**HIGH LIFE HIGHLAND**

**Health and Safety and Environmental Compliance Committee**

Minute of Meeting of the Health and Safety and Environmental Compliance Committee of High Life Highland held in the Meeting Room, The Old Library, Dingwall on Tuesday 25 February 2020 at 10.00 am.

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| **PRESENT**  **Directors/Members** |
| Mr David Finlayson, Non Executive Director (Chair)  Mrs Ella MacRae, Non Executive Director  Mr Ken Nicol, Non Executive Director  Mr Douglas Wilby, Director of Sport and Leisure  **Officers In attendance**  Mr James Martin, Director of Corporate Services  Mr John West, Director of Culture and Learning  Mr Simon Swanson, Principal Estates Manager  Mr Craig Steedman, Health and Safety and Property Officer  Ms Fiona MacBain, Company Secretary’s Office  **Others Present**  Mr A Ebben, QLM Health and Safety Consultant |

**BUSINESS**

1. Apologies for Absence

There were none.

1. Declarations of Interest

There were none.

**3. Minute of the Health and Safety and Environmental Compliance Committee meeting held on 19 November 2019**

The minute of the Health and Safety and Environmental Compliance Committee held on 19 November 2019, having been approved by the HLH Board at its meeting held on 11 December 2019, was circulated and **NOTED**.

**4. Matters Arising - Health and Safety and Environmental Compliance Committee meeting held on 19 November 2019**

There had been circulated, for information, matters arising from the meeting of the Health and Safety and Environmental Compliance Committee held on 19 November 2019.

Issues discussed included the following:

* actions from previous Matters Arising were complete except the ongoing monitoring of the Health & Safety Plan 2020-2025, which would be reported on quarterly; and
* concerns in relation to life-guarding included reference to an incident elsewhere which had resulted in a child’s death, and the importance of ensuring life guards were sufficiently aware of the possible severity of incidents. The need for parental awareness of their responsibilities in relation to children under the age of eight was highlighted, as was the importance of staff having a clear understanding of their responsibilities as operators of a facility to take ‘reasonable care’ of customers and follow through on policies to ensure safety. A review of relevant signage in facilities was proposed to ensure visibility. It was also important to continually reinforce the message to life guards not to allow themselves to be distracted from their work and their responsibilities for actively approaching parents who do not appear to be monitoring young children appropriately. Support would be provided to staff after any incident.

The Committee **NOTED** the position and ***AGREED:***

1. *to add signage in facilities with swimming pools to the peer review system;*
2. *to use the staff health and safety meeting to reinforce safety information to life guards, as discussed; and*
3. *for QLM representative to informally review signage and pool-side behaviour as an external view at their next visit in May 2020*.
4. Health and Safety Performance Report

There had been circulated Report No HLH/HS/1/20 dated 11 February 2020 by the Chief Executive presenting the Health and Safety and Environmental compliance information for quarter three, October to December 2019.

Following a summary of key aspects of the report, Committee members questioned officers regarding specific incidents.

The Committee:-

1. **NOTED** that there were no accidents reported under the RIDDOR regulations during quarter three 2019/20;
2. **NOTED** that there were no environmental incidents recorded during quarter three 2019/20;
3. **NOTED** that no new insurance claims were received during quarter three;
4. **NOTED** the actions which have been carried out on the health and safety awareness raising topic for quarter three 2019/20 and **AGREED** the proposed topics for 2020/21 in paragraph 8.3 of the report;
5. **NOTED** that all actions arising from the Health and Safety Arrangements internal audit in Appendix D of the report had been completed;
6. **AGREED** the proposed dates and locations for the Annual External Audit to be carried out by QLM for 2020;
7. *with reference to the recent fire at Park Primary School, Invergordon,* ***AGREED*** *to consider whether there were learning points which could be applied to HLH sites at a future meeting;*
8. ***AGREED*** *to display appropriate NHS hygiene posters relating to the prevention of the spread of winter illnesses during Quarter 3 2020; and*
9. ***AGREED*** *the 3-day Health and Safety Audit of Inverness Leisure undertaken three years earlier be referred to as a note in the report’s Appendix E, which listed External Audits undertaken by QLM.*
10. QLM Industry Update

A presentation was provided on various industry incidents of relevance to High Life Highland.

During discussion, issues raised included the following:

* it was important allergy issues were taken into account in the development of the catering strategy. Once the strategy was implemented, regular audits would be undertaken, not only of in-house processes but also those of contractors and sub-contractors; and
* the use of drones to survey building roofs, as an alternative to expensive scaffolding, should be encouraged.

The Committee **NOTED** the presentation.

1. AOCB

Attention was drawn to possible shortages in Personal Protective Equipment as a result of the corona virus outbreak and this was **NOTED**.

The meeting ended at 11.30am, with the next meeting scheduled for 19 May 2020.