

SAFETY ADVISORY GROUP

WEDNESDAY, 27 NOVEMBER 2013

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

ACTION SHEET

**MEMBERS
PRESENT:**

Management Side:

Councillor Mrs B Boddington
Councillor J W Davies
Councillor A Hansard (Chairman)
Councillor Mrs P Jordan

Employee Side:

K Lawson
Mrs S McKerral
W Palmer
C Sneesby

IN ATTENDANCE:

B Bentley
S Howell
Mrs A Jerrom

APOLOGIES:

A Radford, Councillor T V Rogers, G Vince

| ITEM NO. | SUBJECT | ACTION BY |
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| 1. | <p>Report of the Advisory Group</p> <p>The report and action sheet of the meeting of the Advisory Group held on 11th September 2013 was received and noted.</p> <p>The Group welcomed Mr W Palmer, Deputy Manager One Leisure Huntingdon as the new Unison Safety Representative.</p> <p><u>Low Humidity Issue</u></p> <p>Mr B Bentley, Facilities Team Leader and Mr K Lawson, Unison Safety Representative provided an update on the low humidity issue in Pathfinder House that had been reported on at the previous meeting of the Group.</p> <p>Mr Bentley explained that Chief Officers Management Team (COMT), having been advised of the three quotations for remedial work that had been obtained, had taken the decision that localised solutions based on desk bound humidifiers should be used for staff that had reported problems.</p> <p>Mr Lawson reported that he had received an email from Mr S Ingram</p> | |

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| | <p>explaining COMT's decision adding that this had been agreed by Mrs J Barber and occupational health. Having discussed the issue and the proposed remedial solution the Group agreed that Mr Lawson would liaise with the Chairman to draft a formal response on behalf of the Group and that the response would be circulated to the Group before signature by the Chairman.</p> <p>Mr Howell reminded the Group that the issue also applied to Eastfield House.</p> | K Lawson |
| 2. | <p>Members Interests</p> <p>No declarations were received.</p> | |
| 3. | <p>Half Yearly Report</p> <p>Mr S Howell presented a report on behalf of the Corporate Health and Safety Advisor summarising health and safety compliance and controls that had been included in the half yearly safety reports submitted by Heads of Service for the period 1 April 2013 to 31 October 2013.</p> <p>Mr Howell requested the Group to note that the manual handling training referred to in paragraph 1.4 related to the programme of events and not the number of individuals that had taken part.</p> <p>The Group noted and agreed that in order for health and safety indicators to remain fit for purpose and provide an early warning of any developing weakness in the system the existing arrangements should be reviewed by the Corporate Health and Safety Advisor. It was expected that draft performance measures would be submitted for approval by COMT in February 2014 and included in the H&S Policy by 1 April 2014 and Heads of Service reports to include the new performance measures by October 2014.</p> <p>The Group agreed that the Corporate Health and Safety Advisor be requested to respond to a question raised by Mrs S McKerral asking why the H&S issues reported by her to her Head of Service on a six monthly basis appeared to be missing from the report.</p> | <p>A Radford</p> <p>A Radford</p> |
| 4. | <p>Quarterly Accident/Incident Reports</p> | |
| | <p>(a) Pathfinder House</p> | |

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| | <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>The accidents and incidents that had been reported had been of a relatively minor nature. There had been no statutorily reportable RIDDOR accidents involving employees and a total of 2 non – RIDDOR accidents and incidents reported in Pathfinder House. Fourteen children and 1 adult had sustained injuries requiring first aid attention as the result of participating in healthy lifestyles activities.</p> | |
| (b) Operations | <p>Members noted a report by the Operations Division Health and Safety Co-ordinator giving details of the accidents and incidents that had been reported during Operations Division activities since the last meeting of the Group.</p> <p>Of the accidents 2 had been reported under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as the employees had been absent from work or unable to carry out normal duties for more than 7 days. Four employees were involved in non- RIDDOR accidents of a minor nature.</p> <p>Mr Howell explained that 1 non-employee accident had been recorded. A member of the public had sustained bruising as a result of tripping over a cable protector at St Ives market.</p> <p>The Chairman congratulated Mr Howell on the continued reduction in accidents and incidents at the Operations Division.</p> | |
| (c) One Leisure | <p>The One Leisure Quality, Facilities and Safety Manager, who was not in attendance would be requested to submit his report to the next meeting of the Group.</p> | P Corley |
| 5. | <p>Annual Accident/Incident Report</p> <p>The Group noted a report by the Corporate Health and Safety Advisor summarising the accidents and incidents that had occurred across Huntingdonshire District Council owned or occupied premises and those associated with work activities undertaken by the Council's employees during the 12 months to November 2013.</p> | |

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| | <p>The Accident Incident Rate (AIR), which had been calculated using a specified formula, had increased from 6.7 to 7.9 due almost entirely to the severe weather conditions experienced at the start of 2013.</p> | |
| 7. | <p>Date of Next Meeting</p> <p>The next meeting of the Group would take place on 26 February 2014.</p> <p>Members were reminded that a safety inspection of One Leisure St Ives Bowling Alley would take place on Wednesday 11 December. Mrs Jerrom would co-ordinate the inspection, which would be led by Mr Lawson and further details including clear objectives for the visit would be forwarded to those that had indicated they would be attending.</p> | K Lawson/Mrs A Jerrom |