

Hinckley & Bosworth Borough Council

Statutory Safety Committee Minutes

30 October 2017 (5)

Attending: Adrian Wykes (AWy), Marc Lee (MLe), Ged Hickey (GHi), Ken Hudson (KHu),
Rob Smart (RSm), Lisa Kirby (LKl), Daniel Brookes (DBr)

Item	Minute		Action
1.		APOLOGIES – Robert Vaughan, Sarah Marriner, Darren Moore, Tony Cunnington, Jo Baggott.	
2.		MINUTES OF PREVIOUS MEETING – Accepted.	
3.		MATTERS ARISING – from last minutes:	
	A	<ul style="list-style-type: none"> The Committee discussed the use of the Potentially Violent/Threatening or Abusive Customers List. AWy was tasked with asking the Data Manager to give a brief presentation on 'how the data is accessed'. 	AWy
	B	<ul style="list-style-type: none"> Agreed a newsletter and email to be sent out informing staff why we collect accident and incident data. 	AWy
4.		DISCUSSION:	
	A	<ul style="list-style-type: none"> The Committee examined the accidents, incidents, stress and insurance figures. They agreed that accidents etc. were being managed in the Authority. Re-emphasis on continuing to request staff to report accidents and incidents would be continued. <p>The Committee asked that Finance present more information on vehicle accidents to allow the Committee to have a fuller picture of vehicle type, service area etc. AWy to discuss with Finance.</p>	All
	B	<ul style="list-style-type: none"> A presentation was given on the recent significant findings of the HUB inspection. The main area of concern was house-keeping. 	AWy
	C	<ul style="list-style-type: none"> A presentation was given on recent significant findings of the Atkins inspection. The main areas of concern were fire doors and house-keeping. MLe has arranged for most findings to be actioned. The remaining findings are being prioritised and actioned. 	MLe
5.		AOB:	
	A	<ul style="list-style-type: none"> The Committee discussed completing a scoping exercise to ascertain what tasks can be completed internally that at present are externally provided via sub-contractors. 	All

	B	<ul style="list-style-type: none"> The accident and vehicle reporting forms are to be brought to the next meeting and the Committee will examine and suggest changes to make them easier to fill in and use. 	AWy
	C	<ul style="list-style-type: none"> To provide a presentation to update the Committee on Asbestos framework and management. 	AWy
	D	<ul style="list-style-type: none"> To provide a presentation to update the committee on legionella framework and management. 	AWy
	E	<ul style="list-style-type: none"> The Committee agreed and asked that Customer Services be representative on the Committee. AWy will contact Laura Blain. 	AWy
	F	<ul style="list-style-type: none"> It was agreed by the trade union representatives that the accident statistics do not need to go to the joint management and union meetings. 	
6.		<p>NEXT MEETING:</p> <p>January 2017.</p>	