

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE

JOINT HEALTH & SAFETY CONSULTATIVE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 26<sup>TH</sup> SEPTEMBER 2011

PRESENT: COUN J ALVEY (CHAIR)

Messrs: W M Jeffrey & J Alvey

Representatives: Mrs K McMenam, Mrs J Hughill, Miss D  
Coates, Mr B Arnell, Mr J P Hunt & Mr A Hunt

19. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor L  
Wood, M Milsom, N Lawson.

20. THE MINUTES OF THE LAST MEETING held on 27<sup>th</sup> June 2011, a  
copy of which had been circulated, were approved.

Matters Arising

(i) Minute Number 7(b) **RECOMMENDED that the cleaning  
logs be not only for the bar areas but the a cleaning rota be drawn  
up and used for the kitchen areas also.**

(ii) Minute Number 11- Possible Funding Opportunities It was  
asked if a reply had been received from the MEP. The Deputy Town  
Clerk advised a reply was awaited. **RECOMMENDED a reply be  
awaited.**

21. ACCIDENT REPORTING

Members were given details of accidents that had occurred since the last meeting of this Committee:-

(a) Nicole Patterson

The Pavilion. She was dancing and stood on a sewing machine needle.

This incident was discussed at length. The Facilities Assistant advised that there was a procedure in place whereby the quilters had to advise staff if they lost a needle. Floors were thoroughly swept and cleaned. It was suggested that some type of magnetic device to pick up needles etc be used and it was agreed that this be looked into.

**RECOMMENDED that this matter be referred to the Pavilion Management Board for further discussion.**

(b) Patricia Fullard

Eden Lane Football Club. She sprained her wrist trying to open the roller shutter.

The Horticultural Supervisor reported that this roller shutter had been adjusted and this would be monitored.

(c) Susan Collings

The Pavilion. Fell whilst doing dance fit and had an ankle injury.

(d) Teegan Wellburn

The Pavilion. Scraped knee, elbow and sore wrist, fell off her bike.

(e) Mark Bennison

The Pavilion, (Healthy Walk). Gentleman found wandering and confused.

(f) David Rogers

Woodhouse Park. Strained back whilst lifting plants from the back of a trailer.

It was confirmed that all operatives had undertaken manual handling training and the correct equipment was available on site.

**RECOMMENDED that the reports be noted and corrective action be taken wherever necessary.**

22. SICKNESS ABSENCE & REPORTING – BACK TO WORK INTERVIEWS

Copies of a suggested template for back to work interview on an employee returning to work after being off sick were considered. It was asked if these had been shared with the Trade Unions. It was reported they had not but were part of the Toolkit produced by DCC and adopted by the Town Council in December 2009. It was suggested that full consideration needed to be given on trigger points etc and the Deputy Town Clerk asked for approval for this measure to be included in the review of the sickness and absence policy. In the meantime consultation also be carried out with the Trade Unions.

**RECOMMENDED that:-**

- (i) The Trade Unions be consulted on the use and adoption of return to work interviews;**
- (ii) this item be considered with the review of sickness absence management.**

23. DISASTER PLAN – UPDATE

This was a standard agenda item. Managers were requested to update any details for their area of operation.

**RECOMMENDED that all Managers forward updated information where appropriate to the Deputy Town Clerk.**

24. ITEMS FROM REPRESENTATIVES

(i) Dance Floor in the Banqueting Suites

The old dance floor was being used but only for small functions. A further report was to be submitted on long term solutions.

(ii) Hill Rigg House

It was reported the community users had been to see both the Chairman and the Leader about issues they had on their use of this community building following new users coming into the building, leasing Rooms 1 & 2. It was confirmed that weekly fire alarm tests were undertaken, the cleaning staff went in once a week and every user was expected to clean up after their use. **RECOMMENDED a meeting be arranged with the users of Hill Rigg House to ensure the smooth running of the facilities.**

(iii) The Pavilion

There had been issues with the sink in the toilet and this had been reported for attention.

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

(iv) Evacuation of Shotton Hall

Deep cleaning of the kitchen set off the alarm. Fire Brigade were called off and this call was accepted from the Manager. He needed to ask Steadfast what their system of monitoring was.

**RECOMMENDED the Facilities Manager Shotton Hall report back on this matter.**

(v) Complaint

A complaint had been made to the Fire Officer by a user about the fire exits in the meeting rooms. The Fire Officer attended on site and was satisfied with the arrangements already in place.

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

(vi) First Aid at Work Requalification – Mrs L Scott

It was reported that Mrs Scott did not wish to attend, however Miss Tempest was willing to undertake the training.

**RECOMMENDED that Miss H Tempest be booked on the next first aid at work course.**

(vii) Glass bottles at the Show

It was reported that this had assisted in the cleaning up and safety on site at the Show.

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

(viii) Phase 3 Electricity Supply, Eden Lane

It was reported that excavation works had been undertaken with this contract by Town Council operatives in an effort to save money. This had lead to problems. The Leader commented that the Town Council did not want any Officer carrying out any task that they did not feel comfortable to do and if an Officer was placed in such a position they should approach the Town Clerk with their concerns.

**RECOMMENDED this be accepted and hi lighted with the Town Clerk.**

25. CONTACT DETAILS FOR THE UNION REPRESENTATIVES

**RECOMMENDED that the information given on the contact details as follows, be noted:-**

union@durham.gov.uk & [gmb@durham.gov.uk](mailto:gmb@durham.gov.uk)

26. USE OF PPE

It was asked what PPE had to be worn when tree shredding was in progress. It was advised that full PPE was issued and signed for which included hard hat. It was reported an operative had been seen not wearing a hard hat whilst carrying out this work and it was asked that this be fully investigated.

**RECOMMEDNED this matter be investigated by the Horticultural Supervisor with the person concerned and a full report be made.**

27. DATE & TIME OF NEXT MEETING

**RECOMMENDED that the date and time of the next meeting be Monday 20<sup>th</sup> December 2011 at 2.00pm 2011.**