

2b	Review of Staff Security Arrangements at Aldern House Reception	
	<p>There are currently 2 alarm systems in operation in the Reception area at Aldern House and the Committee were asked to consider if both were still needed:</p> <ol style="list-style-type: none"> 1. Push strips in the interview rooms which sound in some offices 2. A 2 switch alarm under the reception desk which connects to the alarm system monitoring station <p>It was noted that the only instances of the push strips being used had all been false alarms by people accidentally pressing them. There was concern over which offices the alarms from these sound in and that untrained officers may respond. Also concern was expressed that the switch alarm under the reception desk had not been tested or staff trained in using it. It was also unclear what response would be made by the monitoring station.</p> <p>It was agreed that Jon Wayte will review the current risk assessment for the reception area and send the revised version to relevant staff for consultation. This will include checking what response the monitoring station would make if the under desk alarm was activated. Jon will also liaise with Darren Butler and Lisa Walker to ensure that all the Customer and Business Support team are trained in the use of the under desk alarm and that a regular test of the system is conducted twice per year.</p> <p>It was also agreed that if, following the review of the risk assessment, the push strip alarms are deactivated Jon Wayte will liaise with the Property Team regarding removal of the strips.</p>	<p style="text-align: center;">JW</p> <p style="text-align: center;">JW/DB/LW</p> <p style="text-align: center;">JW/Property Team</p>
3	Draft Health & Safety Policy for 2018	
	<p>Jon Wayte tabled a copy of the draft Health and Safety Policy for 2018. The policy covered 3 parts: intent, delivery and governance. If the Committee agreed the policy it would then be reported to Strategic Leadership Team at the Strategic Development meeting on 17 October 2017 and then to the Local Joint Committee on 1 December.</p> <p>Jon reported that there were no amendments to Part I but he had amended Part II of the policy to include the role of the Safety Officer and the role of the Safety Representatives and Part III to include a change to the Health and Safety Committee to incorporate representatives from all Services.</p> <p>The Committee discussed the changes to the policy. It was noted that the role of the Safety Representatives would include training. With regard to the expansion of the Committee membership it was noted that all Heads of Service should be contacted first and be asked to nominate a relevant representative from their Service. There would still be UNISON and Staff Committee representatives on the new Committee and who these representatives were needed to be clarified.</p> <p>The following was agreed:</p> <ol style="list-style-type: none"> i. Jon Wayte will contact Heads of Service to request them to nominate a Service representative for the Health and 	<p style="text-align: center;">JW</p>

	<p>Safety Committee.</p> <p>ii. Theresa Reid and Joanne Cooper will clarify who will be representing UNISON and Staff Committee.</p> <p>iii. It was agreed to support the nominated Unison representative to undertake the appropriate H&S training</p> <p>iv. David Hickman will inform Strategic Leadership Team of the proposed changes. Also the proposals will be mentioned at the Performance and Business Plan quarterly meeting on 9 October.</p> <p>v. Jon Wayte will add an appendix to the Policy listing all current health and safety policies, the dates they were last reviewed and the dates they are due to be next reviewed. A designated lead officer for each policy will also be recorded.</p>	<p>TR/JC</p> <p>TR/JW</p> <p>DH</p> <p>JW</p>
4	Safety Officer's Report and Safety Legislation Update	
	<p>Jon Wayte reported on the following:</p> <p>i. EU Legislation changes for ladders – all new ladders will need to comply with the new EU standards. Jon will ensure all relevant staff are made aware.</p> <p>ii. Hand/Arm Vibration health issues – the Authority was already aware of this and had a system of grading effects of machinery used, eg chainsaw, brush cutters etc., by using coloured ‘flags’ attached to each machine. These work on a traffic light system so green is low effect, red is high effect. However the system was based on information from manufacturers and other independent data is now available meaning the marking of machines needed to be revisited Jon Wayte will review the current information and change the timers as necessary.</p>	<p>JW</p> <p>JW</p>
5	Safety Representative's/Staff Committee Reports	
	There were no reports.	
6	Any Other Business	
	<p>Future Committee Meetings - Ruth Crowder asked that dates for the 2018 meetings be set in advance and as soon as possible.</p> <p>It was noted that health and safety issues should be included in Service Plans. David Hickman and Theresa Reid will ensure Heads of Service are reminded. It was suggested that at least 2 Committee meetings will be needed in 2018; by the end of March and in early September.</p>	<p>JW/RC</p> <p>DH/TR</p>

Meeting Close 10.35 am