

## Minutes of meeting

### HEALTH & SAFETY COMMITTEE MEETING NO: 82

**Date:** Friday, 23 September 2011

**Venue:** Room SM05  
Wycliffe House

**Present:** Michael Collins                      Senior HR Manager (Chair)  
Paul Wilson                                      Facilities Manager  
Nicola Hargreaves                              Fire Warden Co-ordinator  
Simon Ebbitt                                      Internal Compliance and TU H&S  
   Representative (Wycliffe House)  
Susan Chester                                      TU H&S Representative (Wycliffe  
House)

<b>1</b>	<p><b>Apologies and introductions</b> Sheila Logan, Regional H&amp;S Representative Gareth Vincent, First Aid Co-ordinator Doreen Szabo, Committee Secretary</p> <p>The Committee formally welcomed Susan Chester to her first meeting as a H&amp;S representative.</p>	<b>Action</b>
<b>2</b>	<p><b>Minutes of last meeting</b></p> <p>The minutes of the last meeting in March 2011 were agreed. Meeting 81 in June 2011 had been cancelled.</p> <p><b>Outstanding actions points from previous minutes</b></p> <ul style="list-style-type: none"> <li>First Aiders meeting - GV will arrange a meeting of first aiders in the coming months.</li> <li>Thermometers - PW will replace old thermometers with new ones to be located at various points around the building.</li> <li>Visitor policy – a risk assessment has been completed regarding the current arrangements in respect of visitors, which confirmed a relatively low risk posed by unscheduled callers. ET/ODDH to feedback if the policy of accepting unscheduled visitors is to change or remain.</li> </ul>	<p><b>GC</b></p> <p><b>PW</b></p> <p><b>MC</b></p>

	<ul style="list-style-type: none"> <li>Telephone points in stairwells – PW has received a quote for the location of telephone points in stairwells which will allow contact with reception and a linked mobile for anyone who needs to stay in a fire refuge point, or who is stuck between floors when the building is being locked up. PW to arrange fitting in the next month.</li> </ul> <p><b>Action Points:</b></p> <p><b>Item 6:</b> Telephone points – see bullet point above for details.</p> <p><b>Item 6:</b> Metal storage cabinets – these have been purchased and are in use in stairwells where loosely packaged materials had been stored. This has provided greater levels of security and fire integrity.</p> <p><b>Item 7:</b> ‘Top 5 risks’ for the MOJ – completed and submitted by MC.</p> <p><b>Item 11:</b> Smoking policy – updated policy has been signed off and is now ‘live’ on ICON.</p> <p><b>Item 11:</b> Terms of Reference: updated TORs were agreed and submitted to Peter Bloomfield in Corporate Governance.</p> <p><b>Item 13:</b> Condecco – further work on the desk booking system has taken place. Staff will be reminded of the need to book a desk, even if they have a regular workstation, as this enables the system to produce information about occupancy rates.</p>	<p><b>PW</b></p> <p><b>PW</b></p>
3.	<p><b>Facilities Health and Safety Overview</b></p> <p>PW reported back on a number of issues since the last meeting:</p> <ul style="list-style-type: none"> <li>A problem has affected the under desk cable management system in some areas where the ‘spine’ between some desks has been faulty. TSK will be rectifying this and checking all desks over the coming weeks.</li> <li>The business hubs have required regular tidying. Staff are asked to ensure that these areas are kept in order. Facilities will continue to ensure stock levels are maintained.</li> <li>A problem with printers/photocopiers becoming very hot in the Notification area was identified and rectified. The machines had been located next to each other in such a</li> </ul>	

