

# Statutory Safety Committee

Tuesday 23 February 2021

**Present:** Julie Kenny (JK), Julie Stay (JS), Darren Moore (DM), Sophia Hands (SH), Marc Lee (ML), Ian Pinfold (IP), Caroline Roffey (CR), Ged Hickey (GH), Dena Abbot (DA)

1.	<b>Apologies</b>  Received from Sarah Marriner (SM), Malcolm Evans (ME)
2.	<b>Minutes of previous meeting - 2 December 2020</b>  The minutes were agreed as accurate.  Matters Arising: <ul style="list-style-type: none"><li>• Breakdown of unacceptable behaviour to include intelligence received. This has been completed and is shown within the Dashboard report Section 9.</li></ul>
3.	<b>Health &amp; Safety Management Review October to December 2020</b>  JS presented the quarterly report drafted by the Corporate Health and Safety Officer.  Areas covered within the presentation included: <ul style="list-style-type: none"><li>• JS referred to the Dashboard at Appendix 1. JS advised that the report indicates that 11 accidents were reported for that period. JS highlighted the discrepancy between the dashboard which states 18 accidents, and clarified that 7 of those related to verbal abuse. JS proposed that the reporting of verbal abuse be taken out of the main accident statistics to avoid confusion going forwards as it is reported in another section of the dashboard report.</li><li>• JS indicated that near miss reporting statistics are still low and below the performance indicator set. It is suggested that Covid restrictions may have been the distraction as the focus is elsewhere. SH will encourage an increase of reporting in this area over the next few months</li><li>• JS reported that there was 1 RIDDOR reportable accident involving a member of staff being hit by the rear of a tipper van. This was a serious accident resulting in member of staff being hospitalised, due to a head injury. The employee has now recovered and currently back in work on light duties. SH has now completed the</li></ul>

investigation, working with safety reps and managers, and the report was submitted to the HSE and as yet no further comments have been received from the HSE. JS advised that the recommended actions are currently being implemented and that a copy of the report is available to committee members on request.

- JS mentioned that SH had identified that there was a pattern emerging in regard to accidents with loaders and identified the need to raise more awareness for current staff and new starters. SH and Natalie Moore had developed an induction video for loaders and JS urged committee members to follow the link and view the video as it was an effective and practical way of getting key messages across. Thanks were given to SH and NM for putting this together.
- JS advised that SH has developed a council training matrix which identifies minimum requirement of training for staff across the council and focuses on the working environment and the job role. That's being worked up and will be submitted to the committee at a later date.
- JS indicated that SH will be sending reminders to all staff regarding the mandatory online learning:

1. Introduction to H&S online training (82% completed to date)
2. DSE (70% completed to date).

JD advised that SH will implement the recommendation that this training is mandatory for new starters in the probation period. It was agreed that if training take-up had not increased, a further push may be needed via managers.

- JS made committee members aware that SH will be launching further mandatory training for all staff in the coming months:
  1. Fire safety
  2. Manual handling
- JS advised that planned face to face training, such as First Aid and Maintenance of fire doors had been delayed due to Covid; however as easing of lockdown continues this will be should hopefully be re-booked.
- JS highlighted to the committee to the number of actions set out at Appendix 2 which have arisen due to the number of Investigations, inspections and audits that have taken place. JS reminded members of the committee that their role is to review the actions and take the opportunity to ask questions/scrutinise.

	<ul style="list-style-type: none"> <li>• JS updated the group regarding another piece of work that SH had introduced ensuring that we have effective health surveillance in place. Employers are required to provide employees with health surveillance to ensure their protection and risk assessments will identify the circumstances where health surveillance is required. As a general rule, health surveillance is appropriate where: <ul style="list-style-type: none"> <li>✓ there is an identifiable disease or adverse health condition directly related to the work</li> <li>✓ there are valid techniques available to measure indications of the disease or condition – such as questionnaires or OH referral</li> <li>✓ there is a good chance that the disease or condition will occur under the particular conditions of work</li> </ul> </li> <li>• JS advised that SH had carried out fire risk assessments at 3 community houses with the resultant actions set out at Appendix 3. SH is working closely with the Housing Managers to progress those actions.</li> </ul> <p>Questions: GH queried what training provision will be in place for those working in the field with no access to a computer. JS and SH advised that this type of training should be picked up via toolbox talks. JS assured GH that SH will be working closely with service managers to roll out the training matrix to identify the training needs of their teams, any gaps identified and the method of delivery.</p>
4.	<p><b>Covid update</b></p> <p>JS provided an overview of Covid related activity for the last quarter and current quarter. 13 positive cases were reported in period Oct – Dec, and for January to date another 13 cases have been reported. It is noted that no cases have been contracted at work. All Covid risk assessments are being reviewed where appropriate, and HBBC policy and practices appear to be working, these include</p> <ul style="list-style-type: none"> <li>• ongoing encouragement for staff to work from home, where their job permits</li> <li>• Covid secure workplace</li> <li>• Wearing face covering when travelling around council buildings - introduced early Jan</li> <li>• encouraging increased ventilation in cabs</li> <li>• Emergency appointments only at the Hub</li> </ul> <p>Questions: DA questioned whether those managing contractors should notify HR/Health and Safety if a contractor reported a positive test within its own</p>

	<p>workforce. SH confirmed that this is the same as having an accident on a HBBC site so yes, we should be notified. SH advised that we would then use our HBBC track and trace to notify residents if necessary. DA confirmed that the contractors are also completing lateral flow testing.</p>
5.	<p><b>Any other business</b></p> <p>There was no other questions or other business raised.</p>
6.	<p><b>Next Meeting</b></p> <p>2021 meetings as follows:</p> <ul style="list-style-type: none"><li>• 25 May at 10am</li><li>• 24 August at 10am</li><li>• 16 November at 10am</li></ul>

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