

## RUNNYMEDE BOROUGH COUNCIL

### Notes of Runnymede Safety Committee Meeting 3 p.m. Wednesday, 29<sup>th</sup> November 2006

**Present:**

Dennis Speight	(DNS)	Head of Environmental Protection, Chairman
Mike Rotter	(MR)	Housing & Community Services Department
Clare Pinnock	(CP)	UNISON
Stuart Cawthorne	(SC)	Director of Finance
David Thomas	(DT)	Personnel Officer
Michael Dawson	(MD)	Leisure Services
Chris Rogers	(CR)	Community Services
Malcolm Webb	(MW)	DSO/Depot
Ed Keith	(EK)	Municipal Safety Advisor
Steve Dandridge	(SD)	UNISON – Chertsey DSO
Richard Webb	(RW)	Building Services

**Apologies for Absence:**

Simon Hunt	(SH)	IT Section
Brian Mannian	(BM)	Principal Building Manager
Tina Sawyer	(TS)	UNISON – Safer Runnymede
Julie May	(JM)	Department of Administration and Leisure
Ian McLeod	(IM <sup>L</sup> )	Non-Union Staff Safety Representative

The chairman welcomed Michael Dawson as the Leisure Services representative. Michael has taken over from Kayo Rippingham while she is seconded to the CEO department

- | 2.   | <u>NOTES OF MEETING HELD ON 30<sup>TH</sup> AUGUST 2006</u>   | ACTIONS      |
|------|---|--------------|
|      | The minutes were passed as a true record  |              |
| <br> |   |              |
| 3.   | <u>MATTERS ARISING NOT ON ROLLING LIST</u>  |              |
|      | There were no matters arising.  |              |
| 4.   | <u>ROLLING LIST OF OUTSTANDING ITEMS</u>  |              |
| i.   | <b>Safety Management System</b> – DNS has reviewed document and will recommend to directors that the system be adopted.   | DNS          |
| ii.  | <b>Corporate Driving Policy</b> – (See attached) To be amended to incorporate new 'Drivers Code of Practice'.<br>The finance department will co-ordinate drivers' checks for those driving lease cars otherwise these driver checks remain a department responsibility.<br>SC to ask the legal section if existing system for essential users is sufficient | MW<br><br>SC |
| iii. | <b>Asbestos</b> – UNISON has been given copy of policy.   | Completed    |
| iv.  | <b>Aggressive Persons Register</b> – See Item 11.   | Completed    |
| v.   | <b>Bomb Alert</b> – EK to talk to BM to determine procedures from police advice.  | Completed    |
| vi.  | <b>Fire</b> – Fire practice held for Council Meeting. To be added to standing reminders for annual practice.  | Completed    |
| vii. | <b>Transport: Mobile phones policy and procedure</b> – ( Kettering BC policy was distributed for discussion.) EK to draw up new procedures following advice from insurers. To liase MW and incorporate into corporate driving policy.   | EK/MW        |

