

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 26TH JULY 2010

PRESENT: COUN C AUSTIN (CHAIR)

Mesdames: L Wood & M Milsom

Messrs: W M Jeffrey, J Alvey & J Hardy

Mrs K McMenam, Mr B Arnell, Mr W Davies & Mr N Lawson

1. APPOINTMENT OF CHAIRMAN
RECOMMENDED that Councillor C Austin be appointed as Chairman for the ensuing year.
2. APPOINTMENT OF VICE CHAIRMAN
RECOMMENDED that Councillor M Milsom be appointed as Chairman for the ensuing year.
3. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of D Coates and J P Hunt. It was asked that if in future a representative or Manager could not attend a meeting, they be represented by their Deputy.

4. THE MINUTES OF THE LAST MEETING held on 25th January 2010, a copy of which had been circulated, were approved.

Matters Arising

- (i) Minute Number 23(a) Cleaning at the Pavilion whilst the building is in use

The Facilities Manager advised that the cleaners now work in pairs and have the building cleaned before the public are in. On the occasions where they could not achieve this appropriate portable signs were used.

RECOMMENDED that the information given, be noted.

- (ii) Minute Number 23(d) Headaches

It was reported that the tractor was now withdrawn from use and this was now not an issue.

RECOMMENDED that the information given be noted.

- (iii) Minute Number 23(f) Contractors not wearing PPE whilst on site

It was confirmed that firms were using hi-vis jackets and wearing safety boots/shoes when on site at Eden Lane. It was asked if this was being carried through to works being carried out at other sites.

RECOMMENDED that the Facilities Managers enforce this at their areas of responsibility and all workman sign in and wear appropriate PPE when on site.

- (iv) The Pavilion – Cleaning

The Facilities Manager, (The Pavilion and Football Club), asked for it to be noted that the cleaner that worked for him at the Pavilion reported to him and only worked at this building, as had been previously agreed.

He also reported that he did order bleach, that he could not get from the Parks Department, but that gloves and glasses were worn when it was used and COSHH assessments had been carried out.

Members were concerned at this practice as it had been agreed previously all cleaning products would be purchased from one supplier, with one system of COSHH and risk assessments; one supplier and a better service and price. The Horticultural Supervisor also commented that the products used were appropriate for the building they were used in, for example bleach had been found to be corrosive and had been damaging the floor in one of the buildings. Alternatives had been purchased, following trials on the products on offer.

RECOMMENDED that all Managers order their cleaning products from the one supplier and bleach not be allowed to be used in any of the Town Council's premises.

5. ACCIDENT REPORTING

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

(a) Anna Wellburn, aged 8

Whilst taking part in a dance class her trouser got caught on the splinter which ripped her trousers. No injury to the skin.

(b) Anthony, (aged 13)

Collided with the goalkeeper

(c) Havana Parkin, aged 10

Havana and a friend were doing handstands on the grass. Havana came down from a handstand and landed on the tip of her big toe

RECOMMENDED the information given, be noted.

6. COUNSELLING SERVICE

Representatives were circulated with a copy of information on a free 24 hours confidential counseling service available through Zurich Municipal. As an employee or volunteer of a Zurich Municipal policy holder the person and their family were entitled to use the help line 0117 9342121.

Members felt that this was an excellent starting point for counseling and asked if investigations could be made on the cost of obtaining further advice from DAS, (Zurich), if it was needed.

RECOMMENDED that all staff be issued with the details of this service. FURTHER RECOMMENDED further details be obtained on the costs of further support/counseling if available.

7. 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.

8. ITEMS FROM REPRESENTATIVES

There were no items raised from any of the representatives present.

RECOMMENDED that the information given, be noted.

9. HELP! FIRST AID TRAINING

It was reported that this item was on First Aid Regulation Changes from 1st October 2009 and a copy of the Guide for Business, and what do the changes mean for this organization as produced by St John Ambulance was circulated to each Member.

The main changes were:-

- The four day First aid at work course is shortened to three days; re qualification remained at two days;
- A new qualification of Emergency first aid at work requiring one day's training;
- Annual refreshers strongly recommended.

When the final details of the changes are published the Town Council would need to carry out a full risk assessment to identify exact requirements.

The Horticultural Supervisor reported that he had received representation from his staff that the £2.00 per week payment be increased. In discussions Members felt that the being sent to do the qualification was an incentive however they did appreciate that it was a claims society.

RECOMMENDED that the Horticultural Supervisor prepare a report for consideration by Council on the implications of these changes.

10. DATE & TIME OF NEXT MEETING

RECOMMENDED that the date and time of the next meeting be Monday 27th September at 7.30pm, it being stressed that if any issues arose before the meeting they be taken up with individual Managers.