

**Statutory Safety Committee**  
**Wednesday 2 September 2020**

**Present:** Julie Kenny (JK), Jo Baggott (JB), Sarah Marriner (SM), Julie Stay (JS), Maddy Shellard (MS), Lisa Kirby (LK), Darren Moore (DM), Sophia Hands (SH), Marc Lee (ML)

1.	Apologies received from Dena Abbot (DA), Ged Hickey(GH), Malcolm Evans (ME), Ian Pinfold (IP), Rachel Burgess (RB), and Caroline Roffey (CR).
2.	<p><b>Health, Safety and Welfare Management System</b></p> <p>Sophia Hands talked through the slides sent prior to meeting:</p> <ul style="list-style-type: none"> <li>• Management System – Can do check act – basic management framework. A lot of this is already in place with teams. There are things that require improvement but this is being worked on.</li> <li>• Plan of action is in draft form at present and will include a review of risk assessments, development of a H&amp;S manual (which include a lot of different areas within H&amp;S), accident reporting and investigation procedure, that are clear on process CoSHH Management System (management of hazardous substances and good practice, training and audit and inspections.</li> <li>• Health &amp; Safety policy has been written and signed off by SLT.</li> <li>• Health &amp; Safety policy has been reorganised on the intranet with a few changes and broken down into easy identifiable sections. These areas will be being reviewed to ensure that all documentation is there.</li> </ul> <p>JK queried about the Management Plan which has been discussed at SLT. SH talked through the Policy and where it fits in with the Management Plan and how she will use this in her reports when reporting to SLT.</p> <p>All confirmed happy to accept the reports and associated documents.</p> <p>Documents will now go to the Ethical Governance Committee. SH to add to the report that consultation has taken place at this meeting. <span style="float: right;"><b>[SH]</b></span></p>
3.	<p><b>Health &amp; Safety Management Review April 2019/20</b></p> <p>SH has done the annual report that has looked at the previous year and has been broken down from the Dashboard report submitted last year.</p> <p>SH went through report. JK said that SLT have been through it and are happy with how it has improved upon the previous reports. They have requested that the actions and statistics be pulled out and suggested best way to present these would be in table format for future SLT meetings and the Committee to monitor progress. <span style="float: right;"><b>[SH]</b></span></p>

	<p>Key points include:</p> <ul style="list-style-type: none"> <li>• Accident/near miss reporting – reporting is good in some areas but not in others and some discrepancies (i.e. violent incident reports – some areas being reported but not all). SH worked with web development for an online reporting system which is currently being trialled by Streetscene for a month. Aim is to have a single reporting system.</li> <li>• Induction Form – has integrated more H&amp;S information into the induction.</li> </ul> <p><b>Agreed:</b> All happy to accept the report.</p>
4.	<p><b>Health and Safety Management Review April 2020 – June 2020</b></p> <p>Covered above. Thanks were given to SH from everyone on all the work she has done to complete the policies and reviews.</p>
5.	<p><b>Covid – Risk Assessment update</b></p> <p>JS advised that guidance had been issued to managers who are required to undertake individual employee risk assessments, where relevant, in order to safely manage staff returning to work either through front line activity or office based staff returning on a rota basis within the council’s offices. The risk assessment covers vulnerable groups/BAME/underlying health conditions.</p> <p>JS advised the group that the HR team and the H&amp;S Officer are on standby to deal with queries that managers and staff may have regarding the risk assessment process and returning to work.</p>
6.	<p><b>Working from home</b></p> <p>Customer consultation has taken place to understand how they would wish to access our services in future due to the large shift seen since Covid-19.</p> <p>JK said that the responses will inform and help how we provide customer provision going forward.</p> <p>JK said that all longer term plans will be fully consulted on with Unions/staff.</p>
6.	<p><b>Any other business</b></p> <p>SM queries:</p> <ul style="list-style-type: none"> <li>• SM raised a recurring issue around non-union staff not being involved in large consultations. She said that all unions have committed to represent all staff (union or not). SH confirmed that non-union staff are consulted on a wide range of issues and JK confirmed that they are consulted on day to day issues and recognised the commitment from the unions to collate the views of non-members on large consultations. Agreed that consultation on health and safety matters with non union staff however needed to evidenced to ensure that HBBC is meeting its statutory obligations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recording of induction training – SM is happy that this has been included.</li> <li>• Estates and Facilities – no risk assessments for buildings highlighted by Grant Thornton last year as part of an internal audit review. SH said this has been rectified since Covid-19 and that there is an overarching risk assessment for each building that includes everything (fire safety, access, glazing, asbestos, confined spaces etc) with smaller risk assessments attached underneath (i.e. fire risk, accessibility). SH said that each building was compliant but didn't have the overarching one to capture everything but this has now been done.</li> <li>• SM asked about Government guidance on publishing a Covid risk assessment on companies with over 50 employees and queried whether HBBC going to publish theirs? JK said she believed this had already been actioned but will follow up to ensure that this is published. <b>[JK]</b></li> <li>• SM noted that one of the accidents were RIDDOR reported – SH will take this and other issues up with SM outside of the meeting. <b>[SH]</b></li> </ul>
7.	<p><b>Next Meeting</b></p> <p>Wednesday 2 December 2020 at 10am - De Montfort Suite (Zoom has also been booked as a back-up).</p>