

Statutory Safety Committee
Wednesday 2 December 2020

Present: Julie Kenny (JK), Sarah Marriner (SM), Julie Stay (JS), Rachel Burgess (RB), Darren Moore (DM), Sophia Hands (SH), Marc Lee (ML), Ian Pinfold (IP), Caroline Roffey (CR), Ged Hickey (GH)

1.	<p>Apologies</p> <p>Received from Dena Abbot (DA), Jo Baggott (JB) and Lisa Kirby (LK).</p>
2.	<p>Minutes of previous meeting - 2 September 2020</p> <p>The minutes were agreed as accurate.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • JK said that the Health & Safety Welfare Management System was approved at Ethical Governance Committee and has now been formerly adopted. • SH has done the stats for the next set of reports. • The Covid Risk Assessment has been published. • SH confirmed that she had picked up the RIDDOR reportable accidents with SM outside of the meeting.
3.	<p>Health & Safety Management Review July to September 2020</p> <p>SH gave a presentation on this and JK said that SH has done a considerable amount of work on this.</p> <p>Areas covered on the presentation included:</p> <ul style="list-style-type: none"> • Reporting of accidents/incidents - this is now available on the Intranet and when clicking on the link, you now have an explanation of what the form is used for to ensure that the right form is being used. SH reported that due to the nature of the work they undertake, that SSS and Housing Repairs saws the highest number of incidents but that this figure is overall down on the previous year. • Significant incidents were reported with two that were outside of the review. This has been rectified by SH so that she is aware as soon as an incident is reported. • There was a reportable injury on 15 October and SH explained the process of the investigation and mitigation in using a causation tree on her presentation. SH will be speaking with DM's team shortly to look at how they work and giving further guidance. • SH said that 12 incidents have been reported to the Community Safety Team on unacceptable behaviour. RB said that this figure is due to some of the reports being intelligence based and not necessarily an incident. JK asked SH if this could be broken down

	<p>further so as not to distort the figures. [SH]</p> <ul style="list-style-type: none"> • SH said that the Risk Register had been updated. • SH has done a Health & Safety Plan to cover the next 18 months and briefly set out some of the work to be done. • SH said that there has been 68% compliance from staff on doing the exercises on the Learning Academy. • SH said that KPIs have been put in place and listed some of the key indicators RB queried the use of DSE Assessments as many people are now working from home. JK said that additional equipment requests were being supported based upon the completion of a DSE assessment and that staff are able to take equipment home as long as they inform their manager, to aid with working at home.
4.	<p>Face Mask Consultation</p> <p>JS said that the consultation has now concluded regarding the use of face masks in vehicles at the Depot. The overall feedback from staff is their preference is that the use of masks is advisory not mandatory. SH confirmed that there were additional control measures added in the consultation letter which are currently in place.</p> <p>Management confirmed that this was the proposal given the consultation feedback, SM said that she will discuss this with Unison safety reps and come back to SH by the end of the week as Unison believe that there is a higher risk of spreading the virus whilst in a confined cab. DM said that there is balance between the amount of time spent in a vehicle and that concern was raised by staff about making it mandatory which isn't practical. Emphasising the point that the process of putting on and taking off a mask throughout the working day also presents an increase risk in contamination.</p> <p>SH confirmed that high risk staff have already been stood down or carrying out other duties, and so do not work on crews for their own safety.</p> <p>CR said that the Street Scene Winter Plan advised for all staff to wear face coverings in vehicles. The main advice for all staff is to not attend work if displaying symptoms and this had recently been tested with one crew. SM asked if those staff were tested and JK confirmed that unless you are showing symptoms, you are not advised to take a test.</p> <p>ME said that there has been new Government Guidance that has come through today which needs to be reviewed. JK said that it may be necessary to convene a further meeting before the next scheduled meeting if guidance is changing.</p>
5.	<p>Covid update</p> <p>JS said that the data for both waves of the pandemic is now available. There is more specific data available for the second wave and how it is recorded compared to the first wave. SH said that the first wave recorded no positive cases but the second wave did. However, these cases were not caught</p>

	within the workplace which was backed up by JK who said the daily figures received by SLT reflected that most transmission is within the home environment.
6.	Any other business SM thanked SH for the data that she is supplying and said that this has been very well received.
7.	Next Meeting 2021 meetings as follows: <ul style="list-style-type: none">• 23 February at 10am• 25 May at 10am• 24 August at 10am• 16 November at 10am