- |       |   |                          |
|-------|---|--------------------------|
| viii. | <b>Reception: New security badges</b> – JM has reached agreement with BM over visitors' badges. Further discussion required over adoption of contractors passes.  | <b>Completed</b>         |
| ix.   | <b>New Civic Offices: Risk Assessment</b> – FM group to chase up copy of site risk assessment for matters affecting employees i.e. noise, dust, etc.  | <b>BM/JM</b>             |
| x.    | <b>New Civic Offices: Obstruction of emergency services</b> – Parking issues at Mamham Place to be monitored by building services. (To be placed as a standing item)  | <b>Standing Item</b>     |
| xi.   | <b>Review of accident/incident reports</b> – EK stated that because of the impending move to the new paperless office he was looking at safety management software as opposed to just accident/incident reporting.  | <b>EK</b>                |
| xii.  | <b>Tenancy Management Overcrowding</b> – Area has been tidied and although the situation is not ideal, it is satisfactory.  | <b>Closed</b>            |
| xiii. | <b>Hythe Centre Roller Shutter</b> – Reported to Building Services. RW to look at possibility of fitting a strap to ease the task of lowering and raising shutter.  | <b>RW</b>                |
| xiv.  | <b>Risk Assessments/Manual Handling</b> – See Item 8  | <b>Closed</b>            |
| xv.   | <b>Smoking Ban – Smoking in car park</b><br>DT to clarify extent of policy in Personnel Bulletin<br>Building services to post "No Smoking" signs in car park  | <b>Completed</b>         |
| xvi.  | <b>New Civic Offices: Health and Safety issues</b><br>The FMG have not provided Unison with a copy of the risk assessment in response to their request but RW from building services provided answers to the following questions at the meeting:<br><br>Q. Pedestrian access through the undercroft, mixture of pedestrians and vehicles, security.<br>A. Undercroft only accessible by authorised staff. Barrier at entry, with proximity card reader. Defined pedestrian route through centre of layout. CCTV provision and lighting to required standards.<br><br>Q. Noise and fumes from the standby generator positioned in the undercroft.<br>A. Standby generator will not be in the undercroft.<br><br>Q. Proximity of desks in the new open plan areas.<br>A. The optimum layout is being designed by space consultants.<br><br>Q. Type of turnstile barriers. Will people be able to climb over them?<br>A. Turnstile barriers will not be provided. Entry now through secure doors.<br><br>Q. Height of barriers around atrium. What's to stop people from falling over?<br>A. Balustrades around atrium will be to standard height in accordance with building regulations requirements.<br><br>Q. How will window cleaning/maintenance be carried out? What fall protection is provided?<br>A. The Health and Safety Plan would have ensured cleaning was practical. The appointed cleaning contractors will have to submit and comply with a method statement.<br><br>Q. Will suitable desks be provided for hot desking? i.e. people of different size using same desk.<br>A. Yes. |                          |
| xvii. | <b>Security Lighting</b><br>Provision of security lighting for side gate to allow easier access   | <b>Completed</b>         |
| xiii. | <b>DSO Accident Reports</b><br>SD to be informed about, and to have access to, DSO accident reports. He should also be involved in any accident investigations.   | <b>Standing Reminder</b> |

5. **STRESS** DT
- DT reported on the meeting of the Bullying Policy Working Group on the 16<sup>th</sup> October 2006. (See attached report and proposed stress management training plan) He also reported that he was looking at arranging for an "appropriate person" from outside the organisation and that Nigel Watson had informed him that it was not possible to guarantee anonymity on the Intranet.  
The use of exit interviews as a source of information was also discussed. DT was also asked to re-iterate, in the next personnel bulletin, about the provision of a confidential phone line on stress.
6. **DSE** EK
- Ongoing.
7. **FIRE**
- The Fire Evacuation held on the 10<sup>th</sup> October went well and identified a few weaknesses in the procedures. (See attached report) These have now been rectified. Training for Fire Wardens was arranged for the 30<sup>th</sup> November.
8. **RISK ASSESMENTS**
- EK reminded members that he will be checking risk assessments, records and procedures during his audits of premises and areas.
9. **IONISING AND AIR FILTRATION SYSTEMS**
- DT had been approached by a company called Air Ionising Technologies with a proposal to fit some units in the present building as a trial prior to fitting them in the new offices. It was agreed that the difference between the two types of building were such that any trial results would be invalid and any consideration of such a system should be deferred until a later date.
10. **STREET CLEANING: LOW LIGHT VISIBILITY** Closed
- SD said that this issue seems to have been resolved at a local management level and that currently issued PPE gives sufficient reflection to make operators visible to traffic, at low light levels.
11. **DIFFICULT VISITS AND INTERVIEWS REGISTER** Closed
- EK stated that the register has been updated and is in use, further updating will take place as and when new information is received. Managers are requested to ensure that any new incidents are reported, even if the person is already on the register, as it is vital to staff that the register is kept up to date.  
Any manager requiring further information about the register should contact EK.
12. **NEW CIVIC OFFICES: HEALTH AND SAFETY ISSUES** EK
- The issue of whether the safety plan would contain a fire risk assessment and if it would identify fire assembly points/ interim fire assembly points was discussed.
13. **NEW CIVIC OFFICES: NEW PROCEDURES**
- No new procedures to be discussed. To be left on agenda for future use.

14. **ACCIDENTS REPORTED SINCE MEETING OF 30<sup>TH</sup> AUGUST 2006**

Twenty one accidents had been reported and were discussed.

Members expressed concern that equipment had been purchased, and issued to staff, without ensuring that they had been properly trained and issued with the necessary PPE as identified in the user handbook. Managers must ensure that they are familiar with, and follow, the requirements of the Provision and Use of Work Equipment Approved Code of Practice

15. **DIFFICULT VISITS AND INTERVIEWS**

There were five incidents reported, one of which resulted in an entry to the register.

