

## SAFETY ADVISORY GROUP

9TH SEPTEMBER 2015

CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN

### ACTION SHEET

**MEMBERS  
PRESENT:**

**Management Side:**  
Councillor J W Davies  
Councillor A Hansard

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

**IN ATTENDANCE:**

B Bentley  
P Corley  
A Green  
S Howell  
C Stopford

**APOLOGIES:**

Councillor Mrs B E Boddington, Councillor Mrs P Jordan,  
Councillor R Harrison, A Radford

| ITEM NO. | SUBJECT  | ACTION BY |
|----------|--|-----------|
| 1        | <b>Report of the Advisory Group</b><br><br>The report and action sheet of the meeting of the Advisory Group held on 3rd June 2015 was received and noted.  |           |
| 2        | <b>Members' Interests</b><br><br>No declarations were received.  |           |
| 3        | <b>Quarterly Accident Incident Reports</b>   |           |
|          | (a) Pathfinder House<br><br>The Group received and noted the quarterly accident and incident report for Pathfinder House. In total there was one non-RIDDOR employee injury and eight non-employee non-RIDDOR injuries which are in health and leisure department. |           |
|          | (b) One Leisure<br><br>The Group received and noted the quarterly accident and incident report for the One Leisure premises. It was confirmed that there were no RIDDOR accidents during the period.   |           |

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|          | <p>In response to a query regarding the category column of incident 14648 Mr Corley confirmed that the wording for the categories are restricted and are approved by the Health and Safety Commission.</p> <p>A question was raised regarding the need to record incident 14629 as an employee fainted whilst not on duty however as the employee had seizures and was a Lifeguard as a result the employee had to be removed from Lifeguard duties until it could be established what caused the employee to faint and have seizures.</p> <p>Due to the similarity of incidents 14634 and 14633 it was asked was this a case of double recording. It was confirmed that the incidents happened at different times with different tiles. The first incident happened at poolside and the other happened in the pool. The cause for the incidents was identified as old tiles.</p>  |           |
|          | <p>(c) Operations</p> <p>The Group received and noted the quarterly accident and incident report for the Operations Division. During the period nine accidents were reported of which one was a RIDDOR accident. The details of the RIDDOR accident are that the employee sustained injures he was then referred to occupational health after which he was sent to hospital for x-rays and he now requires an operation.</p> <p>There was a concern raised that incidents 4, 7 and 9 are all similar and the Group wanted to know if there was a pattern happening and how it could be stopped.</p> <p>Following a query the Group were informed that regarding casual workers the contractors train them and then provide evidence that they have been trained. The Council keeps on record copies of casual workers training record.</p>   |           |
| 4        | <p><b>Emergency Evacuation Report</b></p> <p>The Group were informed that a practice emergency evacuation of Eastfield House took place on the 29th July with 49 participants. The Cambridge Fire and Rescue Service were informed of the practice prior to its commencement and on completion.</p> <p>One problem identified was two employees left the site and did not use the booking out system so it was not initially known whether they were on site. It was discovered that the employees had used a different exit to the one their booking in/out board was located. As a result the individuals were reminded of the importance of booking in/out and their names were located to a different booking in/out board.</p> <p>A second problem identified was that two vehicles returned to Eastfield House and entered the yard as the barrier was open during the evacuation. The barrier is normally open to allow emergency vehicles in. To remedy the problem in the future the barrier will be manned. In</p> |           |

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|                 | <p>response to a suggestion it was confirmed that it will be investigated whether it is feasible to fix a light to the barrier to warn incoming vehicles an evacuation is taking place.</p>   |  |
| <p><b>5</b></p> | <p><b>Any Other Business</b></p> <p>Humidity<br/>Mr Bentley updated the Advisory Group on the progress of the humidity situation. Copy of a report was sent to Mr Merrick with a view to send it to senior level. Mr Merrick has stated that needs to re-evaluate all the options. Mr Lawson remembers that Senior Managers gave their permission although Mr Bentley thought that senior managers only gave their approval to advance the first stage.</p> <p>Agenda<br/>The Group discussed the shortness of the agenda. Councillor Hansard commented that a 20 mile round trip for a 20 minute meeting does not seem worthwhile. Councillor Hansard stated that he would like a member of the Senior Management Team to contact him regarding the agenda.</p> <p>Chris Sneesby<br/>Mr Lawson led the Groups tributes to Chris Sneesby who had recently passed away. The Group were informed that his funeral would be taking place on Wednesday 16th September, 1.30pm at West Chapel Cambridge Crematorium.</p> | <p><b>A Green to email J Lancaster to ask her to contact Councillor Hansard.</b></p> |
| <p><b>6</b></p> | <p><b>Date of Next Meeting</b></p> <p>The next meeting was scheduled to take place on 25th November 2015.</p>   |  |