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

HEALTH AND SAFETY COMMITTEE

Tuesday, 11 October 2016 1500hs – 1630hs

Conference Room Aldern House

MINUTES (Draft)

1. Apologies for absence – Jo Allen
2. Minutes of the Meeting of 19 April 2016 – Agreed and approved
3. Matters arising
 - i. AH Emergency Evacuation procedures

An emergency evacuation practice was carried out before today's meeting. This was successful, with a full evacuation completed in approximately 3 minutes. Some Fire Marshal appointments and fire routes remain to be confirmed due to office moves.

- ii. Lone Working arrangements – Planning

A final version of the lone working arrangements for Planning has been agreed and disseminated. A forward monitoring programme to ensure these arrangements are being followed was discussed.

Post meeting note: On further inspection, personal contact details have not been updated for all of planning despite requests from the Manager, Enforcement Team. Issue escalated to John Scott, Director of Land Use Policy and Planning for action.

4. Draft Health & Safety Policy for 2017

A final version of the proposed new Health and Safety Policy for adoption from 1 January 2017 was discussed and agreed.

5. Safety Officer's report and safety update
 - i. Incident reporting – Centaur Incident May 2016

A second report on the Centaur incident of 9th May 2016 was discussed. This report used a new, revised format of incident investigation form, to more explicitly answer questions previously raised in connection with identifying control failures (breaches) and further actions.

Post meeting note: the HSE has since written to the Authority with its findings in respect of this incident (28th October 2016). Health and Safety contraventions were identified in three distinct areas. These are now specifically identified and addressed in a comprehensive action plan, which had already addressed several issues included. Future of use of the Centaur vehicles is uncertain.

ii. Radon levels at AH (Julie Green, Property Services)

Higher than normal levels of radon were detected in part of AH by the normal use and monitoring of radon detectors. This was traced to failures of two fans and these matters addressed. Action trigger levels of 400Bq were not reached.

iii. Legislation and guidance updates – H&S Penalties

The Safety Officer discussed the effect of new legislation on health and safety penalties introduced in February 2016. A very significant rise in typical penalty levels has been identified. Small organisations (by budget/turnover) will typically suffer penalties for breaches prosecuted of up to £1.6m (according to potential severity).

iv. Learning from other NPAs – ticks and Lyme disease

Latest guidance from other NPAs on the advice for recognising and dealing with the threat and aftermath of tick related ill-health was discussed. The latest Health Protection Agency advice leaflet is identified as our principal source of advice.

6. Safety Representative's/Staff Committee reports

None

7. Any other business

The Safety Officer referred to a number of workshop events completed under the 'How We Work Around Here' banner in respect of occupational health and safety. Forty line managers have attended the briefings which have focussed particularly on issues introduced with the new health and safety policy. A mop-up session is planned for those areas underrepresented at the briefings.