

## SAFETY ADVISORY GROUP

WEDNESDAY, 24 FEBRUARY 2016

CIVIC SUITE, 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  
Councillor B Hyland  
Councillor Mrs P A Jordan

**Employee Side**  
S Howell  
K Lawson

**APOLOGIES:** B Bentley, S McKerral and G Vince

ITEM NO.	SUBJECT	ACTION BY
1	<b>ELECTION OF CHAIRMAN</b>  Councillor A Hansard was elected Chairman of the Group. <b>Councillor A Hansard in the Chair.</b>	
2	<b>REPORT OF THE SAFETY ADVISORY GROUP</b>  The report and action sheet of the meeting of the Advisory Group held on 25th November 2015 was received and noted.  An update was requested on the Letter from the Health and Safety Executive.	C Stopford
3	<b>MEMBERS' INTERESTS</b>  No declarations of disclosable pecuniary or other interests were received.	
4	<b>APPOINTMENT OF VICE-CHAIRMAN</b>  K Lawson was appointed Vice Chairman of the Group.	

ITEM NO.	SUBJECT	ACTION BY
5	<b>QUARTERLY ACCIDENT/INCIDENT REPORTS</b>	
	<p><b>(a) Pathfinder House</b></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 six non-RIDDOR non-employee accidents. All the accidents were either minor or very minor in nature and none resulted from failures in the Council's undertaking.</p> <p>In response to an observation that the Action Taken in respect of the employee accident identified what it was intended to do rather than what was actually done, the Group was advised that the area had been included in the street cleaning schedule.</p>	
	<p><b>(b) One Leisure</b></p> <p>The One Leisure Accident Report was submitted. The report indicated that there had been four employee related accidents and three non-employee related accidents since the last Safety Advisory Group meeting held on 25th November 2015.</p> <p>The Group noted the report and requested further information on accidents associated with poolside tiles.</p>	P Corley
	<p><b>(c) Operations</b></p> <p>Mr S Howell introduced the Operations Service Accident / Incident Report for the period 16th November 2015 to 12th February 2016. Five Accidents / Incidents had occurred, one of which had resulted in lost time and was reportable under RIDDOR and four had not led to lost time. The final item reported on was a violent incident, which had been reported to the police and referred to the Council's Violent Incident Panel.</p> <p>Having commented on the significant reduction in the number of Operations service accidents / incidents that had occurred, the Group noted the report.</p>	
6	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting was scheduled to take place on 15th June 2016.</p>	

ITEM NO.	SUBJECT	ACTION BY

DRAFT