

**Draft Minutes of the Joint Safety Committee Meeting held on Wednesday 28<sup>th</sup> November 2007 at the Council Offices, Monkton Park, Chippenham**

**Councillors Present:** D.B. Allen and I.J. Henderson

**Officers Present:** S. Bowcock (Operations Manager), M. Doran (Environmental Health Manager), H. Powell (Temporary Policy and Democratic Services Officer), M. Todd (Senior Policy and Democratic Services Officer) and C. Togher (Human Resources Advisor)

**Staff:** C. Hams (UNISON) and P. Taylor (UNISON)

**HS12. Election of Chairman**

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

**Councillor D.B Allen in the Chair.**

**HS13. Apologies**

Apologies for absence were received from Councillor J. Hartless, and from B. Summerhayes (UNISON), and S. Drewett (Environmental Health Technician).

**HS14. Minutes**

Consideration was given to the Minutes of the meeting of the Joint Safety Committee held on 8<sup>th</sup> August 2007.

**Resolved** that the Minutes of the meeting of the Joint Safety Committee held on 8<sup>th</sup> August 2007 be approved and signed as a correct record.

**HS15. Chairman's Announcements**

There were no Chairman's announcements.

**HS16. Declarations of Interest**

No declarations of interest were made.



## **HS17. Analysis of Accident Statistics and Related Matters**

Consideration was given to Report No. 6 (circulated with the Agenda) which informed the Committee of the accident statistics for the period 1<sup>st</sup> January to 31<sup>st</sup> October 2007, and other health and safety matters.

The following issues were discussed:

- The decrease in reported accidents compared with the same period in 2006, the most significant reduction being in injuries associated with lifting, turning and bending;
- The continuing positive impact of increased health and safety training on the number of reported accidents; and
- The, now in place, Customer Caution Register, and the on-going training of nominated officers to advise their allocated teams on its use.

**Resolved** that the Committee note the report.

## **HS18. Update on Concerns over Delivery Vehicles at Monkton Park**

A verbal report was given updating the Committee on the concerns raised at the last meeting regarding delivery vehicles causing a hazard at Monkton Park. Officers met to discuss this matter with Mr P. Sheffield (Jarvis Contract Facility Manager), on 4<sup>th</sup> October 2007.

The following issues were discussed:

- It was clarified that this is a Council, not Jarvis, issue;
- The ease with which deliveries to the café could be made at the rear of the building; and
- G. Jones (Maintenance Surveyor) is currently investigating this issue.

**Resolved** that M. Doran update the committee at the next meeting with the findings of G. Jones's investigation.

## **HS19. Update on Monkton Park Office Environment**

A verbal report was given updating the committee on the training provided to Jarvis staff regarding temperature control, following concerns expressed in the last meeting.

The following issues were discussed:

- The problem being partly an inevitable result of staff having varying temperature preferences; and
- The need to be mindful of environmental issues.

**Resolved** that P. Sheffield be invited to the next meeting to contribute his thoughts on this issue, and to give an update on his temperature control training.

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

A verbal update was given by S. Bowcock on Health and Safety issues at Cleansing and Amenities.

The following issues were discussed:

- The continuing positive impact on the number of reported accidents of increased health and safety training for Cleansing and Amenities staff, with particular reference to temporary agency staff; and
- The need for improved lighting in the yard and the steps currently being taken to provide this.

## **HS21. Concerns Raised by UNISON**

### **i) Office aisle clearance at Monkton Park**

The following issues were discussed:

- The accumulation of obstacles in office aisles at Monkton Park.

**Resolved** that Human Resources will contact managers reminding them of their responsibility to maintain a safe and tidy working environment

### **ii) The provision of facilities for disabled employees at the Council**

This item was withdrawn from the Agenda, as it was reported that this issue was currently under discussion with management.

### **iii) One way traffic on Monkton Hill outside of the Monkton Park offices**

A verbal report was given updating the Committee on the concerns of UNISON and Health & Safety officers regarding one way traffic on Monkton Hill. Consideration was given to the Exception Report prepared by Mouchel Parkman Ltd., on the Road Safety Audit prepared by Wiltshire County Council (which proposed the one-way system), and to a letter from Stephen Drewett (Council Health and Safety Advisor) to Mr G. Batten (Director of Environmental Services at Wiltshire County Council) expressing his concerns.

The following issues were discussed:

- The likelihood of accidents given the current arrangement; and
- The indication from Wiltshire County Council that this issue will be addressed in June 2008.

**Resolved** that Mike Doran informs Wiltshire County Council of the Committee's strong desire for more urgent action on this issue.

#### **iv) Business cover insurance for essential and casual car users**

The following issues were discussed:

- The need for regular checking of the insurance documents of NWDC's essential and casual car users.

**Resolved** that Human Resources will contact managers reminding them of the need to periodically check NWDC car users' insurance documents.

**A further point** was raised regarding the bringing of reports to the Committee.

**Resolved** that, wherever possible, any item proposed by the Employees' Side for consideration by the Committee be discussed in advance with the Management Side (and vice versa), before its inclusion on the Agenda, if appropriate.

#### **HS22. Any Other Business**

A verbal report was given by M. Doran on measures being taken to alter security arrangements for Reception staff.

The following issues were discussed:

- The two options being explored:
  - a protective booth, as you would find in a bank, or
  - a cash machine; and
- The need for any new fittings to be in keeping with the layout and aesthetic of the reception area.

The meeting started at 3.00 pm and finished at 3.30 pm.