

## SAFETY ADVISORY GROUP

TUESDAY, 4 JUNE 2013

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  
Councillor Mrs P A Jordan  
Councillor T V Rogers

**Employee Side:**  
Mrs S McKerral  
C Sneesby  
G Vince

**IN ATTENDANCE:**

B Bentley  
P Corley  
Mrs A Jerrom  
Mrs S Lammin  
S Howell  
A Radford

**APOLOGIES:**

Councillor J W Davies  
Mr K Lawson  
Mrs G Smith

ITEM NO.	SUBJECT	ACTION BY
1.	<b>Election of Chairman</b>  Councillor A Hansard was elected Chairman of the Group.  <i>Councillor A Hansard in the Chair</i>	
2.	<b>Report of the Advisory Group</b>  The report and action sheet of the meeting of the Advisory Group held on 27th February 2013 was received and noted.	
3.	<b>MEMBERS' INTERESTS</b>  No declarations were received.	

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4.	<p><b>Appointment of Vice-Chairman</b></p> <p>K Lawson was appointed Vice Chairman of the Group.</p>	
5.	<p><b>Half Yearly Report</b></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 Heads of Service for the period 1 October 2012 to 1 April 2013.</p> <p>Mr Radford advised that a meeting had been arranged for 7 June to resolve the issue of who should be responsible for manning the Civic Suite doors in the event of an evacuation.</p> <p>Accidents were on a par with previous years and lost time incidents remained low reflecting Heads of Services' continued commitment to the risk assessment process and staff health and safety training.</p>	
6.	<p><b>Ventilation and Humidity in Pathfinder House</b></p> <p>In updating the Group on progress toward the resolution of ventilation and humidity issues within Pathfinder House, the Facilities Team Leader explained that the procurement procedure had caused a delay; however three quotes had now been received from Chartered Engineers and were currently being considered by the Managing Director. Mr Bentley would be providing the engineers with Mr Lawson's comprehensive report on the issue and would be inviting them to take into consideration the way the building is populated and the existing plant. It was uncertain at present whether remedial work would involve the existing air handling unit or if individual units would be provided, however Mr Bentley expected the work would be targeted initially at those areas most affected.</p> <p>The Group was advised that Ms Domingo, who had carried out the data capture for the initial report would be carrying out further checks during the warm weather to rule out any possible seasonal influence. Timescales for the work were currently unknown. Eastfield House would be checked following the conclusion of work at Pathfinder House.</p>	
7.	<p><b>Workplace Inspections</b></p> <p>The Group agreed with a suggestion put forward by the Unison Safety</p>	

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	<p>Representatives that occasional workplace safety inspections by the Group should be reinstated. Following a suggestion by the Head of Environmental and Community Health the Group agreed that the Safety Advisor be requested to highlight for inspection those areas that had been identified under the Hazard Notification Policy.</p> <p>In order to avoid repetition the Democratic Services Officer undertook to provide the Safety Advisor with details of areas that had been inspected previously.</p>	<p>Safety Advisor</p> <p>Mrs A Jerrom</p>
8.	<b>Quarterly Accident /Incident Reports</b>	
	<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 or incidents reported in offices and active lifestyles activities since the last meeting of the Group.</p> <p>Two non-RIDDOR accidents or incidents involving employees in Pathfinder House had been reported. Three adults and four children had been involved in accidents requiring first aid during healthy lifestyles activities.</p> <p>It was reported that one RIDDOR incident had been reported since the compilation of the report on the employees return to work, however it was as yet unclear as to why it had not been reported as a work place incident at the time.</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 that been reported by the division since the last meeting. Three accidents involving employees being absent from work for more than 7 days had been reported to the Incident Contact Centre under RIDDOR. Two accidents involving members of the public had occurred at Hinchbrook Country Park. The report included details of the remedial action that had been taken following a review of the accidents and incidents by the Operations Management Team.</p> <p>In commenting on the number of accidents involving 240ltr wheeled bins the Group was informed that there had been an occasion where the bin had fallen off the lorry mechanism, this had been captured on the cab CCTV footage. It was suggested that this could have been due to the bin being slightly off centre and the manufacturers had agreed to investigate the problem if it happened again.</p>	

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	<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. Nine employee related accidents and 254 non-employee accidents, had been reported, 5 of which were not caused as a direct result of taking part in an activity, remedial action had been taken and was detailed in the report.</p>	
9.	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Group was scheduled for 11th September 2013.</p>	