16. **HEALTH & SAFETY PUBLICATIONS RECEIVED SINCE MEETING OF 30<sup>TH</sup> AUGUST 2006**

**HSE's WHATS NEW**

29/08/06

Workplace Health and Safety: Glazing INDG212 (revised)

<http://www.hsenews.com/2006/08/29/workplace-health-and-safety-glazing-indg212-revised/>

31/08/06

Update on the workplace transport routemap consultation events

<http://www.hsenews.com/2006/08/31/update-on-the-workplace-transport-routemap-consultation-events/>

01/09/06

Asbestos – 'Don't take the gamble' Campaign

<http://www.hsenews.com/2006/09/01/asbestos-%e2%80%98don%e2%80%99t-take-the-gamble%e2%80%99-campaign/>

HSE to take over electricity supply safety regulation E090:06

<http://www.hsenews.com/2006/09/01/hse-to-take-over-electricity-supply-safety-regulation-e09006/>

04/09/06

Asbestos Essentials guidance now available

<http://www.hsenews.com/2006/09/04/asbestos-essentials-guidance-now-available/>

06/09/06

Health and Safety Commission promotes safe systems of work to reduce fatalities in waste and recycling collection work – C022:06

<http://www.hsenews.com/2006/09/06/health-and-safety-commission-promotes-safe-systems-of-work-to-reduce-fatalities-in-waste-and-recycling-collection-work-c02206/>

07/09/06

Local Authority Newsletter for September

<http://www.hsenews.com/2006/09/07/local-authority-newsletter-for-september/>

Evaluating the evidence base for effective health and safety management.

HSL/206/67

<http://www.hsenews.com/2006/09/07/evaluating-the-evidence-base-for-effective-health-and-safety-management-hsl200667/>

08/09/06

Amendments to the Carriage of Dangerous Goods Manual

<http://www.hsenews.com/2006/09/08/amendments-to-the-carriage-of-dangerous-goods-manual/>

14/09/06

Basic advice on first aid at work (revised) INDG347(rev)  
<http://www.hsenews.com/2006/09/14/basic-advice-on-first-aid-at-work-revised-indg347rev1/>

18/09/06  
Slips and trips website updated  
<http://www.hsenews.com/2006/09/18/slips-and-trips-website-updated/>

Better Backs campaign – Tools for safety representatives  
<http://www.hsenews.com/2006/09/18/better-backs-campaign-tools-for-safety-representatives/>

19/09/06  
Products approved via HSE's Biocides and Pesticides Unit, July 2006  
<http://www.hsenews.com/2006/09/19/products-approved-via-hses-biocides-and-pesticides-unit-july-2006/>

20/09/06  
Better Backs – Stakeholder signup letters  
<http://www.hsenews.com/2006/09/20/better-backs-stakeholder-signup-letters/>

21/09/06  
New Construction (Design and Management) Regulations  
<http://www.hsenews.com/2006/09/21/new-construction-design-and-management-regulations/>

27/09/06  
Better Backs campaign case studies  
<http://www.hsenews.com/2006/09/27/better-backs-campaign-case-studies/>

28/09/06  
The costs and benefits of active case management and rehabilitation for musculoskeletal disorders – RR493  
<http://www.hsenews.com/2006/09/28/the-costs-and-benefits-of-active-case-management-and-rehabilitation-for-musculoskeletal-disorders-rr493/>

02/10/06  
Cost benefit studies that support tackling musculoskeletal disorders – RR491  
<http://www.hsenews.com/2006/10/02/cost-benefit-studies-that-support-tackling-musculoskeletal-disorders-rr491/>

03/10/06  
Equality Schemes Framework: Disability Equality Scheme, Gender Equality Scheme – CD209  
<http://www.hsenews.com/2006/10/03/equality-schemes-framework-disability-equality-scheme-gender-equality-scheme-cd209/>

09/10/06  
HSE tackles back pain with supermarket workout  
<http://www.hsenews.com/2006/10/09/hse-tackles-back-pain-with-supermarket-workout/>

New fire legislation in force  
<http://www.hsenews.com/2006/10/09/new-fire-legislation-in-force/>

Local Authorities Newsletter for October 06  
<http://www.hsenews.com/2006/10/09/local-authorities-newsletter-for-october-06/>

HSE FIT3 survey 2006  
<http://www.hsenews.com/2006/10/09/hse-fit3-survey-2006/>

Better Backs campaign – reducing workplace back injuries  
<http://www.hsenews.com/2006/10/09/better-backs-campaign-reducing-workplace-back-injuries/>

Operational circulars on fire safety.

