

Extract from the minutes of the meeting of the Governance and Audit Committee held on 17 October 2017

76. Health and Safety Policy

Andrew Weavers, Monitoring Officer, introduced the Health and Safety Policy report. The report requests that the Committee approve the revised Health and Safety Policy for 2017/18 and recommends to Council that it be included in the Council's Policy framework. The report also requests that the Committee note that a further report will be submitted to the Committee at a future meeting regarding the positive progress of health and safety, work undertaken during 2017 and the Council's future direction for Health and Safety Management.

Andrew Weavers stated that the Committee first reviewed the policy last October and that the policy will now be brought annually as part of the annual review of policies. Andrew Weavers highlighted that the policy has been reviewed and updated, and during 2017 the audit of Council services and working arrangements has continued. Both Waste Services and lone working arrangements have been reviewed with no significant risks identified; action plans have also been produced. Upcoming audits will take place in Community Zones and Building Management.

With regard to lone working, Andrew Weavers informed Committee members that a lone worker 24/7 monitoring system has been introduced. The system has an inbuilt S.O.S alarm, 2 way communications between a centralised control team and the lone worker and knows where you are located to ensure that assistance can be provided when needed.

Following an internal audit, Health and Safety received substantial assurance, which has since been backed up by a further review. All Council premises have been deemed suitable, with none identified at a high risk level.

In response to questions from Committee members, Andrew Weavers stated whilst all members aren't included in the policy, the core responsibility of Health and Safety lies with the Leader and Cabinet. This is then delegated to the Chief Executive to implement. A Committee member suggested that reference be made to Members in the Health and Safety Policy organisational structure. With regard to the issue of Town Hall safety, Andrew Weavers confirmed that safety arrangements are reviewed when necessary and in line with the national security threat levels.

In response to a request to strengthen the wording in the policy relating to illegal consumption of alcohol and drugs before driving, Andrew Weavers confirmed that this was included within the terms of employment for staff, but would be taken on board. A further suggestion about those using Council vehicles parking legally was made by a Committee member.

The Committee discussed the need to hold fire drills whilst Council meetings are taking place. Andrew Weavers stated that fire equipment testing is undertaken each week on Council premises, but acknowledged that a fire drill during a Council meeting had not taken place for some time. Committee members agreed that a drill should take place when a meeting with Councillors, Officers and members of the public are present. It was also requested that advanced notice of the drill taking place be circulated to those who are likely to attend.

RESOLVED that;

- a) The revised Health and Safety Policy for 2017/18 be agreed and to *RECOMMEND* to COUNCIL that it be included in the Council's Policy Framework.
- b) The intention to submit a further report to Committee regarding the positive progress of health and safety, work undertaken during 2017 and the Council's future direction for health and safety management be noted.