

## SAFETY ADVISORY GROUP

WEDNESDAY, 11 SEPTEMBER 2013

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

### ACTION SHEET

**MEMBERS  
PRESENT:**

**Management Side:**  
Councillor J W Davies  
Councillor A Hansard (Chairman)  
Councillor T V Rogers

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

**IN ATTENDANCE:**

B Bentley  
P Corley  
S Howell  
Mrs A Jerrom  
A Radford

**APOLOGIES:**

Councillor Mrs B E Boddington  
Councillor Mrs P A Jordan

ITEM NO.	SUBJECT	ACTION BY
1.	<p><b>Report of the Advisory Group</b></p> <p>The report and action sheet of the meeting of the Advisory Group held on 4th June 2013 was received and noted.</p> <p>The Group was updated on the following actions:</p> <p>Councillor Mrs Jordan had requested that the Group move forward with arranging a safety inspection. The Safety Advisor responded by announcing that the new Bowling Alley at One Leisure St Ives had been identified for a visit which he would be arranging for October.</p>	Safety Advisor
2.	<p><b>Members' Interests</b></p> <p>No declarations were received.</p>	

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3.	<p><b>Managing for Health and Safety</b></p> <p>The Group noted a report by the Corporate Health and Safety Advisor informing them of recently published guidance from the Health and Safety Executive (HSE) on the effective management of health and safety</p> <p>Mr Radford explained that the most significant changes brought about by the guidance, which related to delivering effective arrangements for managing safely, were to simplify key concepts. This would provide a stronger focus on issues such as senior management leadership, workforce involvement and occupational health and be based on a Plan, Do, Check Act framework.</p> <p>Mr Radford advised that although the District Council's current arrangements for managing safely would not be rendered obsolete by the new framework he would be carrying out a review to make sure they remained aligned.</p> <p>Mr Lawson commented that performance measures would form a vital part of the new process as without these it would be impossible to map what was being done. He stated that to achieve this assistance would be required from management and officers who should be able to provide localised knowledge.</p>	
4.	<p><b>Humidity Issues</b></p> <p>In updating the Group on progress toward the resolution of humidity issues within Pathfinder House, Mr Lawson reminded the Group that at their meeting on 4 June 2013 it had been agreed that further measurements would be taken during the summer of 2013, in order to supplement those measurements taken between November 2012 and January 2013.</p> <p>It was explained that in the absence of any prescriptive standards, the Chartered Institute of Building Service Engineers (CIBSE) recommended 40% to 70% relative humidity for normal conditions in buildings. The target value for design was 60% and low relative humidity below 50% could trigger adverse health effects.</p> <p>Mr Lawson reported that between 15 August and 27 August the relative humidity (RH) was measured on 43 occasions on 9 different days in several locations around buildings B and D. The results showed that in general terms the RH levels were higher than when measured in 2012-13. However they still suggested that RH levels in Pathfinder House remained a cause for concern and further action would be required to provide a comfortable working environment. It was not uncommon for levels to be below the recommended level of 50% at which adverse health effects could be triggered and it was unusual for levels to exceed</p>	

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	<p>the CIBSE recommended design target level of 60%.</p> <p>The Facilities Team Leader advised that there had been difficulties obtaining quotes for remedial work however three quotes were now expected by 25 September. Mr Lawson agreed to provide a report on the data obtained for the benefit of the contractors and it was anticipated that work on a solution to the problem would commence in the autumn.</p>	<p>K Lawson provided information to Amanda Jerrom, Brian Bentley and Andy Radford on 11 September 2013.</p>
5.	<b>Quarterly Accident/Incident Reports</b>	
	<p>(a) Pathfinder House</p> <p>In receiving a report by the Corporate Health and Safety Advisor on the number and nature of accidents and incidents in District Council premises over the previous quarter the Group was advised that there had been no statutorily reportable accidents involving employees and non-employees during the period. Two non RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents or incidents involving employees had been reported and 5 adults and 4 children had required first aid attention following accidents which fell into the non RIDDOR category.</p> <p>Mr Radford reported that there would be more changes to RIDDOR from 1st October 2013 which would further simplify the statutory reporting requirements. The main change would be a shorter list of 'specified injuries' and the replacement of the previous list of 47 specific types of industrial diseases with 8 categories of reportable work related illnesses. The list of prescribed 'dangerous occurrences' had also been rationalised and managers would be issued with guidance.</p>	
	<p>(b) One Leisure</p> <p>With the aid of a report, the One Leisure Quality, Facilities and Safety Manager advised that one accident had been reported at the Leisure Centres under the requirements of RIDDOR since the last meeting of the Group. Seven employee related accidents and 215 non-employee related accidents had been reported, details of all accidents were provided and any remedial action taken had been detailed.</p> <p>In answer to a question regarding the number of accidents involving changing room floors, Members were assured that safety standards</p>	

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	<p>remained high.</p>	
	<p>(c) Operations Division</p> <p>The Group also received and noted a report by the Operation Division's Health and Safety Co-ordinator outlining details of the 15 accidents and 1 incident reported during Operations Division activities since the last meeting of the Group. No accidents had been reportable under RIDDOR. A total of 8 employee related accidents and 7 non-employee related accidents had been reported.</p> <p>During discussions the Group was informed that although 2 accidents had occurred on Council owned land, the duty of care was the responsibility of the event organiser and this was not the Council.</p> <p>With regard to accident Ref: 13-056, a puncture wound received by a refuse loader whilst picking up a refuse sack. Members were advised that the protective gloves provided to operatives would not prevent puncture wounds and there were operational reasons why they were often not worn. Residents often disregarded notices to avoid placing sharp objects in sacks however this type of accident was uncommon.</p> <p>In answer to a question regarding training on dealing with dogs, the Group was informed that training had taken place in the past but would not have assisted the street ranger on the occasion of incident 13-094 as the dog owner had been a problem. The incident had been reported to the Police and the Violent Incident Panel had been informed. Mr Howell stated that he would however be looking at repeating the training.</p>	<p>S Howell</p>
<p>6.</p>	<p><b>Fire Evacuation - Eastfield House</b></p> <p>The Group received a report by the Health, Safety and Emergency Planning Co-ordinator detailing a recent fire/emergency evacuation drill carried out at Eastfield House. Mr Howell explained that the evacuation had been successful despite the building having a high occupancy rate on the day. Only one problem had been identified, namely the positioning and rationalisation of in/out boards due to all staff now using the front entrance and this had now been actioned.</p>	
<p>7.</p>	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Group was scheduled for 27th November 2013.</p>	

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8.	<p><b>New Unison Safety Representative</b></p> <p>Mr K Lawson advised the Group that he had received two expressions of interest from staff willing to fill the vacancy left by Mrs G Smith following her decision to stand down as one of the Group's Unison Safety representatives. Mr W Palmer, Deputy Manager at One Leisure had received an endorsement from his line manager and Mr Lawson would be finalising formalities in order for him to become a fully fledged representative on the Group. Mrs Jerrom was requested to include him on the membership and contact list for future meetings. Mr Lawson was awaiting further contact from the second interested party.</p>	<p>K Lawson</p> <p>Mrs A Jerrom – Membership updated.</p>