

COUNCIL HEALTH AND SAFETY COMMITTEE**Wednesday, 12th February, 2020**

Present:-

Ade McCormick (Chair)

Carl Thelmann (Arts and Venues)
 Paul Longley (UNISON)
 Gurpreet Khakh (Health & Safety Rep)
 Heather Spink (Human Resources)
 Marc Jasinski (Corporate Health & Safety
 Advisor)

Councillor P Niblock
 Councillor K Falconer
 Councillor J Innes
 Councillor S Blank
 Councillor P Barr
 Ian Waller (Health & Wellbeing)
 Dean Epton (Commercial Services)

Min. No.	<u>Item</u>	Decision/Action	By Whom
28	<u>APOLOGIES FOR ABSENCE</u>		
	Apologies for absence were received from Councillor Kate Caulfield, Alison Delaney, Andy Fowler, Neil Johnson, Rachel O'Neil, Anthony Radford and Donna Reddish.		
29	<u>MINUTES OF THE MEETING HELD ON 13 NOVEMBER, 2019</u>		
	The Minutes of the meeting of the Council Health and Safety Committee held on 13 November, 2019 were agreed as a true record and signed by the Chair.		
30	<u>MATTERS ARISING FROM THE MINUTES</u>		
	The Executive Director confirmed that the results from the Employee Survey had been passed down to each service area and that bespoke plans were being formulated accordingly. It was agreed that progress reports would be incorporated into the quarterly reports at the next meeting.		<u>ALL ADS</u>

	<p>The poster showing the Trade Union Health & Safety representatives had been created and needed to be circulated.</p> <p>It was decided that the action regarding the pigeon mess at the Visitors' Information Centre should be reallocated to the Assistant Director for Customers, Commissioning and Change.</p>	<p><u>AMANDA CLAYTON</u></p> <p><u>RACHEL O'NEIL</u></p>
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31	<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> <p>The key points raised from the reports were as follows;</p> <ul style="list-style-type: none"> • The UK Theatres Association had carried out a health & safety audit of the Pomegranate Theatre and the Winding Wheel Theatre. The report was favourable, and an action plan would be put in place accordingly. • The technical officers in Commercial Services had been renamed technical team leaders and had received IOSH training in order for them to take more responsibility for the health & safety in their own teams • Commercial Services and the Housing team were working more closely together to improve communication and coordination between the two departments. It was acknowledged that the Housing team was the client for the whole of the Capital Programme and if there was an external principal contractor, Commercial Services were 	
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	<p>often still working on site. Flow charts were being developed by the Health & Safety Forum to identify roles and responsibilities with the safety of staff as a key priority.</p> <ul style="list-style-type: none"> • Two incidents that had been reported in this quarter highlighted the need to strengthen the knowledge of CDM Regulations best practice within the Council. The lessons learned had already been applied to new projects. • A verbal update from the Health & Safety Forum was requested for the next meeting of the Health & Safety Committee. • The Assistant Director for Commercial Services advised the committee that a review of the depot was currently underway. This would consider various issues such as traffic management, overall layout, the standard of office accommodation, compliance with legislation pertaining to the storage of petrochemicals and plans to transition to an electric vehicle fleet. A verbal update on this was requested for the next meeting. • Following an incident at one of the leisure centres, during the investigation a piece of equipment was found to not be working correctly. The importance of carrying out investigations was highlighted to the committee. • A question was asked regarding the use of vehicle trackers to monitor staff whereabouts as opposed to their health and safety. It was explained that this concern had already been raised and that the legal team and HR were looking into it. The Assistant Director for Housing stated that she would attend the next Neighbourhoods team meeting to discuss the outcomes. • The committee expressed their thanks to the Assistant Director of Policy and Communications for the additional safety measures put into place around the general election in December 2019. 	<p><u>IAN WALLER</u></p> <p><u>DEAN EPTON</u></p>
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	<ul style="list-style-type: none"> • A general discussion took place around the reporting templates used and it was agreed that they would be reviewed by the Corporate Health & Safety Adviser. A draft proposal with guidance notes would be presented to the Joint Chairs meeting in March. 	<u>MARC JASINSKI</u>
32	<p><u>OCCUPATIONAL ILL HEALTH STATISTICS</u></p> <p>The Human Resources Business Partner gave an overview of the occupational ill health statistics and highlighted the following points;</p> <ul style="list-style-type: none"> • There had been higher absence levels than was usual due to viruses. This had a knock-on effect on stress levels due to additional pressures on team members. • A lot of work had been carried out with the Commercial Services team regarding PPE and using the right equipment for the right job. This had resulted in a reduction in the number of muscular-skeletal related absences. • A new counselling service had been engaged in order to combat stress and mental health related issues. It was acknowledged that the style of management employed in a team can help encourage people to talk about their problems. 	
33	<p><u>INCIDENT/ACCIDENT INFORMATION</u></p> <p>The Corporate Health & Safety Advisor gave an overview of the incidents and accidents that took place in the previous quarter. Discussion ensued around the reporting of incidents to the committee and whether they could be categorised and prioritised accordingly. A set of criteria would be created and presented to the next meeting of the Joint Chairs.</p> <p>It was reiterated that all incidents should be recorded on the SHE system and investigated appropriately. There</p>	<u>MARC JASINSKI</u>

	<p>had been several incidents reported on SHE where the 'actions taken' field had been left blank and this was not acceptable. Steps had been taken to make this a mandatory field on the form.</p> <p>The committee agreed that work related absences would be reported by HR in future as this should provide greater accuracy.</p>	
34	<p><u>HEALTH & SAFETY AUDIT REPORT</u></p> <p>The Assistant Director for Health and Wellbeing presented an overview of the audit report carried out in October 2019 on Corporate Health and Safety. The outcome of the audit was an assurance level of Reasonable. This was a significant improvement from the previous position of concern and further built on the theme of positivity surrounding corporate health and safety. It was an important statement regarding the progress made and the direction of travel for the organisation.</p>	
35	<p><u>CONTROL OF CONTRACTORS</u></p> <p>The joint chairs requested at their last meeting that Control of Contractors be a standing item on this agenda moving forward. It was agreed that it was a useful opportunity to make improvements. Work was ongoing with the procurement team and in line with the improvements to CDM regulations awareness.</p>	
36	<p><u>HEALTH & SAFETY RECOVERY PLAN</u></p> <p>The Assistant Director for Health and Wellbeing gave an overview to the committee. It was noted that issues had been identified at the previous Corporate Health & Safety audit and these had been the basis of the recovery plan. This had been renamed as an action plan and all the</p>	

	major themes and concerns had been dealt with. It was acknowledged that collectively the position was much improved but there was still work to be done.	
37	<u>DATE AND TIME OF THE NEXT MEETING</u> The next meeting of the Health and Safety Committee would take place on Wednesday 13 th May at 9.30am in Committee Room 1.	