

SAFETY ADVISORY GROUP

WEDNESDAY, 25 NOVEMBER 2015

CIVIC SUITE, 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: P Corley
S Howell
A Radford
M Sage
C Stopford

APOLOGIES: B Bentley, Councillors Mrs B E Boddington, R Harrison and Mrs P A Jordan

ITEM NO.	SUBJECT	ACTION BY
1	<p>REPORT OF THE SAFETY ADVISORY GROUP</p> <p>The report of the Safety Advisory Group meeting held on 9th September 2015 was received and noted.</p> <p>Referring to Item No. 5 of the report regarding the lack of business on recent Safety Advisory Group Agendas, the Chairman explained that the matter was being considered as part of the review of the Constitution currently being undertaken. It was also explained that the posts of One Leisure Quality Systems, Facilities and Safety Manager and the Health Safety and Resilience Officer (Operations) would shortly be reporting under the Community Team.</p>	
2	<p>MEMBERS' INTERESTS</p> <p>There were no declarations of disclosable pecuniary or other interests received at the meeting.</p>	
3	<p>HEADS OF SERVICE - HALF YEARLY REPORT</p> <p>The Safety Advisory Group received and noted a report by the</p>	

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	<p>Corporate Health and Safety Advisor that provided a summary of health and safety compliance and control across the Council's operations during the preceding 6 months.</p> <p>It was explained that this was the third report the Group had received in the new format which was based upon statistics derived from the recently adopted performance indicators, intended to provide a more holistic picture of health and safety performance focussing on management action rather than accident and injury data.</p> <p>There had been a significant decrease in the total number of injury accidents recorded during the six month period which reflected an improved Accident Incidence Rate (AIR) and Accident Frequency Rate (AFR) in comparison to the same period the previous year. Although the Accident Severity Rate (ASR) had slightly decreased in comparison to the same period the previous year, it had increased over the last six months due to 69 days lost in respect of a single Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reportable incident.</p> <p>Regarding basic health and safety training for office based employees it was noted that the percentage of office based employees who had completed compulsory health and safety training to date was in line with the expectation that all staff would have completed the training by the end of March 2016.</p> <p>Concern was expressed that since the Safety Advisory Group had been receiving the report in the new format there had been one serious accident resulting in a statutorily reportable accident, involving an incident of a trip on the same level that had resulted in 69 lost days. The injured person was still absent from work. There had also been five other lost time injury accidents which had resulted in 8 lost days giving a cumulative total of 77 lost days.</p>	
4	QUARTERLY ACCIDENT/INCIDENT REPORTS	
5	<p>Pathfinder House</p> <p>The Safety Advisory Group received and noted a report from the Corporate Health and Safety Advisor regarding the number and nature of accidents and health and safety incidents that had occurred at District Council owned/occupied premises or associated with work activities by District Council employees.</p> <p>It was noted that a total of five incidents had required first aid attention, but were not reportable via RIDDOR and involved non-employees. Three of the reported injuries were sustained as a result of participating in healthy lifestyle/leisure activities, the other two incidents were sustained by members of the</p>	

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	<p>public whilst visiting Pathfinder House. One person had fallen from a chair and the other person had slipped on the floor. The condition of both the chair and the floor had been confirmed as not having been the cause for the accidents.</p>	
6	<p>One Leisure</p> <p>The Safety Advisory Group received and noted a report from the One Leisure Quality Systems, Facilities and Safety Manager regarding the number and nature of accidents and health and safety incidents that had occurred at One Leisure premises or associated with work activities by One Leisure employees.</p> <p>No accidents had been reportable under the requirements of RIDDOR Regulations. Ten accidents involved employees and 161 accidents involved non-employees of which only four of these accidents were not caused as a direct result of taking part in an activity.</p> <p>In response to a question regarding two employee related accidents at One Leisure St Ives, the Group was informed that these had been fully investigated and follow-up action was being taken.</p> <p>The Group was informed of the status of a non-employee related accident at One Leisure Huntingdon.</p> <p>The Group expressed concern at the speed that some vehicles travelled in the carpark at One Leisure St Ives. It was acknowledged that there was already traffic calming measures in place. However, more measures were required to protect pedestrians and the Group tasked Management to progress the matter. In response it was explained that a lighting assessment had been undertaken and speed limit signs were displayed. It was agreed that One Leisure would contact the various clubs that used the facilities to urge their Members to drive with care in the carpark.</p>	P Corley
7	<p>Operations</p> <p>The Safety Advisory Group received and noted a report from the Health Safety and Resilience Officer (Operations) regarding the number and nature of accidents and health and safety incidents that had occurred in operations service owned, managed and occupied premises or associated with work activities by operations service employees.</p> <p>In total six employee related accidents had been reported during the reporting period, none of which had been reportable under the requirements RIDDOR. Two of the accidents had resulted in a total of 4 days lost time.</p>	

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	<p>The Group congratulated the Operations Service at the continuing decline in the number of accidents and health and safety incidents occurring within the Team.</p>	
8	<p>URGENT ITEM - LETTER FROM HEALTH AND SAFETY EXECUTIVE</p> <p><i>The Head of Community, having received a letter from the Health and Safety Executive subsequent to the agenda dispatch, the Chairman agreed to allow an urgent item of business in accordance with Section 100B (4) (b) of the Local Government Act 1972.</i></p> <p>The Head of Community informed the Safety Advisory Group as to the contents of the letter regarding an incident that had occurred in April 2015 and the likely sanctions and costs.</p> <p>It was explained that the Group would be updated when further information was available.</p>	C Stopford
9	<p>DATE OF NEXT MEETING</p> <p>The Safety Advisory Group noted that the next meeting was scheduled on 24th February 2016 at 3pm.</p>	