

MINUTES OF THE HEALTH & SAFETY COMMITTEE

HELD ON 27th September 2017, IN WITNEY HEAD OFFICE

PRESENT: Marion Virgo (MV), Stephen King (SK), Philippa Smith (phone), Daniel Ryan(phone), Claire Poole, Julie Leyton, Gustavo Thomas

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

	Action
1. Welcome and Apologies Steve King chaired the meeting and welcomed Julie Leyton Apologies received from: Louis Benfield, Amanda Hack; Carole Ghogomu; Lucy Rowlatt; Aggrey Nhiwatiwa; Marie Kingsbury; Sarah Wainwright; Tanisha Brown; Tracy McNamara	
2. Minutes of previous meeting Minutes of 4/7/17 meeting were agreed	
3. Terms of Reference Sk introduced the terms of reference of the committee and the redrafted constitution. There have been no fundamental changes but the documents have been made clearer. The ultimate responsibility for Health & Safety is with the Board The Audit and Risk Committee will meet quarterly and will receive a H&S report to consider. PS asked what information will be provided to the Audit and Risk Committee and advised it will include the H&S minutes highlights, incident and accident information and audit information. Internal management of Health & Safety – The CEO has ultimate responsibility which is delegated to the HR Director and the Housing Director (Landlord H&S is reported separately)	

JL advised that the real focus at the moment is on Landlord H&S and that the Committees and Board would like same level of transparent reporting on the staff and customer side of the business also. Discussion held regarding the H&S committee and the need for a more vibrant committee and better commitment at future meetings. It is a legal obligation to consult with employees and to obtain peoples views and to provide a forum for dissimilating information. Question: How do members feel about getting more people involved? JL asked who would be responsible for ensuring attendance? CP stated that face to face contact was difficult and could support be paid for staff to attend the meetings similar to The Voice. Question: How is information dissimilated down to all staff. CP stated that H&S is covered in all supervisions and team meetings and any issues raised are passed to management. Andrew Mayo (BA Auditor) checks that H&S is including in meeting minutes as part of his audits. Suggested a template agenda is produced for all meetings. GT stated that it was difficult to commit members to 2 hours due to budgets and covering of customer needs. Similar issues have been discussed with The Voice. He also stated that he didn't feel that H&S awareness was evident on the "frontline". And staff are unaware of where to go if there are problems is it to the managers or area managers. We also need to make it appealing to staff. CQC want H&S to be a standard agenda item. Question: How do we get information to the committee. JL potentially ask Area Managers to write a quarterly report for the committee. PS suggested setting up an email for any H&S query or any other way for staff to flag them such as the "I'm not proud" line and whistleblowing specifically around customers which are H&S related.	
4. Incident Reporting A discussion regarding incident reporting and types of incidents that need to be reported. CP asked if a fire alarm goes off should this be reported and what is H&S incidents within Advance. MV responded that yes this would be an incident. An incident is anything that is unusual to the normal activities which could or could not have resulted in an injury, including near misses, behavioural issues, etc as detailed in the accident and incident policy. As most calls go through Customer Services have they received any incident report training. Discussions regarding the logging of more incidents. Reporting directly to the Housing Officers. PS advised that training is available on the intranet for Team Meetings. Incident reporting training was delivered to Area Managers from Kate Elliot, Area Managers were to cascade the information and that incident reporting	

should be completed through IPlanit in October. Recommended that Incident training on how to put onto IPlanIT Scheme Managers are responsible for making sure reports are submitted. Ian Yoemans for Property Services and Ronan Browne for Housing Discussion on incident reporting training and what needs to be reported. Who will provide the training and how? Need to check materials for training available on the intranet GT asked PS about IPlanIt, and the change of support paperwork. Are we still working with IPlanIt? Yes and Incident reporting will be launched first Advised good practice that managers should do incident reporting as tool box talks at meetings. Need refresher briefings and more sessions for training Sk advised that new learning system being implemented by L&D will flag up when training is due. Refresher training is more local rather than a central place. Due date is 1/12/17	MV
5. Health & Safety Visits MV advised audits and visits that will be completed. There is currently no one with delegated tasks for H&S in Regent Road. GT has undertaken the RA's. Who will take on this delegation?	
6. Fire Policy MV explained the new fire policy and the associated procedures and what the issues were to the change in policy. Question: Where do we get Fire Marshall training from? Advised to approach L&D or use local intelligence of course providers. Question: Who's responsibility is it to ensure the correct training is provided? This is the Managers responsibility. Need to identify the properties which have fire extinguishers. PS to check other properties where we provide support only MV advised about an issue in Melton regarding excessive extinguishers in a property. MV to check with Property Services – has this been rectified? Need to check where we need Fire Marshall training A bound copy of the Fire Manual should be provided for each service	MV PS MV SW
7. Health & Safety Employee Handbook How do we publicise and do we provide bound copies? PS stated that tables for what Managers should know should go into the handbook. MV advised that a separate version will be made available for managers with this information highlighted	
8. Any Other Business SK advised that flu vaccinations are being provided this year for frontline staff Luke Sinclair will be sending out information to all staff	
9. Date of Next Meeting Wednesday January 10th 2018 @ 10.30am, Meeting Room 1 Witney, Meeting Room 1 Leicester, Formal Meeting Room, Hackney, Telephone Conference	