<http://www.hsenews.com/2006/10/10/operational-circulars-on-fire-safety-oc-21705-and-oc-21706/>

10/10/06

HSE launches REACH helpdesk

<http://www.hsenews.com/2006/10/10/hse-launches-reach-helpdesk-e10106/>

11/10/06

HSC/E Simplification plan 2006

<http://www.hsenews.com/2006/10/11/hsce-simplification-plan-2006/>

Construction Infonet e-Bulletin – October 2006

<http://www.hsenews.com/2006/10/11/construction-infonet-e-bulletin-october-2006/>

Keeping it simple

<http://www.hsenews.com/2006/10/11/keeping-it-simple-c02406/>

12/10/06

Better Backs – campaign advertising material

<http://www.hsenews.com/2006/10/12/better-backs-advertising-campaign-material/>

Health and safety legislation website

<http://www.hsenews.com/2006/10/12/health-and-safety-legislation-website/>

16/10/06

Attitudes and behaviours towards slips, trips and falls

<http://www.hsenews.com/2006/10/16/attitudes-and-behaviours-towards-slips-trips-and-falls/>

18/10/06

Safety alert on the use of tower cranes

<http://www.hsenews.com/2006/10/18/safety-alert-on-the-use-of-tower-cranes/>

23/10/06

Young people

<http://www.hsenews.com/2006/10/23/young-people/>

24/10/06

Better Backs campaign case studies

<http://www.hsenews.com/2006/10/24/better-backs-campaign-case-studies-2/>

26/10/06

Waste and recycling case studies

<http://www.hsenews.com/2006/10/26/waste-and-recycling-case-studies/>

27/10/06

Control of Asbestos Regulations 2006 (2003/18/EC)

<http://www.hsenews.com/2006/10/27/control-of-asbestos-regulations-2006-200318ec/>

Revised Asbestos Regulations

<http://www.hsenews.com/2006/10/27/revised-asbestos-regulations/>

Corporate occupational health and safety governance

<http://www.hsenews.com/2006/10/27/defining-best-practice-in-corporate-occupational-health-and-safety-governance/>

Carbon Monoxide: The silent killer

<http://www.hsenews.com/2006/10/27/carbon-monoxide-the-silent-killer/>

30/10/06

Providing leadership on occupational health and safety

<http://www.hsenews.com/2006/10/30/providing-leadership-on-occupational-health-and-safety/>

It's in your hands – Dermatitis leaflet

<http://www.hseneews.com/2006/10/31/its-in-your-hands-dermatitis-leaflet/>

02/11/06

Working days lost down by a quarter

<http://www.hseneews.com/2006/11/02/working-days-lost-down-by-a-quarter/>

06/11/06

Euroweek 2006 "Safe Start" magazine

<http://www.hseneews.com/2006/11/06/euroweek-2006-safe-start-magazine/>

'Good Health, Good Jobs' conference transcripts

<http://www.hseneews.com/2006/11/06/good-health-good-jobs-conference-transcripts/>

08/11/06

Construction infonet – October 2006

<http://www.hseneews.com/2006/11/08/construction-infonet-october-2006/>

Slips and trips case studies

<http://www.hseneews.com/2006/11/08/slips-and-trips-case-studies/>

NAPIT gas industry consultation

<http://www.hseneews.com/2006/11/09/napit-gas-industry-consultation/>

09/11/06

Stress management standards – steering groups

<http://www.hseneews.com/2006/11/09/stress-management-standards-steering-groups/>

Backs! 2005 campaign – Final report

<http://www.hseneews.com/2006/11/09/backs-2005-campaign-final-report/>

Bullying, bullying its way to the workplace

<http://www.hseneews.com/2006/11/09/bullying-bullying-its-way-to-the-workplace/>

10/11/06

The management of asbestos in non-domestic premises

<http://www.hseneews.com/2006/11/10/the-management-of-asbestos-in-non-domestic-premises/>

