

MINUTES OF A MEETING OF THE HEALTH & SAFETY SUB-COMMITTEE,
HELD ON WEDNESDAY 4th MARCH 2015 IN THE COUNCIL CHAMBER,
KING'S HOUSE, THETFORD STARTING AT 2.00 P.M.

Present:

Councillor Mrs B J Canham	Chairman
Emma Patrick	Deputy Town Clerk
David Matthews	Thetford Town Council H&S Consultant
Mark Snowdon	Charles Burrell Centre Manager
Roger Stebbings	Works Forman
Chris Crimmen	Committee Secretary

Minutes

- 1181/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 1182/14 APOLOGIES FOR ABSENCE
Apologies were received from David Brooks, Venues Manager.
- 1183/14 MINUTES
Resolved the minutes of the Committee's meeting, held on 29th January 2015, received by Full Council 24th February 2015, be confirmed as a true record and signed/initialled by the Chairman.
- 1184/14 ACTION POINTS
The Chairman reviewed the action points from last meeting:
- The CBC FRA is still a work in progress but the plan is to complete all the red/amber issues prior to takeover 1st April 2015 with any outstanding items listed and passed over to the CBC Board to complete.
 - The PAT testing training is being sourced by the Works Manager. The CBC Deputy Manager to confirm his PAT Licence is current and up to date.
 - The CBC escape route at night issues has been resolved by the H&S Consultant and the Works Manager. This will form part of the handover pack.
 - The Manual handling course needs to be booked in by 15th April 2015. It was agreed all team leaders to contact the Works Foreman to compile a list of attendees.
 - The Deputy Town Clerk reported she had attended Safeguarding training and will give an update in 1186/14.
 - The parking issues in the Marketplace have been passed to Guildhall & Markets and the Deputy Town Clerk reported that the Venues Manager and Deputy Manager had attended the Saturday Market. They found a few issues with incorrect parking but in future the market will be visited every couple of months by the Manager in order to back up the Market Superintendent if needed.

- 1185/14 FIRE RISK ASSESSMENTS
The H&S Consultant reported that there are one or two items outstanding which will be added to the list, and then the list will be prioritised and completed by the next meeting. Once the list is completed and finalised confirmation will be circulated to the Committee.
- 1186/14 HEALTH & SAFETY AUDITS & INSPECTIONS
The letters have been issued to all CBC Tenants and the Deputy Town Clerk and the Works Foreman are to revisit any tenants with red actions outstanding. The Deputy Town Clerk will electronically copy the H&S file to Charles Burrell Centre file so the CBC Manager will be able to access all the actions, findings and letters on the system. The H&S Consultant reminded the meeting that there were some tenants who did not turn up for the original H&S meeting so these visits need to be rearranged. It was clarified that if these tenants are not present for the appointment access can be made to carry out the inspection. This notice to enter can be covered in the appointment letter sent to tenants.
- 1187/14 WORK AREA UPDATE
The Works Foreman updated the committee on the Works Team. Two of the works team failed a trailer course and they will take the test again. The Works Foreman will advise the cost of the retest prior to the Personnel Committee meeting on the 7th April 2015. The Chairman pointed out there was only one member of the team now trained to use a trailer.
RECOMMENDATION: That the Personnel Committee considers that the two works team members who failed the trailer course retake the course as soon as possible.
The Occupational Health checks were completed and the Works Foreman reported there was nothing significant to report.
The CBC Manager reported fire training was booked for the 21st March 2015 for four people. The Committee considered a report given by the CBC Manager and were pleased that, with one exception, all red and amber significant findings had been resolved. The only item outstanding was the fire exit onto the roof but as these rooms are unoccupied the H&S Consultant reported this was not an issue. The H&S Consultant will submit a report on this fire exit. It was agreed to hold a fire alarm test during the next two weeks without giving any notification to staff or tenants and this will be carried out by the CBC Manager. The CBC Manager confirmed the actions that are taken by lone workers leaving the building and these were agreed by the Committee.
- 1188/14 REVIEW OF RISK ASSESSMENTS
The Works Foreman reported that when new risk assessments are made they are added to the common drive. The Deputy Town Clerk asked that when new risk assessments are made and filed these they are reported at this meeting so all members are aware of the new assessments. An assessment that had been completed recently was to remove hedging and the Works Foremen was working on a legionella risk assessment for a new tenant in King's House.

1189/14

HEALTH & SAFETY TRAINING

The Committee considered a report from the Deputy Town Clerk on her duties as the Councils Safeguarding Officer. She reported that for £30 p.a. payable to the Norfolk Safeguarding Children's Board she would be entitled to:

- A comprehensive resource pack containing everything the Council would need to know about safeguarding children.
- Access to the Safer Programmes Co-ordinating Officer to get specific advice.
- Updated information on Safeguarding Children.

She recommended that the Council employees who are affected by Safeguarding issues should attend a course for up to 25 people called 'An introduction to Safeguarding Children'. This board could run this session for up to 25 people at a cost of £475.00.

RECOMMENDATION: To approve a dedicated session 'Induction to Safeguarding Children' a cost of £475 for all Council staff to attend.

RECOMMENDATION: The Council join the Norfolk Safeguarding Children Board at a cost of £30 p.a. to take advantage of the benefits it offers.

RECOMMENDATION: That the Deputy Town Clerk and one other attend the Designated Officer Training for Safeguarding Children programme.

1190/14

ITEMS OF URGENT BUSINESS

None.

1191/14

PRESS RELEASES

None.

Chairman

ACTION POINT	BY WHOM	BY WHEN
Review action plan and significant findings on CBC FRA and put into place a system to progress and further actions required.	CBC Manager	A.S.A.P.
Review action plans and significant findings on Town Council FRAs and put into place a system to progress and further actions required.	Works Foreman	A.S.A.P.

Purchase PAT Testing training and equipment. The CBC Deputy Manager to confirm his PAT Licence is current and up to date.	Works Foreman and CBC Manager	30 th April 2015
To arrange a Manual Handling course for all Council staff who have not undergone this training.	Works Foreman + All Team Leaders to compile a list for training.	15 th April 2015
Once the FRA list is completed confirmation will be circulated to the Committee.	Deputy Town Clerk and the Works Foreman.	17 th June 2015
To find out the cost of a trailer course retest.	Works Foreman.	7 th April 2015