

Members: Andrea McCaskie; Theresa Reid; Jon Wayte; Rosie Olle; Joanne Cooper  
In attendance: Simon Malcolm; Sarah Wilkes; David Hickman

### **HEALTH AND SAFETY COMMITTEE**

Monday, 8 May 2017 in the Library, Aldern House at 1400hs-1530hs

#### **MINUTES (draft)**

1. Apologies for absence: Neal Richmond, Jo Allen, Andrew Shaw
2. Minutes of the Meeting of 11 October 2016 – agreed and approved
3. Matters arising – none listed

Rosie Olle referred to the AH Emergency Evacuation Procedures, discussed at the previous meeting, noting that the list of senior personnel required to take action was out-of-date. The Safety Officer confirmed that the list would be reviewed this month. The list is designed to include a sufficient number of staff so that in most cases there are enough named personnel on-site to deal with an emergency.

4. Safety Officer's annual report for 2016  
The Safety officer gave a summary of his report for 2016. David Hickman suggested that it would be useful to include numbers on the charts detailing accident and incident data. These will be included for the report to LJC. Andrea requested that staff names are removed from the Centaur incident report summary for the public LJC report. Both matters to be attended to by the Safety Officer.
5. Commercial Development and Outreach Directorate Health and Safety project group – objectives and progress report  
Simon Malcolm and Sarah Wilkes gave a summary report of work initiated and continuing in the Commercial Development and Outreach Directorate to improve safety matters identified by the internal and HSE investigations following the Centaur incident and with reference to a Management Instruction issued.
6. Initial proposal to expand and develop the membership and role of the HSC  
The Safety Officer outlined a proposal to develop the membership and role of the H&S Committee to improve the overall resource for operational involvement in occupational health and safety. This development has significant synergy with the project referenced at item 5 and will involve the whole of the Authority. A suitable model for such development has been successfully implemented at the South Downs NPA. A more detailed proposal will be worked up and an extraordinary meeting arranged to discuss and agree this item.
7. Safety Representative's reports – none received
8. Any other business

8.1 Joanne Cooper suggested that minutes of this Committee should be taken by Democratic Services to ensure a more complete and accurate record. This was supported in principle, subject to further agreement, by Andrea.

8.2 Rosie queried the current situation in respect of the 'panic alarms' installed in the Reception area. The Safety Officer agreed that the current system was not well understood and had not in fact been used for the intended purpose since installation. He agreed to review the use of this system and the alternatives.

8.3 Rosie questioned whether the PDNPA had any specific health and safety obligations for our tenants. The 'landlord' obligations were summarised by the Safety Officer and he confirmed that other occupational health and safety obligations belong to the respective tenants.

Next meeting: October 2017\*

\*An extraordinary meeting may be arranged (in accordance with H&S Policy) before the scheduled Autumn meeting to agree/progress item 6.