	<ul style="list-style-type: none"> <li>The dishwasher on the second floor in the new wing was turned on despite it clearly being taken out of use with hazard signage and hazard tape because it was broken. A leak resulted but was spotted near to the beginning of the washing cycle, which prevented further leakage and possible water damage to the area.</li> <li>There was a fault with cups in the drinks machines, which was identified when a member was scalded. Staff were notified and the cups taken out of use by Selecta.</li> <li>There are problems with some of the windows in the extension with the opening mechanism not working properly. Staff are reminded to report problems to Facilities immediately, and that windows must not be wedged open.</li> <li>There had been an infestation of small flies in the server room following the clearing of drains under the building. Pest control were notified and the problem has been resolved.</li> <li>The timers on the lights in the car park have been altered and will come on earlier as the dark evenings draw in.</li> </ul> <p>PW informed the committee that the twelve month review of the new building and refurbished premises will take place shortly with the landlord and TSK. Snagging problems will be picked up at this meeting.</p>																			
4.	<p><b>Regional H&amp;S issues</b></p> <p>SL submitted a report in her absence to say that there were no particular H&amp;S issues affecting the regions.</p>																			
5.	<p><b>HR report</b></p> <p>MC reported as follows:</p> <p><b>Staffing as at 30 August 2011</b></p> <table border="1"> <tr> <td>Established Staff</td><td>Full Time</td><td>283</td></tr> <tr> <td></td><td>Part Time</td><td>66</td></tr> <tr> <td><b>Total staff (headcount)</b></td><td></td><td><b>349</b></td></tr> <tr> <td>Full time equivalent staffing</td><td></td><td>322.79</td></tr> <tr> <td colspan="3"></td></tr> <tr> <td>Agency Staff</td><td></td><td>4</td></tr> </table>	Established Staff	Full Time	283		Part Time	66	<b>Total staff (headcount)</b>		<b>349</b>	Full time equivalent staffing		322.79				Agency Staff		4	
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6.	<p><b>First aid, accidents and near misses including:</b></p> <ul style="list-style-type: none"><li>i) <b>review of number of first aiders</b></li><li>ii) <b>review of number and types of accidents</b></li><li>iii) <b>checking and recording content of first aid kits</b></li></ul> <p><b>PW</b> reported on behalf of GV:</p> <p>i) <b>First Aiders:</b> There are currently 12 first aiders. Of the 9 in Wycliffe House, 3 are ‘Appointed Persons’. There is one trained person in each of the regional offices.</p> <p><b>ii) Accidents</b></p> <table><tr><td></td><td>This quarter</td><td>Since April 2011</td><td></td><td>2010-11</td></tr><tr><td>All accidents</td><td>3</td><td>7</td><td></td><td>14</td></tr><tr><td>RIDDOR reportable accidents</td><td>0</td><td>0</td><td></td><td>0</td></tr></table> <p>All accidents were minor, though a scalding as a result of faulty drinks machine cups required further investigation. There were no Riddor reportable accidents since the last meeting.</p> <p>iii) <b>First Aid Kits:</b> <b>PW</b> confirmed that the content of first aid kits had been checked each month, and that the latest check took place last week. Additional first aid provisions have been purchased including burns gel and additional latex gloves, which are now recommended for inclusion in first aid kits by BS8599 (though this has not changed the HSE’s view of the required content of first aid kits).</p>		This quarter	Since April 2011		2010-11	All accidents	3	7		14	RIDDOR reportable accidents	0	0		0	
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7.	<p><b>Update of fire safety issues since last meeting including:</b></p> <ul style="list-style-type: none"><li>i) <b>Fire warden coverage</b></li><li>ii) <b>Recent fire evacuations</b></li></ul> <p>i) <b>NH</b> Reported that there are 21 fire wardens and an upto date list is now available to on ICON and on H&amp;S notice boards. Some wardens are due to have refresher training and this has been scheduled during the autumn.</p> <p>ii) <b>NH</b> reported that the most recent fire evacuation at Wycliffe House took place on 21 September 2011, and was</p>																

