

MINUTES OF A MEETING OF THE HEALTH & SAFETY SUB-COMMITTEE,  
HELD ON THURSDAY 12<sup>th</sup> NOVEMBER 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 Mathews             | Thetford Town Council H&S Consultant |
| David Brooks              | Venues Manager                       |
| Maurice Howard            | Town Clerk (for item 637/15)         |

Minutes

632/15 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

633/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor J C Moorman and Roger Stebbings, Works Foreman.

634/15 MINUTES

Resolved the minutes of the Committee's meeting, held on 8<sup>th</sup> October 2015, received by Full Council 27<sup>th</sup> October 2015, be confirmed as a true record and signed/initialled by the Chairman.

635/15 REVIEW AND APPROVE HEALTH AND SAFETY POLICY

The Deputy Town Clerk presented the draft Health, Safety and Welfare Policy document. Those present reviewed the document, and after a few minor amendments were made, Committee agreed that the policy should be presented to the Personnel Committee with the recommendation that it is adopted.

**RECOMMENDATION: The Personnel Committee agree and adopt the Health, Safety and Welfare Policy Document.**

636/15 EXCLUSION OF PRESS AND PUBLIC

Resolved that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remaining item of business on the grounds that publicity would be prejudicial to the public interest by reason of the commercially sensitive and confidential nature of the business to be discussed.

At this point David Matthews, TTC H&S Consultant left the meeting and Maurice Howard, Town Clerk entered the meeting.

637/15 FUTURE PROVISION OF HEALTH AND SAFETY ADVICE / SUPPORT

The Town Clerk reported that as part of the review of outsourced contracts work undertaken by the Personnel Committee, he was tasked to look at the provision of future Health, Safety and Welfare support to the Town Council. Three quotes were received:

## COMPANY A:

### Option 1:

- Act as Competent Person for Health & Safety.
- Attendance at quarterly H&S meetings (4 half days per annum).
- 3 further days per annum for visits, meetings with TTC staff, accident investigations or other urgent H&S matters.
- Conduct annual H&S audits of all TTC premises, preparing audit templates, subsequent reports and draft letters to each tenant outlining any actions required using RAG schemes (4 days per annum).
- To be available by phone, email, Facetime or Skype for contact by the H&S Committee or TTC staff.
- To maintain the health surveillance monitoring of the Works Team, Cleaners and Caretakers (to include arranging for Health Surveillance visits by the Occupational Health Nurse), cost of Health Surveillance visits not included in quote.
- To introduce drop boxes for the following activities; Risk Assessments, H&S data, Procedures and Policies, Accident Investigations and Miscellaneous Risk Assessment.

Under this provision, an annual review of risk assessments, procedures and policies and accident investigations would be conducted specifically to check for any trends in accidents and/or industrial diseases (estimated 2-4 days per annum).

A total of 9 days per annum to be in Thetford on TTC H&S business.

**Total: £5,400.00 + VAT per annum**

### Option 2:

As Option 1, minus the requirement to attend the quarterly H&S meetings.

A total of 7 days per annum to be in Thetford on TTC H&S business.

**Total: £4,800.00 + VAT per annum**

If TTC wished to secure a 3 year agreement on either option, then a 5% reduction per annum can be applied to the above costs (Option 1 = £5,130.00 + VAT, Option 2 = £4,560.00 + VAT).

## COMPANY B:

Company B offered a 3 or 5 year option with the cost being the same per annum for both, which included the following:

- **Year 1 (5 days):**

**Visits 1-3: Initial Visit:** Consultant visits all premises to review current arrangements and carry out a comprehensive General Risk Assessment (GRA) as required by Management of Health & Safety at Work Regulations 1999. They will then use this to produce bespoke documentation for TTC (Health & Safety Policy including a Fire Policy, Health & Safety Handbook and Health and Safety Action Plan identifying priority actions and timescales).

**Visit 4: Installation Visit**

Installation visit to introduce the new documents and begin process of implementation in organisation.

**Visit 5: Priority Area Visit:**

Visit later in Year 1 to review progress in implementation of Action Plan.

- **Year 2 (3 days):**

**Visits 6-8: Annual GRA:** Consultant performs second annual GRA and update the Action Plan.

- **Year 3 (4 days):**

**Visits 9-11: Annual GRA:** Consultant performs third annual GRA and update the Action Plan.

**Visit 12: Priority Area Visit:** Visit later in Year 3 to review progress in implementation of Action Plan.

- **Year 4 (3 days):**

**Visits 13-15: Annual GRA:** Consultant performs fourth annual GRA and update the Action Plan.

- **Year 5 (4 days):**

**Visits 16-18: Annual GRA:** Consultant performs fifth annual GRA and update the Action Plan.

**Visit 19: Priority Area Visit:** Visit later in Year 5 to review progress in implementation of Action Plan.

- Act as Competent Person for Health & Safety.
- Access to unlimited telephone and email assistance from Health & Safety Consultant and desk based consultancy team.
- Emergency assistance in the case of, for example, enforcement visits and accident investigations.
- In event of serious accident, investigation and liaison with the authorities.
- Frequent plain English updates on legislation and best practice.
- 24/7 access to TTC dedicated area of website provide access to wide range of H&S materials; all bespoke TTC H&S documents (assessments, policy, inspections, action plan and handbook), guides to H&S legislation, records of calls made between TTC and company.

**Total: £3,800.00 + VAT per annum.**

In addition, Company B also offered the following:

- 20 x E-Learning Licences for employees to undertake 40+ health and safety training modules from their desktops at a cost of £838.00 + VAT per annum.
- Optional Legal Expenses Insurance (Health & Safety Prosecution) at £57.00 per annum.

**Total, including E-Learning Package and Legal Expenses Options: £4,695.00 + VAT per annum.**

An Occupational Health Service is also available, however no cost was available for this.

### **COMPANY C:**

Company C offered:

- Act as Competent Person for Health & Safety.
- Minimum of 3 H&S visits per annum.
- Comprehensive review of all H&S documentation.
- Where necessary, update H&S Policy and carry out General Risk Assessment.
- Produce specific Fire Risk Assessment and provide a detailed Risk Management report.
- Carry out onsite awareness training covering fire marshal, manual handling and toolbox talks.
- Provide advice and additional support via email and telephone.
- Provide a client portal where all documentation will be stored and access to templates and additional documentation will be provided.
- Indemnity covering legal defence in the event of a HSE prosecution.

**Total: £2,400.00 + VAT per annum.**

Company C stated that any additional visits required would be charged at £595.00 + VAT per day.

They were also able to provide Health Monitoring on up to 6 staff at a cost of £720.00 + VAT per annum.

The Town Clerk clarified that with all three companies, any additional call out costs would need to be agreed with them as part of the agreement. After discussion looking at each quote, whilst Company B for their service was neither the cheapest or most expensive, by adding in the additional training package, it thereby bought them to a similar cost to Company A. This gives significant added value in terms of the provision of over 40 online training packages for all members of staff. This also comes with a monitoring tool to ensure compliance assisting in management terms. As a result the Committee made the following recommendation to the Personnel Committee:

**RECOMMENDATION: The Personnel Committee appoint Company A for three years to include E-Learning Package and Legal Expenses Insurance at a cost of £4.695.00 + VAT per annum.**