

SAFETY ADVISORY GROUP

WEDNESDAY, 3 JUNE 2015

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

ACTION SHEET

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

Employee Side
K Lawson
Mrs S Mckerral

IN ATTENDANCE: Mrs D Breedon
B Bentley
P Corley
A Green
S Howell
A Radford
C Stopford

APOLOGIES: Councillor R Harrison and Councillor Mrs P A Jordan

ITEM NO.	SUBJECT	ACTION BY
1	ELECTION OF CHAIRMAN Councillor A Hansard was elected Chairman of the Group. Councillor A Hansard in the Chair.	
2	APPOINTMENT OF VICE-CHAIRMAN K Lawson was appointed Vice Chairman of the Group.	
3	REPORT OF THE ADVISORY GROUP The report and action sheet of the meeting of the Advisory Group held on 25th February 2015 was received and noted. Mr Bentley reported that he was no further forward on the issue of humidity. The Group were updated on the actions following the fire evacuation of Pathfinder House in October. The evacuation had	

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	<p>been initiated by the accidental breaking of the glass in one of the alarm points in the Civic Suite. Feedback had been received including concern relating to employees taking hot drinks out of the building and the lack of Fire Officers. Due to employees leaving the authority Huntingdonshire District Council was left with three Fire Officers when normally there are six. To remedy this a list of replacements had been submitted on 12th May.</p> <p>It had been identified that new employees are not receiving a Corporate Induction in which there is a section that explains the fire safety procedure. In addition the current assembly points are on land that has being sold. The Council are in talks with Methodist Church to use their land as an assembly point and when that has been finalised there will be a fire drill with the first drill used to iron out problems.</p>	
4	<p>MEMBERS' INTERESTS</p> <p>No declarations were received.</p>	
5	<p>FIRST CONTACT ANNUAL REPORT</p> <p>Mrs D Beedon introduced the First Contact Annual Report. Currently the service has 11 First Contacts and a Chaplain who visits Pathfinder House on a Thursday (10am-12pm) and bases herself in the canteen where people are able to chat with her.</p> <p>The Group were informed that between January 2014 and January 2015 First Contact had a total of 61 contacts (there were 22 in the same period in the previous year). Of these, 48 related to the pay review and concerns about finances. Between January and April 2015 this year there had been four contacts. A work issue was the top reason for an employee needing to spend time with a First Contact Officer, followed by financial reasons. The number of enquires raised relating to work issues rose significantly after January 2014.</p> <p>The Group noted the report and welcomed the progress made.</p> <p><i>(At 3.05pm during discussion on this item, Mrs S Mckerral took her seat at the meeting).</i></p>	
6	<p>HEADS OF SERVICE - HALF YEARLY REPORT</p> <p>The Group received a report from the Corporate Health & Safety Advisor, Mr Radford. There continued to be a downward trend in regards to the seriousness of accidents. The Council now had a severity rate which is lower than expected for a District Council.</p>	

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	<p>Mr Radford informed the Group that the new health and safety indicators showed that management were taking health and safety seriously. A risk relating to cash handling and a potential violent incident had been identified and a solution had been found to minimise the risk.</p> <p>There had been 321 supervisor inspections undertaken during the period with only 1 incident of non-conformance recorded which represented a 99.69% safety behaviour rate.</p> <p>A question was asked whether the supervisor inspections were concerned solely with health and safety techniques or of a more generic assessment of working standards. In response it was confirmed that the inspections assessed refuse and ground maintenance workers in the field and the inspected work quality issues as well as health and safety issues. However, it was noted that work quality aspects did not impact on health and safety statistics.</p> <p>The Group noted the report.</p>	
7	<p>QUARTERLY ACCIDENT/INCIDENT REPORTS</p> <p>(a) Pathfinder House</p> <p>The Group received and noted the quarterly accident and incident report for Pathfinder House. In total there was one non-RIDDOR employee accident and one non-RIDDOR non-employee accident. The employee accident was a fall on the stairs in which no defects were identified on the stairway and the employee lost their footing and can't explain why.</p>	
	<p>(b) One Leisure</p> <p>Mr Corley introduced the report in which there have been six employee related accidents and 139 non-employee related accidents since the last Safety Advisory Group meeting held on 25th February 2015. Of the 139 non-employee accidents only two were not caused by taking part in an activity.</p> <p>The Group noted the report and commended the good job done in reducing the number of accidents.</p>	
	<p>(c) Operations</p> <p>Mr Howell introduced the report in which Operations have</p>	

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	<p>had 14 accidents and 1 incident for the period of 16th February to 15th May including one accident which led to lost time. The lost time accident was a road traffic collision in which a vehicle came round the bend and hit a HDC refuse collection vehicle causing an employee to sustain whiplash. It was established the accident was not the fault of HDC.</p> <p>A Member asked how often manual handling training is repeated to which Mr Howell responded that there is initial training, monitoring and further pro-active training throughout the rest of the employee's career. The service does provide further training if required.</p> <p>The Group asked if the service continues to employ casual workers and their training requirements. It was confirmed that the Council occasionally employs casual workers however training is provided by the agency prior to deployment.</p> <p>The Group noted the report.</p> <p><i>(At 3.14pm during discussion on this item, Councillor Mrs B Boddington left her seat at the meeting).</i></p>	
8	<p>DATE OF NEXT MEETING</p> <p>The next meeting was scheduled to take place on 9th September 2015.</p>	