	<p>completed in 2 minutes 5 seconds, which is satisfactory.</p> <p>However, NH reported some problems with the evacuation. Many staff walked through the building to go through the main entrance, ignoring fire exits along the way. Feedback indicated that staff thought the doors were locked or that it was the job of Fire Wardens to open them. A message has since been placed on ICON reminding staff to use the nearest exit, and that fire doors are not locked, but the catch must be opened.</p> <p>Signage will be placed on the doors to say 'turn catch to open'.</p> <p>Feedback also indicated that some people on the helpline were unsure if/how they should terminate a telephone call when the fire alarm sounds. The Committee agreed that staff should be reminded about the need to finish calls politely but quickly when an alarm sounds. MC will liaise with Paul Arnold.</p> <p>Additional fire exit signage will be put in place by the Facilities team, as Chubb have not returned to the office to do this following completion of the fire risk assessment.</p> <p>PW reported that the fire alarm test time will move from 10.00am to 11.00am on Mondays from 3 October. Reminders will be posted on ICON.</p> <p>NH reported that there are now designated parking spaces for motorbikes. These were introduced as motorbikes had been parked in the smoking area, which increased the risk of fire.</p> <p>There was an instance of one of the new computer monitors smouldering. Staff were informed to look out for this and to turn the power switches off at their sockets each evening to prevent the risk of overheating. There have been no further instances since.</p> <p>NH raised queries from fire wardens about high visibility vests.</p> <p>Firstly, whether they are absolutely needed and secondly can they be kept in the coat cupboard.</p> <p>MC responded that the vests should be used if at all</p>	<p></p> <p><b>PW</b></p> <p><b>MC</b></p> <p><b>PW</b></p>
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	<p>possible, but that a person can still undertake their fire warden duties if it has not been possible to retrieve their vest quickly.</p> <p>Fire wardens should not keep their vests in the coat cupboards, but should have them on the back of their chair. This may involve moving it between chairs due to agile working. However, it was agreed that it is better to do this than going to the coat cupboard to collect the vest, and risk being distracted from the evacuation and setting a poor example to colleagues who may then waste evacuation time by queuing up to get their coats.</p>	
<b>8.</b>	<p><b>Risk assessments including:</b></p> <p><b>i) MoJ Risk Register of top five risks</b></p> <p><b>MC</b> ran through the top 5 risks which ICO submits to the MOJ. It was agreed that the risks would stay the same, but some updating was needed for the detail.</p> <p><b>MC</b> to update the log and forward to the MOJ.</p>	<b>MC</b>
<b>9.</b>	<p><b>H&amp;S representative report</b></p> <p>SE raised the requirement for a visitor policy, but was content that the matter had been discussed earlier in the meeting.</p> <p>SC had asked members to report any problems they had with the chairs, but no further issues were identified.</p>	
<b>10</b>	<p><b>H&amp;S Training issues</b></p> <p>Fire Warden refresher training will take place during the autumn.</p> <p>The Suzy Lamplugh Trust delivered a number of sessions during the summer about personal safety and travelling safely. These had been well received.</p>	
<b>11</b>	<p><b>Policy update &amp; review</b></p> <p>The Committee discussed changes to the 'Policy and Organisation' part of the Health and Safety Policy.</p> <p>Various amendments were agreed, including incorporating specific sections for the responsibilities of the First Aid and</p>	

	<p>Fire Warden Co-ordinators.</p> <p>MC will update the policy and circulate to committee members, as well as getting sign off for the policy statement from Chris Graham.</p>	<b>MC</b>
<b>12</b>	<p><b>Security issues</b></p> <p>SE said there no security matters of significance to raise.</p> <p>PW reported that the panic alarm on reception had been accidentally pressed, and that police were on site within three minutes. The error did at least demonstrate the swift response time when the alarm is pressed.</p>	
<b>13</b>	<p><b>Any other business</b></p> <p>NH, MC and SE will meet to discuss locating H&amp;S information on Meridio. SE to arrange.</p> <p>MC informed the Committee of planned changes to RIDDOR, which would change the period of absence after which an accident was reportable from over three days to over seven days.</p> <p>MC informed the meeting that the HSE Infoline was closing on 30 September. This would make the H&amp;S Law Poster out of date. PW will arrange for the phone number on the poster to be blanked out.</p> <p>MC informed the meeting that queries had been received from staff about procedures when visiting other organisations premises. It was agreed that staff should follow the safety procedures of those premises, but MC would arrange to meet to discuss an ICO procedure.</p>	<p><b>SE</b></p> <p><b>PW</b></p> <p><b>MC</b></p>
	<p><b>Next meeting:</b>  <b>2.00pm Tuesday, 13 December 2011 (Room SM05)</b></p>	