

# MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Wednesday 14 April 2010, at the Town Hall, Royal Leamington Spa at 4.30pm.

## **PRESENT:**

Employers representatives: Councillors Barrott, Copping and Kirton.

Trades Unions representatives: Mr Chapleo, Mr A Crump and Mr Foster.

Apologies for absence were received from Mr Lynch.

## **1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **2. APPOINTMENT OF JOINT CHAIRS**

**RESOLVED** that Councillor Kirton be appointed as the Chair for the Employer's side.

## **3. MINUTES**

The minutes of the meeting held on 5 January 2010 were taken as a correct record.

## **4. ACCIDENT REPORT (ACCIDENTS FROM START 0 SEPTEMBER 2009 – END OF FEBRUARY 2010)**

The Panel considered a report from the Health and Safety Adviser that summarised accidents that had occurred between the start of September 2009 and the end of February 2010. The report included a table that showed comparative accident data tracked over the same period.

The Health and Safety Adviser also gave an update on items addressed at the last meeting:

- Newbold Comyn – a footwear policy had been adopted at the poolside.
- St Peters Multi Storey Car Park – a risk assessment had been carried out.
- For future accidents, post accident risk assessments would be conducted using the Assessnet online system.

Panel members were disappointed that no representative of senior management was present at the meeting, despite Senior Management Team having agreed it was necessary for one of them to be present at meetings where accident reports were considered. The Panel wanted assurances that this would not happen again and so the Chair agreed to follow this up after the meeting. Disappointment was also expressed over

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**MINUTES (Continued)**

the failure of the new Spa Centre Manager to attend the meeting, to discuss an accident which had occurred at the centre in January. The Chair agreed to follow this up in writing. Concerns were expressed that a considerable amount of time had lapsed since the accident occurred but that measures were only just being put into place to address the issue.

The Panel suggested it might be useful to see accident reports which managers have to sign off and which detail the actions required of them in following accidents up.

The Health and Safety Adviser reported that, following a review of safety training, it had been decided that managers will be sent on an Institution of Occupational Safety and Health (IOSH) course.

**RESOLVED** that the report be noted.

**5. ANY OTHER BUSINESS**

The Panel were informed that public toilets at the Royal Pump Rooms had been out of action for about a month, including the Easter period. Artists' showers had been offered for public use instead, but complaints had been received about the showers, with particular reference to what turned out to be a patch of leaked chemicals on the floor, but also over general cleanliness and a lack of soap. Panel members were particularly concerned about the leaked chemicals and requested a report to the next meeting on remedial action taken to address this issue.

The Panel noted that staff security in the PACE room at Riverside House was being reviewed. They agreed that a consistency of approach was needed in terms of ensuring that no member of staff was left alone in the room with members of the public, regardless of whether there were sufficient levels of staff in the same department to accompany them. Also under review were the provision of appropriate alarms and CCTV. The Panel agreed to await the outcome of the review before considering whether any further action was necessary.

(The meeting ended at 5.15 pm)