

## MINUTES NOT AGREED BY TRADES UNIONS



Minutes of the meeting of the HEALTH AND SAFETY FORUM held on FRIDAY 8 OCTOBER 1999 at 2.00 pm

**Present:**            Management Representatives

J Deere (Human Resources Manager)  
P Coveney (Strategic Director Resources)

Trade Union Representatives

A Roberts (UNISON)  
C McKirgan (UNISON)  
J Mackie (UNISON)  
V Hughes (UNISON)  
L Jalloh (NUT)

Health and Safety Advisors

L Piascik (Corporate Health and Safety Officer)  
J Moffoot (Head of Corporate Administration)  
G Robinson (Facilities Manager)

**Apologies:**        B Bithell (Head of Human Resources), M Odell, D Cobbold and K Reed

**1.0                    MINUTES**

The Forum received the Minutes of the last meeting held on 9 June 1999.

It was noted that the report on the Fire Brigade's recent inspection of the Civic Offices would be attached to the Minutes.

It was further noted that information on the use of mobile phones was currently being collated.

## **2.0 ELECTION OF CHAIR**

RESOLVED -

That D Cobbold be elected Chair for the remainder of Council year 1999/2000.

## **3.0 ELECTION OF VICE CHAIR**

RESOLVED -

That B Bithell be elected Vice Chair for the remainder of Council year 1999/2000.

## **4.0 ELECTION OF JOINT SECRETARIES**

RESOLVED –

That the appointment of the following Joint Secretaries be noted:

Staff Side            A Roberts

Employers Side    J Deere

## **5.0 CONSTITUTION AND TERMS OF REFERENCE**

The Forum noted its Constitution and Terms of Reference, as agreed at the meeting of the Personnel Committee held on 29 June 1999.

## **6.0 AIR CONDITIONING - SAXON COURT**

The Forum received a report on environmental conditions carried out by the Health and Safety Team at locations around Saxon Court, and noted that these were available on a file in Public Folders. It was further noted that the figures had been discussed at a meeting of the Saxon Court Users Group (SCUG) a week previously.

Trades Union representatives expressed concern that there appeared to be no further recommendations for action, particularly over the lack of air movement throughout the building. Concern was also expressed that some areas appeared to have low levels of lighting. However, it was pointed out by the Senior Health and Safety Officer that the levels were within the recommended health and safety limits.

The Senior Health and Safety Officer reported that there were plans to continue monitoring the environmental conditions at Saxon Court, and that the indicators were tested at 10 points on each level so that data could be compared between control points and over time. Facilities Management also reported that some areas, such as air movement, would be investigated in greater detail.

## **7.0 RECEPTION**

Trades Union representatives welcomed management's willingness to involve them in ongoing discussions over the procedures for running reception at Saxon Court, and expressed the hope that this approach would continue and be extended to discussions over the Civic Offices reception area.

## **8.0 FLOORING**

The Forum noted that the examples of and carpets in Council buildings, discussed at the previous meeting, had not yet been dealt with, and continued to pose a risk to the health and safety of staff.

Facilities Management reported that work was currently being carried out to review the state of flooring in the common areas within both Saxon Court and the Civic Offices, and that the process should be completed by the end of the year. Management stated that issues relating to work areas needed to be addressed by individual managers.

## **9.0 LIGHTING AT SAXON COURT**

The Unions reported that there continued to be instances of light bulbs at Saxon Court not being changed for lengthy periods of time. Facilities Management agreed to investigate reported instances where lights had allegedly been out for some time.

RESOLVED -

That Facilities Management act in response to particular instances.

## **10.0 REST ROOMS**

Trades Unions expressed concern at the lack of rest rooms at Saxon Court for non-smokers. The Senior Health and Safety Officer stated that both the First Aid room and the Atrium were rest areas, and both were non-smoking.

## **11.0 VENDING TROLLEYS**

Unions expressed concern at the potential risks posed by the increased size and weight of the new drinks vending trolleys, and noted that catering staff had reported incidents of back strain arising from this.

RESOLVED -

That an investigation be carried out to determine whether risk assessments on the new trolleys had been carried out, and reported to the next meeting of the Forum.

## **12.0 FIRE DOORS AT SAXON COURT**

Unions reported that one of the fire doors at Saxon Court did not close properly,

and that this posed a potential risk. Facilities Management stated that the matter would be investigated, but that, with this and other matters raised by the Staff Side, management could have provided a more adequate response had they been given advance knowledge of the specific matters to be raised.

RESOLVED -

That this matter be investigated and reported to the next meeting of the Forum by Facilities Management.

**13. ACCIDENT STATISTICS**

The Forum received a report on accidents affecting Milton Keynes Council staff from the Health and Safety Manager. It was noted that these had increased to an average of approximately 150 per quarter, although it was felt that this could be at least partially attributed to better reporting of incidents.

The Forum also noted with concern that the number of incidents relating to aggression or violence was the most common category of reported incident.

It was agreed that further discussion should take place between management and unions on this issue.

**14.0 HEALTH AND SAFETY MANUAL**

The Forum noted that work had been carried out on updating Health and Safety information, although a final document was not yet available.

**15.0 HEALTH AND SAFETY NEWSLETTER**

The Forum noted that the quarterly Health and Safety Newsletter should be distributed to members of staff by Christmas.

**16.0 DATE OF NEXT MEETING**

The Forum noted that the next meeting would be held on Friday 4 February 2000 at 2.00 pm.

THE MEETING CLOSED AT 3.21 PM