

MINUTES OF A MEETING OF THE HEALTH & SAFETY SUB-COMMITTEE,
HELD ON WEDNESDAY 17th JUNE 2015 IN THE COUNCIL CHAMBER,
KING'S HOUSE, THETFORD STARTING AT 12.00 NOON.

Present:

Councillor Mrs B J Canham	Chairman
Emma Patrick	Deputy Town Clerk
Roger Stebbings	Works Forman
Chris Crimmen	Committee Secretary

Minutes

126/15 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTEREST
None.

127/15 APOLOGIES FOR ABSENCE
Apologies were received from J C Moorman.

128/15 MINUTES
Resolved the minutes of the Committee's meeting, held on 4th March 2015, received by Full Council 24th March 2015, be confirmed as a true record and signed/initialled by the Chairman.

128/15 ACTION POINTS
The Chairman reviewed the action points from last meeting:

- The CBC FRA was removed from the action points.
- The Works Foreman reported there were a few items to complete on the Guildhall FRA. He has a prioritised action list and the Chairman pointed out that this should be the main priority of the Works Team. The Deputy Town Clerk requested this work be added to the works list (if not already on there) and for a spread sheet to be started for these outstanding items showing the items, what action was taken and what work was done. This would be essential evidence for audit purposes.
- The PAT testing programme is a scheduled item on the works list. This should now be removed from the action list.
- The Manual handling course should be run for all King's House office staff and the Works Foreman will set a suitable date.
- The trailer course will be attended by two members of the Works Team w/b 22nd June 2015. Action point now closed.

129/15 FIRE RISK ASSESSMENTS
The FRA were discussed fully in the action points and noted above.

130/15 REVIEW OF HEALTH & SAFETY POLICY
The Deputy Town Clerk reported that she had been reviewing the Council's Health, Safety and Welfare Policy and stated this was still current and sufficient. She stated that this could be reviewed to enable much more content to be added on all issues concerning Health & Safety. It was agreed

that she would produce a draft Health, Safety and Welfare policy to present to the committee at the next meeting.

RECOMMENDATION: Accept the current Health, Safety and Welfare Policy document as it is. Deputy Town Clerk to review Policy to present to the next Health and Safety Committee meeting.

131/15 HEALTH & SAFETY AUDITS & INSPECTIONS

The Deputy Town Clerk reported that the H&S Audits and Inspections on all Thetford Town Council buildings were due and she offered various dates for the inspections to take place. The Council have to give 30 days notice of an inspection and a tentative date of Wednesday 29th July 2015 was agreed (subject to the H&S Consultant being available).

132/15 WORK AREA UPDATE

The Works Foreman reported that the outstanding work outlined on the FRA for the Guildhall is being treated as priority work. The Deputy Town Clerk reported that NCC needs to issue a permit for all vehicles using the pedestrian precinct in the Town Centre and that this had been applied for and obtained for the Works Team vehicles. The Works Foremen reported there are two new projects starting shortly, the Cemetery Car Park extension and refurbishing the Cemetery yard.

133/15 REVIEW OF RISK ASSESSMENTS

All risk assessments are up to date.

134/15 HEALTH & SAFETY TRAINING

The Deputy Town Clerk stated that as the Council's Safeguarding Officer she is due to set dates for a training session for up to 25 staff to be run by the Norfolk Safeguarding Children's Board. This training will be for all employees who are affected by Safeguarding issues. Once dates are received from the Norfolk Safeguarding Children's Board they will be promulgated.

The Works Foreman reported that the ROSPA training is due to be renewed. The Deputy Town Clerk requested that he checks the status of all of the Works Team and reminded him that the Town Janitor, who will inspect all of the play parks on a weekly basis, will urgently need this training. The Works Foreman reported that he will need a 2 day workshop due to the reports he is responsible for with the rest of the Works Team who will attend a 1 day workshop. The Works Foreman will find out the total cost of the workshop.

RECOMMENDATION: The Works Foreman will find out the cost of the training and the ROSPA course should be booked for all the works team who need this training.

135/15 DATE OF NEXT MEETING

The next two meetings were agreed as:

- Wednesday 7th October 2015 starting at 10.00 a.m.
- Thursday 10th December 2015 starting at 2.00 p.m.

136/15 ITEMS OF URGENT BUSINESS
None.

137/15 PRESS RELEASES
None.

Chairman

ACTION POINT	BY WHOM	BY WHEN
Review action plans and significant findings on the Guildhall FRAs and put into place a high priority action plan to complete the work.	Works Foreman	A.S.A.P.
To arrange a Manual Handling course for all Council staff who have not undergone this training.	Works Foreman	A.S.A.P.
Once the FRA list is completed confirmation will be circulated to the Committee.	Deputy Town Clerk and the Works Foreman.	A.S.A.P.
To update the Health, Safety and Welfare Policy.	Deputy Town Clerk.	07/10/2015
To apply for a permit to drive a motor vehicle on the Town Centres pedestrian areas.	Work Foreman.	A.S.A.P.
To cost the ROSPA training and arrange for training for the works team.	Works Foreman.	A.S.A.P.