisor detailing the health and safety training that had been provided to the Council's employees during the period November 2011 and October 2012.</p> <p>Mr Bowmer explained that the training was now managed by Organisational Workforce Development (OWD) within Local Government Shared Services (LGSS). Having highlighted the excellent delivery figures associated with the First Aid courses provided by Mr Corley it was pointed out that many of the training packages that had been purchased from OWD were not relevant to the Council and its associated policies. Mr Corley reported that he would be meeting with IMD to discuss e-learning packages and agreed to the Group's suggestion that he liaise with Mr Howell and Mr Bowmer to agree a list of relevant and personalised training courses and update the Group at the next meeting.</p>	<p>T Bowmer/S Howell/P Corley</p>
	<p>(b) Operations Division</p> <p>The Group also received and noted the wide range of health and safety and public safety related training that that had been provided to employees of the Operations Division for the period 1 November 2011 to 31 October 2012.</p>	
<p>9</p>	<p>Elected Member Training</p> <p>By way of a report the Corporate Safety Advisor provided details of the health and safety training that had been provided for elected members following a suggestion made at the previous meeting.</p> <p>Ten elected members had attended the Institute of Occupational Safety and Health (IOSH) presentation 'Think about Health and Safety' – What Elected Members Need to Know, on 7th November 2012 and at the same event Mr Bowmer had taken the opportunity to ask members to consider the inclusion of specific roles and responsibilities for elected members in the Council's Health and Safety Policy.</p> <p>In discussing the feedback received at the presentation the Group agreed that Mr Bowmer should make the appropriate amendments to the H&S Policy and report those amendments to COMT and the Group. There was some confusion over a suggestion that elected members could be asked to make decisions involving H&S prior to them being considered by the Cabinet or a Panel. The Chairman confirmed that this was not normally the case unless the authority to make a decision had been delegated and in such circumstances advice should be sought from the Safety Advisor.</p> <p>Electronic copies of both the presentation and the accompanying booklet had been circulated to all members.</p>	<p>T Bowmer</p>

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10	Date of Next Meeting The next meeting of the Group was scheduled for 27th February 2012.	