

**HEALTH, WELFARE AND SAFETY PANEL  
THURSDAY, 18TH OCTOBER, 2018**

Present:- Councillor Alam (in the Chair); The Mayor (Councillor Buckley) and Councillor McNeely; together with Mrs. J. Adams (NEU), Mrs. S. D. Brook (NASUWT), Mr. L. Moat (GMB), Mr. M. Badger (UNISON) and Mr. A. Pagdin (UNITE).

Apologies for absence were received from Councillors Mallinder and Steele and from Mr. P. Harris (GMB) and Mr. A. Turner (UNISON).

**11. RETIREMENT OF STAFF**

The Health, Welfare and Safety Panel was informed of the retirement of two members of staff, Mr. S. Fiander (Principal Health and Safety Officer) and Mr. R. Bellamy (Democratic Services Officer).

The Panel members placed on record their thanks to Mr. Fiander and Mr. Bellamy for their work in support of the Panel and wished them both a long and happy retirement.

**12. MINUTES OF THE PREVIOUS MEETING HELD ON 12TH JULY, 2018**

Agreed:- That the minutes of the previous meeting of the Health, Welfare and Safety Panel, held on 12th July, 2018, be approved as a correct record for signature by the Chairman.

**13. MATTERS ARISING**

The Health, Welfare and Safety Panel noted that:-

(a) (Minute No. 5) - the restructuring of the Health, Welfare and Safety Section was now complete, with recruitment currently being undertaken to the one remaining vacant post; and

(b) (Minute No. 9) - further checks would be made of the training records of staff at Clifton Park.

**14. STATISTICS OF ACCIDENTS, INJURIES AND INCIDENTS OF VIOLENCE TO EMPLOYEES**

Consideration was given to a report about accidents, injuries and incidents of violence to staff during Quarter 1, 2018/19. The report made use of the red-amber-green ('RAG') method of performance reporting.

The Health, Welfare and Safety Panel was informed of the changes made in accident and incident recording methodology. These changes to the way accidents and incidents were recorded had been introduced during the course of the Quarter 1 reporting period. The previous system has

been replaced by an internally developed solution more adaptable to producing qualitative data. This revised method of reporting would be developed further in the future.

It was noted that some details within the report would remain confidential.

Agreed:- That the report, now submitted, about accidents, injuries and incidents of violence to staff during Quarter 1, 2018/19 be received and its contents noted.

**15. SICKNESS ABSENCE QUARTER 1 2018/19**

The Health, Welfare and Safety Panel noted the contents of the Sickness Absence report, Quarter 1 2018/19.

**16. HEALTH AND SAFETY BULLETIN**

Consideration was given to the Health and Safety Bulletin, containing recent articles and reports of legal cases relating to health and safety.

The following items were highlighted:-

- matters of interest from the Health and Safety Executive, including information about the human factors of preventing accidents at work;
- health and safety myths (empty perfume bottles in shops);
- recent Court Cases, including severe injuries.

Agreed:- That the Principal Health and Safety Officer distribute copies of the bulletin throughout the Authority and also publish the bulletin on the Council's Intranet web site.

**17. TOWN HALL, ROTHERHAM - SECURITY**

Further to Minute No. 8 of the meeting of the Health, Welfare and Safety Panel held on 12th July, 2018, it was noted that the security of the Town Hall had been the subject of risk assessment in respect of security and staff training had been provided. The majority of the issues identified during May, 2018 had been resolved and the design of the reception area was still under consideration.

Agreed:- That the information be noted and at the next meeting, the Panel be informed of progress.

**18. REPORTS ON VISITS OF INSPECTION HELD ON 21ST SEPTEMBER, 2018**

Consideration was given to matters arising from the visits of inspection made by the Panel on Friday, 21st September, 2018, to:-

- Mowbray Gardens Library

- Dalton Youth Centre
- Sitwell Infant School

The report included the responses provided for the various issues raised at this inspection.

Members also discussed the availability of the relevant premises' records which were routinely inspected at the visits of inspection. It was agreed that all premises be advised that arrangements must be made for such records to be available for inspection by the Panel, either in paper form or accessed electronically via computer systems.

Agreed:- That the report be received and its contents noted.

#### **19. DATE OF NEXT MEETING**

Agreed:- That the following schedule of meetings and visits of inspection be implemented for the Health, Welfare and Safety Panel during 2018/2019:-

Visits of Inspection – Friday 07 December 2018 (8.45 am until 1.00 pm)

Meeting – Thursday 17 January 2019 (2.00 pm)

Visits of Inspection – Friday 08 March 2019 (8.45 am until 1.00 pm)

Meeting – Thursday 11 April 2019 (2.00 pm)

Visits of Inspection – Friday 14 June 2019 (8.45 am until 1.00 pm)

Meeting – Thursday 11 July 2019 (2.00 pm)