

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Monday 27th April 2009 at 1400 hours.

PRESENT:-

Councillor D. McGregor in the Chair

Members:-

Councillors J.A. Clifton, B.R. Murray-Carr and K.F. Walker.

Unison:-

R. Farnsworth and J. Hendy

Unite:-

C. Dodsworth

Officers:-

L. Keeling (Head of Human Resources and Payroll), D. Bonsor (Housing Needs Manager), T. Walker (Health and Safety Officer), T. Robinson (Property and Estates Manager) and A. Brownsword (Democratic Services Officer)

899. APOLOGIES

Apologies for absence were received from Councillor P.M. Bowmer and S. Sambrooks (Unite)

900. URGENT ITEMS OF BUSINESS

The Chairman consented to the following item being raised as an urgent item of business to be heard after agenda item 7:

Workers Memorial Day.

901. DECLARATIONS OF INTEREST

There were no declarations of interest.

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902. MINUTES - 2ND FEBRUARY 2009

Moved by R. Farnsworth (Unison), seconded by Councillor J.A. Clifton.

RESOLVED that the minutes of a meeting held on 2nd February 2009, be approved as a true and correct record.

903. GENERAL HEALTH AND SAFETY REPORT

A revised copy of the fire evacuation procedure for grouped dwellings was circulated to members.

The Health and Safety Officer presented the general health and safety report for Members' information. The report outlined:

- An update on the current situation at Kissingate Leisure Centre.
- An update on a civil claim for damages lodged by an individual claiming to have contracted legionella whilst visiting Creswell Leisure Centre.
- New fire safety procedures being rolled out to grouped dwellings.
- An update on asbestos management.
- Training which had taken place.
- Policies currently being developed.
- An Internal Audit carried out on Corporate Health and Safety.
- First Aid Boxes in Council Vehicles.
- The Fire Panel at Shirebrook Contact Centre.

A discussion took place regarding the new fire safety procedures for grouped dwellings and the display of the new procedures within the flats. The Housing Needs Manager noted that this was a sensitive issue as the flats were peoples' homes.

Members felt that that the Council should take responsibility for displaying the procedures within the homes to ensure that all residents knew where to look for the instructions in case of fire.

C. Dodsworth (Unite) asked who any enquiries regarding asbestos should be directed to and it was noted that this would be the Health and Safety Officer in the first instance.

The Chairman asked how often the first aid boxes in Council vehicles were checked and how this was monitored. The Health and Safety Officer noted that the boxes should be checked daily and were included on the drivers' checklist. The Chairman asked how the use of the boxes was monitored and requested that Committee be advised of the systems in place.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor J.A. Clifton

RESOLVED that (1) the report be noted,

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(2)the Health & Safety Officer provide a note to the next meeting setting out how the first aid boxes are monitored.

(Health and Safety Officer)

904. ELECTED MEMBERS' RESPONSIBILITIES FOR HEALTH AND SAFETY

The Health and Safety Officer presented a report outlining Members' responsibilities for Health and Safety. The report gave a summary of the guidance received from IOSH (Institute for Occupational Safety and Health) and the Health and Safety Officer noted that once training materials were available, he would run sessions for Members.

The Health and Safety Officer would circulate a copy of the report to all members

Moved by Councillor J.A. Clifton, seconded by Councillor D. McGregor.

RESOLVED that (1) the report be noted,

(2) the Health and Safety Officer circulate a copy of the report to all members.

(Health and Safety Officer)

905. UPDATE ON FIRE RISK ASSESSMENT REVIEWS

A copy of the Risk Assessment and Action Plan was circulated to members.

The Property and Estates Manager presented a report which gave details of the Fire Risk Assessment Reviews carried out on the Council's sites.

It was noted that some sites still had a number of risks still outstanding, but these may be different to the risks identified in the original risk assessment. The Property and Estates Manager noted that significant progress had been made, but not enough.

A discussion took place and Councillor Murray-Carr raised concerns that some substantial risks identified in 2006 had still not been dealt with and he felt that Heads of Service should be given a maximum of 8 weeks to either deal with the risks or provide an explanation for why they had not been dealt with.

Moved by Councillor J.A. Clifton, seconded by Councillor D. McGregor

RESOLVED that an Action Plan be developed in conjunction with Heads of Service to complete the identified works within 8 weeks or provide a reasonable

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explanation of non completion of works and that further reports on progress be provided to the Safety Committee.

(Property and Estates Manager)

906. WORKERS MEMORIAL DAY

The Head of Human Resources and Payroll reported that a letter had been received from Unison regarding the Workers Memorial Day. It was noted that the letter had been received with too short notice to organise anything formal.

Moved by R. Farnsworth (Unison), seconded by Councillor D. McGregor

RESOLVED that the Health and Safety Officer and R. Farnsworth (Unison) agree wording to be emailed to all staff informing them of Workers Memorial Day and that Unison be informed that more notice would be needed in future in order to organise a more formal event.

(Health and Safety Officer)

The meeting concluded at 1503 hours.