STAUTORY SAFETY COMMITTEE MINUTES

11 August 2016 (2)

Attending: Adrian Wykes, Ian Pinfold, Tony Cunnington, Darren Moore, Lisa Kirby, Rob Smart

ltem	Minute		Action
1.		APOLOGIES – Ged Hickey, Daniel Brookes, Rob Vaughan	
2.		MINUTES OF PREVIOUS MEETING – N/A.	
3.		MATTERS ARISING:	
		Covered in main meeting – Terms of Reference Feedback.	
4.		DISCUSSION:	
	A	 The Committee elected Adrian Wykes as Chairperson. Proposer Rob Smart and Seconder Lisa Kirby. The Chairperson will serve in this capacity for one year. 	
	В	The Committee were informed about the agreed revision to the Terms of Reference with emphasis placed on:	
		 Authority of the Committee; Reporting structure of the Committee; Membership of the Committee. 	
	С	 Discussion was commenced on the accident and incident statistics, January – July 2016. The Committee welcomed the reduction of accidents and incidents this year. 	
		Special discussion was conducted concerning the accident to a member of the public in our communal area of a Sheltered Scheme. AWy informed the Committee of all actions taken to reduce this risk. Jo Baggott, Sheltered Housing Supervisor, to be asked if she could attend the next meeting to inform what has been completed to reduce this foreseeable risk. AWy to arrange.	AWy
	D	• Discussion on membership took place and the Committee decided that Marc Lee, Estates and Asset Management, would be invited to further meetings. AWy to organise.	AWy

	E	• Discussion was had concerning lost / misused PPE. Can a charge be made to replenish lost / misused PPE. AWy states you can not charge for PPE if it is required by Risk Assessment and solely for use at work. AWy to research and report back.	AWy
5.	F	 AOB: Discussion was had concerning the gas / smell present at the Jubilee. AWy explained what investigation had taken place, emphasised it was not a gas leak as the gas was switched off, and what would be occurring in the near future to eliminate the smell. 	MLe Awy
		The Committee decided that Marc Lee would be required to investigate the noxious fumes until such time it was eliminated. AWy was tasked with informing Marc Lee.	AWy
	G	• The Committee decided that they would like vehicle accidents to be reported to the Committee. AWy to arrange with Finance.	AWy
	H	 Discussion was had concerning Hand Arm Vibration and metering. Our system is now over five years old and needs upgrading. Upgrading will cost £8-9,000. Enquiry was made whether other Services would like to buy into system. AWy to enquire from In-house. 	AWY and TCu
		 AWy asked the Committee if Pavilions had Fire Logs etc. Greenspaces said Yes. AWy asked if staff were utilising a Middlefield Lane Log book for Jubilee. Committee answered No. AWy agreed to conduct Pavilion Fire Risk Assessments with Tony Cunnington. The Jubilee representatives have asked that their Fire Log book be returned and stated it should not be taken off premises. AWy asked to contact Marc Lee. 	AWy
	J	 Discussion was commenced on first aid supplies. Services would complete an audit to find out what they require and inform AWy. 	All
	к	 AWy thanked the committee for a very productive meeting. 	
	L	• Next meeting to be arranged in two months. AWy to organise.	AWy