Work with materials containing asbestos

<http://www.hseneews.com/2006/11/10/work-with-materials-containing-asbestos/>

20/11/06

Let's cut out dermatitis

<http://www.hseneews.com/2006/11/20/lets-cut-out-dermatitis/>

Chronic Obstructive Pulmonary Disease (COPD)

<http://www.hseneews.com/2006/11/20/chronic-obstructive-pulmonary-disease-copd/>

Work related stress, case studies

<http://www.hseneews.com/2006/11/20/work-related-stress-case-studies/>

COSHH guidance on service and retail

<http://www.hseneews.com/2006/11/20/coshh-guidance-on-service-and-retail/>

21/11/06

Absence management toolkit for line managers

<http://www.hseneews.com/2006/11/21/absence-management-toolkit-for-line-managers/>

23/11/06

The well managed organisation

<http://www.hseneews.com/2006/11/23/the-well-managed-organisation/>

27/11/06

Health and safety management and business performance

<http://www.hseneews.com/2006/11/27/health-and-safety-management-and-business-performance/>

17. **ANY OTHER BUSINESS**

There being no further business the meeting closed at 4.35 p.m.

18. **DATE OF NEXT MEETING**

This will be on Wednesday, 28<sup>th</sup> February 2007, beginning at 2 p.m. in the Committee Room.



Ed Keith  
Municipal Safety Advisor

4<sup>th</sup> December 2006



**POLICY GUIDANCE FOR THOSE RESPONSIBLE FOR THE EMPLOYMENT OF ALL DRIVERS  
OF COUNCIL VEHICLES**

**NB: Drivers to include present and future employed staff, contractors, agency personnel, temporary employees, volunteers etc.**

**DRIVERS OF RBC MOTOR FLEET VEHICLES**

**Key to vehicles of RBC Motor Fleet.**

<b>A</b>	<b>Small Vans/Cars</b>	<b>F</b>	<b>Tower Wagon</b>	<b>K</b>	<b>Tractors</b>
<b>B</b>	<b>Large Vans</b>	<b>G</b>	<b>HGV's/Large Tipper</b>	<b>L</b>	<b>Refuse vehicles</b>
<b>C</b>	<b>Loading Shovel/Fork Lift</b>	<b>H</b>	<b>Ride-on Mowers</b>	<b>M</b>	<b>Pedestrian Sweeper</b>
<b>D</b>	<b>Compact Sweepers</b>	<b>I</b>	<b>HGV Sweeper</b>		<b>[Category P300]</b>
<b>E</b>	<b>Small Tippers</b>	<b>J</b>	<b>Passenger Carrying</b>		

- 1 The responsible person (i.e. manager/supervisor) is accountable for ensuring that all drivers driving licences are appropriate for driving vehicles for which they are employed/contracted to drive, in line with the Road Transport Act.
- 2 To drive vehicles under categories A B and H all drivers must have held a full licence for at least 12 months and be over 18 years of age.
- 3 To drive vehicles under categories C D E F K all drivers must have held a full licence for at least 12 months and be over 21 years of age and must have received adequate training for that vehicle. (Note: Driver who passed their driving test after 1<sup>st</sup> January 1997 can not drive a vehicle that exceeds 3.5 tonne gross weight in groups D C E F until they gain C1 entitlement)
- 4 To drive vehicles under categories G I J and L all drivers must have held a full licence for at least 3 years and be over 25 years of age. The required standards of the DVLA for large goods vehicles for categories G, I and L is that all drivers must be in possession of a HGV (Heavy Goods Vehicles) Licence.
- 5 To drive a pedestrian sweeper under category M, all drivers must be over 18 years of age and must hold a category K licence or a category B Provisional Licence. If the Operator is only in receipt of a category B Provisional Licence then "L" Plates must be displayed at all times.
- 6 The responsible person must inspect all drivers (including volunteers) licences [both parts of photo card licences] annually to ensure that it complies with the DVLA's regulations, photocopy the licence, ensuring that it is dated, signed and kept on file with the insurance form for twelve months or until the drivers employment ceases. ( Any endorsements incurred should be notified to the Chief Officer for appropriate action).
- 7 Ideally all drivers (including volunteers) should have a clean driving licence at commencement of employment. In the event of a suitable applicant having any unspent driving offence in all cases these must be referred to a Chief Officer (or 2<sup>nd</sup> tier officer) and the Council's insurance officer for a decision before an offer of employment is made. Please note that there will be no discretion to

appoint drivers who hold the following penalty references on their licences: AC, BA, CD, DD, DR, PC, TT99, NE99.\*

