

Statutory Safety Committee Minutes

30 March 2017 (3)

Attending: Adrian Wykes (AWy), Tony Cunnington (TCu), Darren Moore (DMo), Lisa Kirby (LKl), Ged Hickey (GHi), Mark Lee (MLe), Ken Hudson (KHu), Daniel Brookes (DBr).

Item	Minute		Action
1.		APOLOGIES – Rob Vaughan, Sarah Marriner, Rob Smart.	
2.		MINUTES OF PREVIOUS MEETING – Accepted.	
3.		MATTERS ARISING – to be brought forward:	
	A	<ul style="list-style-type: none"> Vehicle accidents and claims by members of the public. Discuss with finance process to receive figures for meetings. 	AWy
	B	<ul style="list-style-type: none"> Jo Baggott to be invited to the next meeting. 	AWy
4.		DISCUSSION:	
	A	<ul style="list-style-type: none"> Discussion on personal protective equipment (PPE). GHi gave a brief on what his Service does e.g. issue bag and box for each operative. This system is working well in his Service. He informed the group he also completes a three month bag and PPE check to ensure equipment is in good order and present in the bag. 	
	B	<ul style="list-style-type: none"> Agreed that AWy would discuss with Refuse, Streets and Green spaces to see if the bag system would work for them. Discussion on legionella management. AWy briefed group on new revised ACOP and detailed main responsibilities. MLe gave a brief concerning management of Legionella as a Facilities Responsible Person. 	AWy
	C	<ul style="list-style-type: none"> AWy to send ACOP to the entire group. AWy presented the accidents statistics for 2016. The Group agreed that all statistics would be presented to the closest month to the meeting thus facilitating discussion on recent accidents / incidents. 	AWy

	D	<ul style="list-style-type: none"> Under reporting of accidents was discussed. It was agreed accident forms would be made easily available for manual workers. 3 trays will be put in to the canteen at the Jubilee building. <p>1 for accidents, 1 for vehicle, 1 for near misses.</p>	Jub manage -ment
	E	<ul style="list-style-type: none"> Discussion was had concerning excessive waste in wheelie bins. The Group agreed that excess waste needs to be left at the premises and hands are not to be placed inside the bin. 	AWy & KHu
	F	<ul style="list-style-type: none"> COP for waste to be changed and photos added. 	AWy
	G	<ul style="list-style-type: none"> Discussion was had concerning team meetings. GHi stated in his Service, having smaller groups facilitated Q&A. Larger groups, while quicker, did not lend itself to Q&A and employee raising issues for discussion. DBr presented the stress statistics. 24% of all absence in the council is due to stress. DBr stated there is a difference between personal and work related stress though the two may cross over. 	
	H	<ul style="list-style-type: none"> KHu to return to RVa and ascertain if the statistics are what he required for Unison discussion. The Group agreed that where personal and work related stress cross over this would be indicated on the statistics. DBr informed the group that the Council supplies an online and telephone service for counselling. The Group agreed that this needs to be publicised yearly. AWy asked the group if they were having issues accessing the HSW resource on out intranet. The group stated that it depends on what type of computer you are using e.g. PC, laptop or thin client. The Group stated the search, on intranet, does not work well but the pull down Service listing does work. AWy to contact Ann Jones and discuss. 	KHu DBr DBr AWy
5.		<p>AOB:</p> <ul style="list-style-type: none"> TCu enquired when work would commence on Grounds COP. AWy informed TCu that the project plan will be agreed by Caroline Roffey and she will decide what is the priority of work. Meetings to be organised for July, Sept, Dec 2017 and March 2018. 	AWy