

**Draft Minutes of the Joint Safety Committee Meeting held on Wednesday, 7<sup>th</sup> March 2007 at the Council Offices, Monkton Park, Chippenham commencing at 3.05pm**

**Councillors Present:** D.B. Allen and M. Rousell

**Officers Present:** S. Bowcock (Operations Manager), N. Daniels (Building Control Team Leader), S. Drewett (Health and Safety Officer), N. Fenwick (Strategic Manager – Customer Services) and S. Wright (Policy and Democratic Services Officer)

**Staff:** C. Hams (UNISON), P. Taylor (UNISON) and M. Thorne (Observer)

**HS13. Election of Chairman**

**Resolved** that Councillor Allen be elected as Chairman.

**HS14. Apologies**

Apologies for absence were received from Councillor J.M. Wood and E. Orchard (Human Resources and Payroll Team Leader).

**HS15. Minutes**

Consideration was given to the Minutes of the meeting of the Joint Safety Committee held on 31<sup>st</sup> May 2006.

**Resolved** that the Minutes of the meeting of the Joint Safety Committee held on 31<sup>st</sup> May 2006 be approved as a correct record.

**HS16. Chairman's Announcements**

There were no announcements.

**HS17. Declarations of Interest**

There were no declarations of interest made in respect of any item on the Agenda.

**HS18. Analysis of Accident Statistics and Related Matters**

Consideration was given to Report No. 6 (circulated with the Agenda) advising the Committee on the annual accident statistics for the period 1<sup>st</sup> January – 31<sup>st</sup> December 2006.

Issues discussed during consideration of this item included:

- An increase in the number of reported accidents;
- The improvements in reporting procedures for incidents;



- The impact of the introduction of wheelie bins on the figures and health and safety training being provided for depot staff; and
- Legal implications for the Council when staff are injured carrying out their duties.

**Resolved** that the report be noted.

### **HS19. Council Parking Attendants**

A verbal update was given on recent problems of assaults on the Council's Parking Attendants.

Issues discussed during consideration of this item included:

- The increase in the number of incidents of physical or verbal attacks on attendants in recent weeks;
- The lack of response by Wiltshire Police when incidents are reported to them and the requirement for them to protect people undertaking a public duty; and
- Training, security equipment and policies/procedures that have been implemented to protect staff.

**Recommended** that the Personnel, Licensing and Administration Committee be requested to send a letter to Wiltshire Police expressing disappointment at the lack of support when incidents are reported to them.

### **HS20. Update on Cleansing and Amenities – Health and Safety Working Group**

A verbal update was received from S. Bowcock (Operations Manager) on the Cleaning and Amenities Health and Safety Working Group.

Issues discussed during consideration of this item included:

- That the Officer Working Group was meeting on a monthly basis and was continuing to make improvements to Health and Safety issues at the depot;
- The Health and Safety Executive had undertaken a further inspection of the depot and there had been no indication received that any improvements or changes were required;
- The work undertaken by a number of council officers to secure the improvements at the depot; and
- The possibility of the Chairman of the Personnel, Licensing and Administration Committee visiting the depot.

**Resolved** to note the work and progress of the Cleansing and Amenities Health and Safety Working Group.

## HS21. Updates from last Meeting

### a) **Monkton Park Office Environment**

S. Drewett (Health and Safety Officer) gave a verbal update in respect of the temperatures within the Monkton Park Offices.

It was reported that staff were to get further training and an engineer would be on site in the next few weeks to make adjustments to the control systems to allow a greater amount of temperature control.

### b) **Monkton Park Car Park**

S. Drewett (Health and Safety Officer) informed the Committee that concern with pedestrian safety in the Monkton Park car park was still an issue.

Issues discussed during consideration of this item included:

- The legal status of the footpath and responsibility for the car park;
- The signage that had been put in place to advise people to use the footpath; and
- Options for fencing along the footpath and reducing pedestrian access to the car park.

**Resolved** that options for reducing pedestrian access to the Monkton Park Car Park be investigated further, costed and analysed for risk. A report on the outcome to be presented, in due course, to the Personnel Licensing and Administration Committee.

## HS22. Any other business

### a) **Security at Reception**

N. Fenwick (Strategic Manager – Customer Services) reported that a number of issues associated with security in the reception area at Monkton Park had been reviewed.

As a result changes including more secure collection and storage of cash had been implemented whilst maintaining a customer focused layout.

### b) **No Smoking at Council Premises**

The Committee noted that smoking would be prohibited at the Council offices from 1<sup>st</sup> April 2007. It was acknowledged that a proactive approach had been taken to make people aware of the change and in supporting those people wishing to cease smoking. It was hoped that the support and help would continue in the coming months.

The meeting commenced at 3.05pm and finished at 4.10pm