- 8 The responsible person will ensure that all drivers are issued with, understand and complete the Health & Safety at Work Act 1974 Safe Working Practices for All Drivers together with General Motor Vehicle Insurance Policy – Driver Details form at the commencement of employment. The responsible officer will check both parts of all drivers' licences annually and ensure that each driver also completes the "general motor vehicle insurance policy – driver details form" annually. This must be countersigned by the responsible person. Drivers are responsible for reporting to the responsible person any endorsements received or changes to their licence during their employment. The responsible person must ensure any of the offences specified in paragraph 7 above are reported to the Insurance Officer and Chief Officer for advice about whether the driver concerned should be able to continue to drive on behalf of the Council.
- 9 The responsible person will ensure that drivers know it is their responsibility to comply fully with the medical requirements of the DVLA and the Legal requirements of the Highway Code e.g. advising of any physical or mental disability or condition which affects their fitness as a driver.
- 10 If the responsible person becomes aware that a driver is unfit to drive, he should ensure the driver is removed from driving duties and arrange for an examination by the Council's medical adviser. The responsible person will ensure that such drivers and any who have declared that they have a medical condition on the General Motor Vehicle Insurance Policy – Driver Details form submit a copy of their Doctor's Certificate certifying their fitness to drive before they are restored to driving duties.
- 11 It is not the policy of the Council to employ drivers over the age of 75 years of age.
- 12 The Council {Personnel Section} provides health & eye sight screening for drivers aged 45 years and above of Council Commercial vehicles [excluding saloon and estate cars] on a 5 year basis with the Council contributing towards the cost of spectacles if required.  
(see G6 Personnel Policy and Procedures)
- 13 Staff using their own private vehicles on Council business must be informed that it is THEIR responsibility to ensure their vehicle has valid tax, MOT, adequate insurance for business use and is kept in a roadworthy condition at all times.

This document has been formulated in the interest of Risk Management to not only protect the Council as employers but also to protect drivers of Council vehicles.

Draft amended policy – October 2006

#### \*NOTE FOR INFORMATION

The following is an explanation of the abbreviations used in paragraph 5. Those responsible for employing drivers of Council vehicles should always check whether these abbreviations are stated on licences and must not employ drivers where that is the case.

- |      |  |
|------|--|
| AC   | Accident offences: Failing to stop after an accident (AC10), Failing to give particulars or to report an accident within 24 hours (AC20), Undefined accident offences (AC30)           |
| BA   | Disqualified driver: Driving while disqualified by order of court (BA10), Driving while disqualified under age (BA20), Attempting to drive while disqualified by order of court (BA30) |
| CD   | Careless driving   |
| DD   | Reckless/dangerous driving   |
| DR   | Drink or drugs related driving offences  |
| PC   | Pedestrian crossing offences   |
| TT99 | This signifies disqualification under "totting-up" procedures  |
| NE99 | Non-endorsable offence for which driver can be disqualified  |

Signed:

**Chief Executive Officer**

**Please sign and return this form to the ????? to say you have understood your duties as an Officer responsible for employing drivers of Council vehicles.**

APPOINTED PERSON.....

I hereby certify that I understand all drivers for whom I have managerial / supervisory responsibility have to be issued with the Health & Safety at Work Act 1974 Safe Working Practices for all Drivers form together with the General Motor Vehicle Insurance Policy – Drivers Details form.

For each driver appointed I will:

1. inspect both parts of their driving licence and ensure they are free of endorsements and appropriate for the type of vehicles driven.
2. ensure they meet the Council's minimum requirements as shown in the Policy Guidance for those Responsible for the Employment of Drivers of Council Vehicles. concerning age and experience.

