

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 21st August, 2019

Present:-

Ade McCormick (Chair)

<p>Councillor Paul Niblock Councillor Keith Falconer Councillor Peter Barr Kate Harley (HR) Paul Longley (Unison) Mike Brymer (Commercial Services) Liz Cook (Housing)</p>	<p>Ian Waller (Health & Wellbeing) Marc Jasinski (Corporate H&S Adviser) Anthony Radford (Arts and Venues) Gurpreet Khakh (GMB) Neil Johnson (Economic Growth) Paul Devereux (Unison) Councillor Sharon Blank</p>
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Min. No.	<u>Item</u>	Decision/Action	By Whom
12	<u>APOLOGIES FOR ABSENCE</u>		
	Apologies for absence were received from Councillor Brittain, Andy Fowler, Councillor Innes, Rachel O'Neil and Donna Reddish.		
13	<u>MINUTES OF THE MEETING HELD ON 5 JUNE, 2019</u>		
	The Minutes of the meeting of the Council Health and Safety Committee held on 5 June, 2019 were agreed as a true record and signed by the Chair.		
14	<u>MATTERS ARISING FROM THE MINUTES</u>		
	There were no matters arising from the minutes.		
15	<u>OCCUPATIONAL ILL HEALTH STATISTICS</u>		
	The Human Resources Manager gave an overview of the occupational ill health statistics. The committee was advised that a review of absences was to be conducted in September so the figures would be closely examined and monitored. The HR Business Partners were already working in conjunction with each of the service areas to ensure that stress action plans were in		

	<p>place and appropriate support was available to all employees. It was acknowledged that the council's sickness levels were higher than those of the public sector in general, due to a number of factors, such as increase in workload and an aging demographic in the workforce. The HR Manager was confident that all policies and support systems are now in place to enable all departments to reduce their levels of sickness.</p>	
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16	<p><u>INCIDENT/ACCIDENT INFORMATION</u></p> <p>There had been four RIDDOR reportable incidents in this reporting period and one dangerous incident that had been reported to the HSE. The Health and Safety Advisor noted that there had been a decrease in vehicle related incidents and a decrease in near misses.</p> <p>The number of instances of anti-social behaviour reported on the SHE system had doubled compared to the last quarter, however it was explained that this included any new entries onto the staff caution list. Some of these were from the police and therefore out of the council's control. The committee was reminded that two elections had taken place in this period where councillors were actively canvassing in their wards and therefore there would be a natural increase in the number of additions to the staff caution list in direct correlation to the increased number of interactions between members of the council and members of the public.</p> <p>The accepted definition of an accident and a near miss had been discussed by the Joint Chairs and clarified. This was included in the Health and Safety Advisor's report, had been published on the staff intranet and would be included in the accident reporting policy.</p>	
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17	<p><u>MANAGEMENT TEAM REPORTS</u></p> <p>Written reports were submitted by members of the Council's Corporate Management and Senior Leadership Teams to update the Committee on health and safety matters from their service areas during the last quarter.</p> <p>The reports provided information on workplace inspections, specific incident investigations, training, communications, and the development and progress of annual health and safety action plans.</p>	
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The key points raised from the reports were as follows;

- Thorough inspections of the Pomegranate and Winding Wheel had taken place in April and May involving the Health & Safety Advisor, Trade Union Representatives and Environmental Health. As a result detailed action plans had been put into place and additional training requirements had been requested.
- Commercial services had made two RIDDOR reports in the last reporting period involving slips and trips. Staff had been reminded to take their time and exercise caution. The training figures for the department were good overall and the Assistant Director - Commercial Services was looking to supplement online training with more face to face delivery.
- The Assistant Director - Economic Growth reported that there had been no further issues with the Multi-storey Car Park at Saltergate and the HSE had confirmed back to Huber that no further action was required. The sign off was complete and the lessons learnt would be utilised on the new Enterprise Centre project.
- Work on the new Enterprise Centre had been delayed due to the archaeological explorations that the County Council required prior to commencement. The committee heard that there was no contractor agreed but that prior to signing a contract a health and safety assessment would take place to ensure that both parties were satisfied with the requirements. It was confirmed that the Economic Development team had put processes in place to closely monitor the contractor once on site.
- Two successful pool rescues had taken place at the leisure centres and the Assistant Director - Health and Wellbeing drew the committee's attention to the critical role that the attendants play in maintaining a safe environment for members of the public by undertaking extensive training and carrying out their duties in a professional manner.
- It was noted that, given the improvement against the corporate health and safety recovery plan the internal audit team will formally review progress. It was hoped that the achievements would be reflected in the audit result.
- A detailed action and improvement plan was in development for the Finance and Resources department, co-ordinated by the Executive Director. Inspections had taken place across all four departments and the departmental training plans were being updated. The committee was satisfied that any previous concerns were being addressed.
- Unfortunately the Customers, Commissioning and Change report was not available at the time of the meeting. However, it was agreed that the report would be circulated to the group as soon as possible.

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	<ul style="list-style-type: none"> The Human Resources manager advised that following inspections of offices on the second and third floor where support services were based, they were found to be unfit for purpose. A request was made to the Business Transformation team to find alternative accommodation and the whole team was moved to new offices on the second floor. It was noted that the ICT Services and Business Transformation teams had facilitated the move quickly and efficiently and all the issues had subsequently been addressed. 	
18	<p><u>ANY OTHER BUSINESS</u></p> <p>The committee thanked Mike Brymer for his contributions and commitment during his time as Assistant Director – Commercial Services and wished him well for the future.</p>	
19	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next meeting of the committee will take place on Monday 13th November, 2019 at 9.30am.</p>	