

**Minutes of the Meeting of the
HEALTH & SAFETY SUB-COMMITTEE
held on Monday 1st July 2019 at 9:00pm
in the Committee Room, Freight House, Rochford.**

Present: Cllr R Gardner, Cllr S May, Cllr R Patient and Cllr Mrs M Weir.

Also present: Cllr Ms A Rees-Jones.

1. To elect a Chairman for the civic year 2019-20:

Cllr R Patient nominated Cllr R Gardner. This was seconded by Cllr S May. There were no further nominations and Cllr R Gardner was elected as Chairman with all Members in agreement

2. To elect a Vice Chairman for the civic year 2019-20:

Cllr R Gardner nominated Cllr R Patient as Vice Chairman. This was seconded by Cllr S May. There were no further nominations and Cllr R Patient was elected as Vice Chairman with all Members in agreement.

3. Receive apologies for non-attendance at meeting:

No apologies were received; all Members were present.

4. Declarations of any:

a) Other Pecuniary Interest; or

b) Non-Pecuniary Interest

on any matter on the agenda for 1st July 2019:

No declarations were made relating to a), b) and c).

5. Public Forum:

There were no members of the public present.

6. To approve the Minutes of the Health & Safety Sub-Committee Meeting held on 11th March 2019:

The Minutes of the Meeting held on the 11th March 2019 were **approved** as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

7. Action Update List – July 2019:

7.1 Members were referred to Agenda item 10 (Minute 10).

7.2 Members were to consider what to do with the small number of items identified under CCOSH following the store audit. The Clerk had visited the store and noted that items were in several areas of the store and some were stored in storage boxes. It was unclear which items were covered under CCOSH and further assistance was required. Cllr R Gardner would review the items along with Cllr R Patient and S May during the recess.

7.3 Members had agreed to use Rochford District Council's Risk Assessments (RAs) and these would be revised to fit HPC's requirements over the Summer recess.

- 7.4 Following the adoption of a HAVs Policy, Cllr Gardner had also agreed to draft a Repetitive Strain Injury (RSI) Policy for the office staff as an Appendix to the H&S Policy and this was still in progress. Once completed, it would be referred to Policy Committee for recommendation. Cllr R Gardner also noted a visit to the office would be required to assess the staff's working conditions; Members agreed to this.
- 7.5 The contractor had informed the Clerk that his helmet had a solar patch and when exposure to the sunlight reached the trigger level the solar patch would change colour and would indicate it needed changing. It was further noted that if the helmet became damaged it would need changing. A visual inspection of the helmet was carried out by the contractor before use and pressure was applied to ensure it was robust. It was noted the contractor only required a helmet to house his ear defenders and visor.
- 7.6 Members were referred to Agenda item 9 (Minute 9).
Members accepted the Action List update and **agreed** to the removal of closed items.

8. Defibrillator Initiative next steps:

Cllr Ms A Rees-Jones informed Members that the Defibrillator Working Group would engage with the contacts at the agreed locations and ensure they were still happy to have units sited. She informed Members that if they were happy, they would procure the devices and find out lead times.

The Clerk informed Members the cost of the devices would come from the H&S budget.

9. H&S Policy Amendment Point 11; for referral to the Policy Committee:

Members approved the amendment.

10. HAVS Reports 2019:

Members noted the report. It was noted the pole saw had given high readings for both noise and vibration. It had been used a considerable amount and was approximately 11 years old. Members agreed to purchase a new pole saw with an approximate cost of £700, made from the asset replacement fund.

Members also noted the tractor seat had given a high reading but that was due to the seat not being operative. The contractor had since taken the seat to the fitter and had been shown how to turn the seat on.

11. Summary of Actions/Recommendations:

- Cllr R Gardner appointed Chairman for 2019-20.
- Cllr R Patient appointed Vice-Chairman for 2019-20.
- Cllrs R Gardner, R Patient and S May to visit store during recess to assess items which fall under CCOSH.
- Defibrillator WG to continue driving project forward.
- H&S Policy Amendment agreed.
- New pole saw to be purchased.

The Chairman declared the meeting closed at 9:38pm

Chairman