I will inspect both parts of their driving licence and counter-sign the General Motor Vehicle Insurance Policy – Drivers Details form annually.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

CHIEF OFFICER/ \_\_\_\_\_ SECTION/DEPT. \_\_\_\_\_

**GENERAL MOTOR VEHICLE INSURANCE POLICY – DRIVER DETAILS**

*Form to be completed when a new driver is employed, and annually thereafter for each driver.*

**N.B. No person over the age of 70 years is permitted to drive a Council motor vehicle without first obtaining the necessary authorisation from the Insurance Officer, Finance Department.**

<b>Department</b>		<b>Driver's name (please print)</b>	
<b>Ext.</b>		<b>Type(s) of vehicle driven or to be driven</b>	

1.	On what basis is the driver employed? (please delete and give Agency details as appropriate)	RBC employee / volunteer / agency
2.	Driver's address.	
3.	Driver's date of birth.	
4.	Date full licence obtained. (A copy of the complete licence i.e. both parts is required – please attach.)	
5.	Has the driver had any driving convictions in the last five years?	
6.	Has the driver been involved in a motor accident or been party to a claim in the last three years?	
7.	Has the driver: - been convicted of any motoring offence(s) or - had a licence suspended in the past five years or - does (s)he have any prosecution(s) pending?	
8.	Does the driver have any endorsements on his/her current licence not detailed above?	
9.	Has the driver ever been - refused insurance, or - quoted an increased premium (other than for annual inflation), or - had special terms imposed ?	
10.	Does the driver have any unspent convictions for any offence(s) involving dishonesty e.g. fraud, theft, arson or handling stolen goods?	
11.	Has the driver ever suffered from any physical or mental infirmity, diabetes, fits or heart complaints?	
12.	If the answer to question 11 is 'yes,' has the driver informed the DVLA?	
13.	Has the driver been resident in the United Kingdom for less than three years ?	
14.	Is the answer to any of questions 5 to 13 yes? If so, please give full details overleaf.	

**Driver declaration:**

I declare I have read and signed the Health & Safety Safe Working Practices for All Drivers form and the above information is correct and I undertake to advise any changes in circumstances to my Manager who will then inform the Insurance Officer.

Signature..... Date.....

**FAILURE TO DISCLOSE A CONVICTION COULD RESULT IN REPUDIATION OF A CLAIM BY THE INSURERS**

**Manager/Responsible person declaration:**

I declare that I have seen the above named Driver's Licence and that the above information is accurate to the best of my knowledge.

Name (Please print clearly):..... Job Title:.....

Signature:..... Date:.....

<b>For new appointments</b>	Medical clearance given:	yes/no
Appointment approved by Chief Officer/Responsible person		

Name (Please print clearly):.....	Job Title:.....
Signature.....	Date.....

Runnymede Borough Council

Safety Committee

Bullying Policy Working Group

Notes of meeting 16 October 2006

Present: David Thomas (Chairman of Working Group), Dennis Speight (Chairman of Safety Committee), Ed Keith (Safety Adviser), Clare Pinnock (Unison)

1. Background Information

David opened by reminding the Group of the background to the work. The recent Stress Audit had highlighted a potential problem with bullying in the organisation with some 24 staff reporting being bullied at work. In order to better understand the nature of the problem and how it might be addressed, David had asked in the Personnel Bulletin for staff to provide additional information on an anonymous basis. Only two staff had responded, both appeared to have originated from the same area. David had followed this up with an email to staff urging them to respond. No response was forthcoming.

The Group remained unclear as to the exact nature of the bullying and the reasons why there had been no further feedback from staff. A possible reason could be fear of recriminations.

2. Options for a Way Forward

The Group agreed that the Intranet might offer a method for staff to report concerns on bullying, provided this was on an anonymous basis. David agreed to follow this up with Nigel Watson.

Sometimes, managers (and others) were completely unaware of the effect of their actions on other people. Often, an early intervention by way of feedback could resolve the problem.

People's perceptions on what constituted bullying would vary. For example, a manager trying to encourage a member of staff to improve performance could be perceived by some as bullying.

The Safety Committee had already agreed that mandatory Stress Management training for managers would be needed. The Group agreed that bullying should be included in this training as well as providing support to managers in dealing with aggressive staff. David agreed to source an appropriate trainer and bring back recommendations to the Safety Committee.

3. Bullying & Harassment Policy

The group reviewed the policy that had been introduced in 2000.

The formal stages of the policy had been utilised rarely since that time, although there had been a small number of instances where the informal stages had been used.

The Group agreed that the policy was generally satisfactory but would benefit from a couple of minor amendments. The first would be to move and embolden paragraph 1.2 to become the first paragraph to emphasise that bullying would not be tolerated. The second would be to add a fourth bullet point in paragraph 2.1 to read 'through his/her trade union representative or Personnel Office who will arrange for an appropriate person to facilitate mediation'

These recommendations would be made to the Safety Committee and, if approved, promulgated to staff in due course.

