

MINUTES OF A MEETING OF THE HEALTH & SAFETY SUB-COMMITTEE,
HELD ON THURSDAY 29th JANUARY 2015 IN THE COUNCIL CHAMBER,
KING'S HOUSE, THETFORD STARTING AT 10.00 A.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 Foreman
Chris Crimmen	Committee Secretary

Minutes

- 1026/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 1027/14 APOLOGIES FOR ABSENCE
Apologies were received from David Brooks, Venues Manager.
- 1028/14 MINUTES
Resolved the minutes of the Committee's meeting, held on 11th September 2014, as received by Full Council on 28th October 2014, be confirmed as a true record and signed/initialled by the Chairman.
- 1029/14 ACTION POINTS
The Chairman reviewed the action points from last meeting:
- The CBC Manager reported he had reviewed the findings of the CBC FRA and has made significant progress. He has renewed fire signage, fire exit plans throughout the building and completely rewritten all fire procedures. The upstairs rooms were currently off limits. The fire escape to the roof is partially obstructed by RSJ's. The emergency outside lighting is activated if the fire alarm goes off at night. It was agreed that the CBC Manager, the Works Manager and the TTC H&S Consultant would review the escape route at night and mark a pathway with paint. The TTC H&S Consultant stated that things had improved dramatically since the FRA. It was agreed that there should be a full FRA prior to handover on 31st March 2015.
 - The Work Foreman reported that the findings of the FRA report had all been reviewed and would be discussed under agenda item 1030/14.
 - The new door at the Carnegie was being fitted in February.
 - The old microwave had been fitted and replaced.
 - The paper based Risk Assessments have all been moved to the Councils common drive.
 - The Safeguarding and Lone Worker policies have gone through Personnel Committee and Full Council.
 - The Works Foreman has not yet been retrained on PAT testing – this action point to remain.

- 1030/14 FIRE RISK ASSESSMENTS
The Deputy Town Clerk reviewed the Councils Fire Risk Assessment Plan. She reported she had received an e mail that day and would send this out to the committee. She asked if the Works Foreman would update the e mail in red and the CBC Manager update in blue. The Deputy Town Clerk reviewed the list and reported she and the Works Foreman would compile a formal list to present to the March Committee.
- 1031/14 HEALTH & SAFETY AUDITS & INSPECTIONS
The Deputy Town Clerk reported all the letters have now been sent out about a month ago with the red actions highlighted for action to be taken. Together with the Works Foreman they would review all the red and amber actions. The audit at the Bowls Club had been sent to G W Staniforth.
- 1032/14 WORK AREA UPDATE
The Works Foreman reported there was little to update. The Works Team were happy and healthy with no accidents. One of the team had failed his trailer course so he will book him in for a retest as soon as possible. St Peters has no bookings in the winter and will open again in the spring. The Deputy Clerk stated there was nothing to report on the Guildhall. The Carnegie had a general works list that included repairs to the floor and resizing the stage door. Charles Burrell Centre Manager reported he has prioritised all the H&S issues with visitors, tenants and all users being advised of all the fire requirements. He had new lettering on the entrance doors stating that all visitors must sign in and be accounted for. He had recently held a first aid course for all sessional caretakers and some tenants.
- 1033/14 REVIEW OF RISK ASSESSMENTS
The Works Foreman reported he had completed all the Risk Assessments, had rewritten some and they were now all on the hard drive. The Deputy Town Clerk stated that the review should show the date when the review was last carried out and the date of the next review.
- 1034/14 HEALTH & SAFETY TRAINING
The one area of staff training that needs addressing is Manual Handling. The Works Manager is aware this is outstanding and will set a date for this training to take place as soon as possible. As far as Charles Burrell Centre is concerned the tenants are given a pack that includes a leaflet on manual handling. The Deputy Town Clerk is the Councils Safeguarding Policy Requirements Officer and reported she would need to contact NCC to either attend a training course or receive a training package so she is able to train all Council staff. CBC has a new Finance Assistant who will need Manual Handling, First Aid and Fire Training so she can be left in charge of the Charles Burrell Centre.
- 1035/14 GRITTING OF NORFOLK COUNTY COUNCIL AREAS
The Deputy Town Clerk reported she had received a complaint from a resident regarding the lack of gritting in King Street and the surface was very slippery. She explained that Thetford Town Council was only responsible for King's Street Square only and NCC Highways was responsible for the rest of

King Street. The Town Council must not be seen to grit these areas as liability for any frost related slips would then pass to the Council. The Deputy Town Clerk has been assigned to review the exact areas the Council signed for when the square and performance areas were passed over. The two areas in particular are the pathway under the clock and the area around the water fountain. She had heard from NCC that if Town and Parish Councils wish these areas to be gritted they will have to pay for this service. She is still waiting for details and then this will be passed back to the Amenities Committee for them to discuss. If there are trips, slips and falls on untreated areas in the NCC section then the liability would remain with them. If we do not grit the Town Council area the liability would be with the Town Council. With regard to the Market Square. some areas around the Market Place and the pavement near the trough is currently registered in the name of the Town Council but the ownership is still under dispute, However, Breckland Council continue to grit the marketplace car park area when they grit the rest of Thetford's car park. Breckland Council could stop gritting these areas at any time so the Deputy Town Clerk wanted to make the committee aware that the Town Council may have to take over at short notice. If it is icy the Works Team need to make sure Breckland Council has gritted the Market Square, if not this must be done otherwise the liability for a slip would be the Town Councils. The only other area that has been added lately is the path that runs through Castle Park which is being gritted by the Works Team.

1036/14

ITEMS OF URGENT BUSINESS

a) TWO INCIDENTS IN 2013

The Deputy Town Clerk reported that there were two incidents reported in 2013:

- A lady slipped and fell on the performance area but it was deemed that this area had passed all the appropriate safety checks so there was no liability on the Council.
- There was also trip on the pavement surrounding the Market place on a loose paving slab. The Council staff must regularly inspect all areas and must log any loose paving or trip hazards. The Works Foremen mentioned that these slabs in and around the Market Place were being caused by market traders parking vehicles in this area contrary to market regulations. It was agreed to pass this matter to the next meeting on Guildhall and Markets to deal with.

b) CHRISTMAS TREE INCIDENT

The Deputy Town Clerk reported when the Works Team were removing the Christmas trees on a trailer one tree became dislodged and struck a following car. There was no damage to the car reported. The Works Foreman reported he had reminded all the Works Team to use a net to secure any loose load in future.

1037/14

PRESS RELEASES

None.

ACTION POINT	BY WHOM	BY WHEN
Purchase PAT Testing training and equipment	Works Foreman	28/02/2015
To review the escape route from the upstairs of CBC at night	CBC Manager, the Works Foreman and the H&S Consultant	ASAP
To arrange a Manual Handling course for all Council staff who have not undergone this training	Works Foreman	ASAP
To arrange for the Deputy Town Clerk to receive Safeguarding Policy training	Deputy Town Clerk	ASAP
Pass the issue of market trader vehicles parking in and around the Market Place to the Guildhall & Markets Committee	Deputy Town Clerk	ASAP