

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), Malcolm Evans (ME), Lisa Kirby (LK), Sonia Timmington (ST)

1.	Apologies Received from Jo Baggott (JB), Sarah Marriner (SM) and Rachel Burgess (RB)
2.	Minutes of previous meeting – 23 February 2021 The minutes were agreed as accurate with no actions outstanding.
3.	Health & Safety Management Review January to March 2021 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">• Accident reporting<ul style="list-style-type: none">○ 4 accidents and 8 near misses were reported in the last quarter (increase in the latter from last year).○ No RIDDOR reports this quarter but the October 2020 incident is still being investigated by HSE. DM, CR, SH have done a lot of work on this.○ There has been one dog attack and 6 reports of unacceptable behaviour in the last quarter.○ More data is being received which helps with stats to have a year's comparison. Highlights a large reduction in accidents which could be COVID related but this needs to be looked at.• Covid reporting - During the last quarter, there were 8 members of staff off with COVID, which was in line with the national spike and has now tailed off.• Training<ul style="list-style-type: none">○ A lot of mandatory training has taken place in past year and getting a 87% completion rate on DSE assessments and 71% on the Introduction to H&S. All to encourage to complete this. [ALL]○ Face to face training will be restarting this month and work will be done to increase confidence in staff to do this.○ Other mandatory courses being rolled out and SH will be sending out training on these for staff to complete. [SH]

- Training Policy Matrix to pick up specialised H&S training needs has been put together by SH and taken to SLT recently for consideration and has been approved. This will be used to rollout further training with teams. This will help to build up evidence on a training log,
- SH has done a lot of work and good practice captured with managers using outside contractors for work. This will be updated at the next quarter.
- **Inspections and Risk Assessments** – fire risk assessment and H&S assessments have taken place this quarter.

ME asked about how managers can find out which staff have completed to enable them to target and encourage staff to complete the courses. SH said that managers can come to SH or Daniel Brookes in HR to access staff records to get a report on what has been completed. SH can raise with Learning Pool on how managers to easily check on what the completion rate is for their staff. [SH]

SH said that people will be notified of training requirements this month and JS said that a report (mark on those outstanding and who needs to do a refresher) can go out to managers to show what has been completed in their teams so they can encourage them to complete. [SH]

CR asked for a review of the Toolbox Talks and how they will be completed. SH said that this is delivered by line managers and can help to put one together. To record those who have completed it, you can scan their sheet with signature to go alongside their personnel record.

JK asked about Toolbox Talks on the guidance for managers in the office environment (as set out on the spreadsheet) to give a talk to remain consistent on various elements (hygiene, public, stress awareness, etc.) so they know what to pick up. SH said risk training between office based and public facing staff is a little different. Training Academy pick up office based and Toolbox Talks is generally public facing and can be done face to face or online. SH to give more clarification on the information sheet. JK/SH to discuss further outside of meeting.

[JK/SH]

Feedback regarding the HSE investigation was discussed – in particular the interviews that have taken place and tone of those meetings. CR to pick up with other LAs which have had similar incidents and the outcomes from that and report back. [CR]

JK said that there were some outstanding actions linked to the Fire Risk Assessments particularly for Sheltered Schemes and asked GH to ask CT for an update on what is happening with those actions.

[GH]

4.	<p>Fire Risk Management Policy</p> <p>JS said that this policy has been refreshed by SH. The main aim of the policy is to ensure that all council owned premises have adequate fire safety systems and procedures so that in the event of a fire (through fire risk assessment) the occupants are able to reach a place of ultimate safety, whilst also reducing the risk of the spread of the fire. This policy will be refreshed every three years.</p> <p>Key evidence base is fire safety records. SH has been liaising with managers mentioned in the document. Feedback included risk assessments which is not the manager's responsibility to conduct, however, it is their responsibility to have a Fire Risk Safety assessment carried out which can be done with support from SH and ML. Feedback from this committee is important along with Unison on this document which will go to a Member committee to seek approval. DA asked for timescales to be agreed so consultation with Unison can be done. Agreed consultation to take place over next two weeks.</p> <p style="text-align: center;">[DA]</p> <p>JS said that it would be good to have more staff representation on this committee to get more feedback. CR said that Paul Reeves would be a good rep. GH said that Dan Warren could also be approached. DA to approach. [DA]</p>
5.	<p>Any other business</p> <p>Simon Owens is to replace GH at all future meetings and the Committee thanked GH for his work over the years. ST to update the membership list. [ST]</p>
6.	<p>Next Meeting</p> <p>2021 meetings as follows:</p> <ul style="list-style-type: none"> • 24 August at 10am • 16 November at 10am