4. Any other Business

None

5. Summary of Decisions/Recommendations

- David to speak to Nigel Watson re Intranet Web Board for reporting concerns about Bullying
- David to source a suitable trainer for stress management training for managers and bring recommendations to Safety Committee
- The Bullying & Harassment Policy be amended as described in 3 above.

# ***Stress Management***

**(One day course for managers and supervisors)**

## **Stress - the context**

- \* What is stress?
- \* Stressors in the working environment
- \* The manager's responsibilities

## **Stress - reading the signs**

- \* Understanding stressors and their effects
- \* Organisational effects
- \* The stress curve - how stress develops
- \* Identifying stress:       Reading the signs in yourself  
                                  Reading the signs in your staff

## **Stress - analysing the causes**

- \* change and its effects
- \* expectations from team and customers
- \* team culture and management style
- \* self expectation
- \* personality types and the links to stress
- \* work stress - its catching!

## **Stress – Risk assessment**

- \* Tool kit of techniques
- \* Qualitative v. quantitative data
- \* Focus groups and return-to-work interviews
- \* Conducting a Risk Assessment

## **Stress - moving forward**

- \* Practical coping strategies
- \* Identifying mal-adaptive coping strategies
- \* Managing my own stress
- \* Supporting my team
- \* The role of physical well-being
- \* Support - organisational and external

## **Taking Action**

- \* So what is different tomorrow?
- \* Longer term strategies
- \* Developing a monitoring system for your team

# RUNNYMEDE BOROUGH COUNCIL

## INTER OFFICE MEMORANDUM

TO: All Staff

DATE: 11<sup>th</sup> October 2006

CC

FROM: Ed Keith  
Municipal Safety Advisor

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**Ref: Fire Evacuation Practice on 10<sup>th</sup> October 2006**

The fire evacuation practice seemed to go well, with staff evacuating the building calmly and promptly, however there were the following comments and observations:

1. Fire Warden going up stairs to look for a member of staff outside their area of responsibility.  
**Action:** Fire Wardens must evacuate their own areas and not go looking for staff working outside their area.
2. Members of staff observed walking the wrong way down a corridor.  
**Action:** Staff are reminded that they are to exit the building by the nearest available exit. They are not to go back for jackets, coats, etc.
3. Some staff were unsure of where to assemble, even though sufficient notices & e-mails informing staff where the assembly points are located have been issued.  
**Action:** Fire Wardens must ensure that staff are made aware of where their assembly points are.
4. Some initial confusion since the Chief Fire Warden was unavailable and wardens were uncertain as to whom they should report to.  
**Action:** Directors should assemble at the "Contractors Bay" until they confirm availability. Fire Wardens are instructed to report to that area.
5. A member of reception staff going round searching for visitors to ensure all clear.  
**Action:** Staff to be reminded that all visitors should be directed to assembly point A3.
6. A member of staff failed to book in one of their visitors through reception.  
**Action:** Staff are reminded that ALL visitors are to be booked in through reception, in order to ensure that we know that they are clear of the building in case of fire.
7. A check of the building during the practice revealed that staff/fire wardens are leaving doors open.  
**Action:** Staff/fire wardens are reminded that all doors should be closed as they leave, to inhibit the spread of smoke/fire.
8. CAB Staff sent by a member of RBC staff, to assemble out in the rear car park.  
**Action:** Staff/fire wardens are to be informed that CAB staff, assemble at the front of the building. They are NOT to be sent round to the rear car park.
9. Checking the old building was clear took longer than expected because we have more offices within offices.  
**Action:** Building Services to look at feasibility of smaller areas with more fire wardens to improve clearance times.

**Note:** The purpose of a fire practice is to familiarise us with our fire evacuation procedures and enable us to be aware of what it is we don't know, please remember any lessons you may have learned from yesterdays practice.

While, in general, yesterdays practice went well, there was no sense of urgency to the evacuation. We need to improve on our evacuation times as, in a real situation, lives will be at risk.

Fire Wardens are reminded that, due to the changes imposed by the hoarding for the building site, fire evacuation in the case of a real fire will have to be actively managed by them, and will be dependant on the source of the fire.

Lastly, thank you for your co-operation and well done.

A handwritten signature in cursive script that reads "Ed Keith".

Ed Keith  
Municipal Safety Advisor