

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE HEALTH & SAFETY

CONSULTATIVE COMMITTEE HELD IN THE COUNCIL

CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 23<sup>RD</sup> FEBRUARY 2009

PRESENT: COUN W M JEFFREY (CHAIR)

Mrs J Iley, Mrs K McMenam,  
Mr B Arnell, Mr W Davies and  
Mr N Lawson

IN THE ABSENCE OF THE CHAIRMAN AND VICE CHAIRMAN,  
COUNCILLOR W M JEFFREY TOOK THE CHAIR.

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Alvey, T Jones, C Austin, Mrs M Milsom and Miss D Coates.

18. THE MINUTES OF THE LAST MEETING held on 27<sup>th</sup> October, 2008, a copy of which had been circulated, were approved.

**Matters Arising**

(a) Minute No. 15 (i) – First Aid Representatives

The Town Clerk advised he had sought information on this matter and had ascertained that the need for First Aiders was determined by carrying out risk assessments.

The Health and Safety Executive distinguished between a First Aider, who has undergone a recognised training course in administering first aid at work, and an Appointed Person who is someone nominated to take charge when a person is injured or falls ill, including calling an ambulance, if required.

They suggested numbers of first aid personnel is dependant on what specific risks there are e.g. hazardous substances, dangerous tools, dangerous machinery.

It would seem evident that the greatest elements of risk lie at the Parks Department. The Horticultural Supervisor advised that in addition to himself, the three Scale 6 posts together with the Administrative Officer had all expressed a willingness to undertake this training.

**RECOMMENDED that the Town Clerk organise the required training for Parks Department and any other Department where it was considered necessary to have a trained First Aider(s).**

(b) Minute No.15(ii) – Stress at Work

In a follow up to information given by the Leader of the Council, the Town Clerk had obtained rates for healthcare options via a private healthcare provider. These health plans were infact more an insurance policy covering a wide range of medical service. The costs of such a plan range from £16.01 for a 20 year old to £74.00 for a 65 year old, per month.

The Horticultural Supervisor understood that the County Council may have some form of medical help line. The Town Clerk advised he was not aware of such a facility under the Occupational Health Scheme, but he would make further enquiries with the County Council.

**RECOMMENDED that further enquiries be made with Durham County Council Occupational Health Scheme.**

19. ACCIDENT REPORTING

Details of accidents recorded since the last meeting were considered.

**RECOMMENDED that all employees to which manual handling applies be requested to sign that they have read and understood the manual handling risk assessment and method statement.**

20. FIRST AID RE ACCREDITATION

The Committee was advised that Mrs L Scott of the Information Centre had recently been re-accredited with her First Aid at Work Certificate.

**RECOMMENDED that the information given be noted, and Committee's appreciation be forwarded to Mrs Scott.**

21. ZURICH MUNICIPAL HEALTH AND SAFETY INSPECTION REPORT – 31<sup>ST</sup> DECEMBER 2008

The Town Clerk had circulated copies of the above report, prepared by Mr Paul Dean, CMIOSH, MIIRSM, Dip SM, Risk Consultant at Zurich Municipal. Mr Dean advised that significant improvements have been made since the author's last visit in 2007.

The detail of the report was considered by the Committee. The Facilities Manager advised that there was one aspect of the report he did not agree with. The Town Clerk suggested in response to his memorandum all Departmental Heads should identify action taken to meet the recommendations in the report. If any Departmental Head felt any aspects of the report were not appropriate, or needed further clarification this should be made clear in this response.

The Town Clerk asked for responses to his memorandum and that the recommended checklist be completed and returned to him, by no later than Friday, 13<sup>th</sup> March 2009.

**RECOMMENDED that the information given be noted.**

22. DISASTER PLAN - UPDATE

The Town Clerk gave a progress report advising he had received requests from other Council's about how Peterlee had tackled this task.

**RECOMMENDED that the information given, be noted.**

23. ITEMS FROM REPRESENTATIVES

i) Use of Playing Fields and Buildings

The Horticultural Supervisor advised he would be raising the issue of use of Council premises by other parties and the health and safety implications for the Council at a future Parks and Cemeteries Meeting.

ii) Parking Outside the Former Parkhouse at Eden Lane

The Facilities Manager raised the issue of parking outside the former Parkhouse at Eden Lane, and the potential dangers arising from this to the public, particularly children.

**RECOMMENDED the Town Clerk write to the owner of the Parkhouse requesting this practice cease.**

24. DATE & TIME OF THE NEXT MEETING

**RECOMMENDED that the next meeting be scheduled for Monday 22<sup>nd</sup> June 2009 at 7.30pm.**