

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 28<sup>TH</sup> FEBRUARY 2011

PRESENT: COUN M MILSOM (CHAIR)

Mesdame: L Wood

Messrs: W M Jeffrey, J Alvey

Representatives: Miss D Coates, Mrs K McMenam,  
Mr B Arnell, Mr W Davies, Mr C Grant, Mr A Maddison  
& Mr N Lawson

18. APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

19. THE MINUTES OF THE LAST MEETING held on 22<sup>nd</sup> November 2010, a copy of which had been circulated, were approved.

Matters Arising

(a) Minute Number 16 (i) Fire Drills & Building Evacuation

It was confirmed that fire drills had been held at both Shotton Hall and The Pavilion. Fire Marshall jackets had also been provided at every building.

**RECOMMENDED that reports following fire drills being held be made to the next Health & Safety Meeting.**

A verbal report was given on the fire alarm on the 5<sup>th</sup> November at The Pavilion.

**RECOMMENDED that the report be circulated to Members for their information.**

(b) Minute Number 16 (iii) Outside lighting at Shotton Hall was still not operating correctly.

**RECOMMENDED that this lighting be attended to immediately.**

20. STAFF TRAINING

It was reported that a food hygiene course had been held on 2<sup>nd</sup> & 3<sup>rd</sup> December 2010, with 5 Pavilion staff, 7 Shotton Hall staff and 2 Peterlee Newtown members attending. **RECOMMENDED that the information given, be noted.**

21. STRESS AWARENESS FOR MANAGERS “WHOSE STRESS IS IT ANYWAY”

The report of the Horticultural Supervisor had prepared a report following his attendance at this course, a copy of which had been circulated to each Member. This was an excellent report and it was asked that all Managers make staff aware of its contents. It was also noted that stress management courses were being held at The Pavilion for all to access should they wish.

**RECOMMENDED that all Managers arrange for a copy of this report to be issued to their staff/team.**

22. ZURICH MUNICIPAL – HEALTH & SAFETY INSPECTION REPORT

A copy of the report prepared following the inspection of all of the Town Council’s premises was circulated to each member, along with the report of the Horticultural Supervisor on items that required attention at Eden Lane Football Ground. All managers had been requested to attend to items identified in the report that were areas under their management.

**RECOMMENDED the contents of the report be accepted and items listed under priority 1 be attended to wherever possible, if not already remedied.**

**FURTHER RECOMMENDED it be accepted that an inspection was needed on the lights at the Newtown Football Ground and a costing be obtained for the hire of a cherry picker to turn the lights back down and at the same time do an inspection of the stands.**

23. ACCIDENT REPORTING

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

a) Youth at Woodhouse Park

It was stressed that this was an unsupervised facility and used by youths at their own risk. Signs were in place to re inforce this. Trained sessional workers were used whenever they were available and they were first aid trained and CRB checked.

b) Wayne Peacock, Gardener

The need to re visit risk assessments, change where necessary and make them site specific was stressed.

c) Lost Property

It was noted that all visitors were to sign into the visitors book and it was suggested that tenants be requested to meet and greet their visitors at reception.

24. DISASTER PLAN – UPDATE

This was a standard agenda item. Managers were requested to update any details for their area of operation. It was noted that the document had been very useful following the loss of power at Shotton Hall.

In considering this event it was asked that investigations be made into the level and type of electrical surveys that were currently carried out by Zurich Municipal and also the building surveys carried out by Durham County Council.

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

**FURTHER RECOMMENDED that further information be obtained on electrical surveys for all of the Town Council's buildings.**

25. ITEMS FROM REPRESENTATIVES

(i) Incident at The Pavilion

Details were given on recent incident where the Police had to escort a person from the building; this person was now barred from entry to the building. Staff had reported concerns that this person was not sitting outside the building and they felt intimidated by this behavior.

**RECOMMENDED that this be reported to the Police for attention.**

(ii) Line Cleaning

Copies of a risk assessment prepared for this activity was circulated. It had been agreed that a line cleaning system be trialled at The Pavilion which it was hoped would eliminate some risks with line cleaning such as lifting, slips, trips, falls, although the system did come at a cost.

**RECOMMENDED that the results of the trial of the system be awaited.**

(iii) Level of Health & Safety

A Member asked the Committee if they felt that the Town Council were going too far with Health & Safety and he asked for their thoughts.

The Committee accepted that Health & Safety was an important issue that they all took very seriously.

26. DATE & TIME OF NEXT MEETING

**RECOMMENDED that the date and time of the next meeting be Monday 27<sup>th</sup> June 2011.**