
Ruth Marchington; Theresa Reid; Jon Wayte; Rosie Olle; Neal Richmond; Jo Allen;
Joanne Cooper; Andrew Shaw

HEALTH AND SAFETY COMMITTEE

Tuesday, 10 November 2015 1100hs – 1230hs
In the Boardroom Aldern House

MINUTES

1. Apologies for absence received from Neal Richmond and Jo Allen.
2. Minutes of the Meeting of 16 June 2015 were agreed as accurate and complete.
3. Matters arising
 - AH emergency evacuation. An evacuation exercise was completed on 20th May. AH was evacuated within 4 minutes. This is acceptable but slower than previous exercises and there was some confusion following changes in Fire Marshal arrangements. Further changes to room occupation and with prospective new tenants will require further future changes to arrangements.
 - Brunts Barn roof repairs and asbestos removal. Quotes for this work have been received and the removal works are planned.
(Post meeting note: these works are now complete)
 - First Aid provision and training. Differences in training requirements for alternative teams were discussed (Field Services (Rangers) vs L&D). It was reiterated that Occupational First Aid requirements are fully met and that these differences were driven by services operational need. Andrew confirmed that specific/specialised outdoor first-aid was not currently provided to Rangers.
4. Draft *Health and Safety Policy* for 2016. A completely revised Health & Safety Policy was presented to the committee for consideration. This new version builds on current thinking presented by the HSE for an optimum approach to expressing commitment for H&S. The choice of key words within the policy stresses the importance of behaviours and points to the development of a more comprehensive and embedded safety culture. While this new approach was generally supported it was agreed that a more thorough introduction of the substantial changes it embodies would need to be taken forward as part of an implementation plan.
(Post meeting note: subsequently to ensure continuous provision of a suitable H&S General Statement, the existing version will be carried forward while the implementation plan for the new version is prepared and agreed. A new H&S General Statement for 2016 was subsequently agreed at LJC).
5. Safety Officer's summary report and safety update (JW)
 - Review of Occupational Health provision. It was reported that the HSE had recently suggested that a new focus would be placed on

prioritising occupational health issues. Incidences of occupational ill-health very significantly outnumber occupational injuries. It is also typical that Park Authorities have fairly reactive occupational services and it was suggested that a more proactive approach was appropriate. A wider study of OH Services across NPAs will produce a report and recommendations for future consideration.

- Business Continuity Plan. Plans for dealing with a serious safety related incident are included in a Business Continuity Plan for the Authority.
- Review of CST/OST risk assessment (reception) guidance and training. This has been reviewed in light of current/proposed changes to the organisation of these working groups.
- Lone Work guidance and the 'buddy system' (MFF model). A very good set of documentation has been produced by MFF to identify when a 'buddy system' is required by a lone worker and how this system is implemented when required. This documentation has been shared with other working groups to assist revision of their own lone work systems. It was reported by Rosie that no-such system was used by Planning (Enforcement).

Post meeting note: Follow-up meeting with Enforcement Team manager has agreed a review of arrangements for Lone Work in Planning.

6. Safety Representative's/Staff Committee reports. None received.
7. Any other business.

Rosie reported concerns about the effects of planned changes for room use at AH and the provision of adequate welfare facilities. These concerns were noted and an undertaking to explore this issue with Property Services was agreed.

Post meeting note: Followed-up with PS. A study showed that in all normal operating situations (numbers of staff/public expected on-site) a sufficient number and type of welfare facilities are available. Any further changes at AH will be expected to reconsider this concern.

Next meeting: Tuesday 19th April 2016 in the Library AH at 1330-1530hs.