

MINUTES OF THE HEALTH & SAFETY COMMITTEE

HELD ON 10th JANUARY 2018, IN WITNEY HEAD OFFICE

PRESENT: Marion Virgo (MV), Stephen King (SK), Karen Stoneham (KS), Tracy McNamara (TM), Gustavo Thomas (GT), Amanda Hack (AH),

Action Log		
Date of Meeting	Action	Responsible
4/7/17	Template for H&S briefing	SW
4/7/17	Progress on the Property Services Manual	SW
4/7/17	Communicate with Directors regarding Housing Officer Reps and area Manager Reps etc	SK
10/1/18	Email area managers for quarterly H&S report to be submitted to the committee	MV
10/1/18	Find out if incident reporting training was cascaded down to area managers	MV
10/1/18	Check training materials for incident reporting are available on the intranet	MV
10/1/18	Check which properties have fire extinguishers	MV
10/1/18	Check properties for fire extinguishers where we provide support only	PS
10/1/18	Fire extinguisher issue in Melton Mowbray –excessive extinguishers has this been rectified check with property services	MV

	Action
1. Welcome and Apologies Steve King chaired the meeting and welcomed Karen Stoneham. SK thanked members who dialed in however there has been a struggle for attendance and the committee needs to be committed to making it work. SK also advised that the meetings will be inline with the Audit and Risk Committee and a quarterly report from the H&S committee will be submitted. Apologies received from: Louis Benfield, Phillipa Smith, Lucy Rowlett, Claire Poole, Gary Chiswell Non-attendance: Daniel Ryan, Tanisha Brown, Aggrey Nhiwatiwa, Carole Ghogomu, Maggie Ashe, Ellie Hamilton	
2. Minutes of previous meeting Minutes of 27th September 2017 meeting were agreed Julie Layton has asked for area managers to write a quarterly report to the H&S committee. MV to arrange this with the area managers.	

3. CHAS MV explained that it is now time for the CHAS accreditation and that information will need to be collated to be submitted. MV explained that the CHAS is used by the majority of authorities to accept that Advance have suitable H&S policies and procedures which meet a certain criteria and therefore helps with tenders. Unfortunately because we submit a group application this is still paperbased rather than electronic and takes a period of time to put together.	
4. Policy Reviews MV explained that there have been 3 policies reviewed which have been forwarded to Business Assurance for uploading to the intranet. These policies are: Work Environment, First Aid and Lifting Equipment. Currently reviewing 2 more policies which were attached to the agenda for this meeting. These are Lone working and Food Hygiene. There are a number of areas within the Lone Working policy which may not be accurate at this time. MV highlighted the use of Personal Alarms. TM confirmed that London staff are issued with personal alarms, although this is not a general option for the rest of the company. AH advised that there were some areas of the policy which she would like to discuss further with MV due to previous experience in other organisations. AH suggested summaries of employers responsibilities, summaries of employees responsibilities, how to log in and out and disciplinary action. SK advised that G24 is not used as it ought at the moment and that useage is monitored to some extent. MV advised that monitoring has been passed to Area Managers and they receive the monthly reports. AH suggested that Managers responsibilities needs to be improved GT advised that it is a cultural issue and it is very difficult to get staff to use G24. He also advised that it is very difficult to enforce especially with casual staff and maybe a different approach would be a letter. GT and AH to discuss further with MV Can all members read the policies and send comments Some areas for consideration: How do we keep staff safe? How do we engage "Hearts and Minds"? Look at relaunch of the policy (although this would be the 3rd attempt) MV to speak to Gary Hughes (Head of Marketing and Communication) on how we publicise this. Speak to Legal representative on how much to delegate responsibility	AH, MV, GT MV All MV
5. Health & Safety Handbook GT advised that he has created a policy list that all his staff have to read It was suggested that there should be a list of essential policies which are to be read at least annually.	

MV to speak to Christine Dunford re: the e-learning system	MV
MV to request copy of GT's list of policies for induction	MV
How do we flag up and get managers to get information across to their staff	
Is there a system which send out training reminders	
6. Incident Reports Statistics MV advised that complete figures are not yet available for the last quarter, however these will be forwarded as soon as they are ready. SK advised the committee regarding the Gas incident prior to Christmas and a second incident on 2 nd January. SK advised that although these were RIDDOR reportable, it was not the responsibility of Advance to report them and that the gas engineers will report these. MV advised that Property Services reacted immediately to these incidents and checks of contractors were undertaken prior to their appointment. Unfortunately the contractor was newly appointed and both incidents were as the result of the same engineer.	MV
7. Health & Safety Visits/Audits MV advised that 3 audits have been undertaken for Nottingham, Basingstoke and Windsor. MV to check with PS of any further CQC visits in the near future so that these properties can be prioritized. MV to arrange a H&S audit for Nicholas Court	MV MV
8. Any Other Business TM advised on the continuing issues in Dalston Lane. The basement is still unusable and then problem is increasing. TM advised that she was still emptying buckets and was told that this needed to cease. TM advised that a new kitchenette and an additional toilet will be installed on the ground floor in March 2018. Kitchen in the basement is still accessible at the moment. TM advised that doors have now been secured. SK to drop an email to Tim Jenkinson and Ian Gilders as unsafe and to check longer term issues of leaving the basement as it is. A copy to be sent to TM	SK
9. Date of Next Meeting Wednesday March 28 th 2018 @ 10.30am, Meeting Room 1 Witney, Meeting Room 1 Leicester, Formal Meeting Room, Hackney, Telephone Conference	