

JNC 5th Dec 2016

Health & Safety Update

1. The Forum – interim arrangements

All staff, contractors, subcontractors and visitors are required to sign in and detail the area they are working/visiting.

ID badges must be worn at all times and these will be issued with door fobs where required.

All persons must sign out of the building when leaving and return any issued ID badges and door fobs.

DBC staff

If you are working in the Forum and not at the Civic Centre or your usual DBC location, you should have completed your electronic diary and the in/out board so your colleagues at your regular place of work are not looking for you.

Whilst working at the Forum Carter's Assembly will be your assembly point. You will report to Interserve staff at the Assembly Point.

You are your own fire warden during the transition period. If working as part of a team nominate a point of contact to speak to the Interserve staff at the Assembly Point to confirm all your staff have been accounted for and that your work area is clear.

If working individually you will be responsible for reporting that your working area is clear at the Assembly point to Interserve staff.

Assembly Point

Please go to the assembly point on the footpath opposite the porta-cabins between the Forum and the Civic Centre

2. The Forum – Once moved

Major change in Fire Evacuation procedures

One assembly point (the current Point A), no roll call, clear area policy.

3. Display Screen Equipment (DSE) Assessment Software

This was suspended by CMT earlier in the year and will go live again once in the Forum. No date set but likely end of January 2017 to allow some bedding in of staff.

Training will be provided for staff within service areas to be reviewers courses are on EIS.

4. Internal Health & Safety Audits

These will commence in Q4 for 2016/17.

5. Lone Working devices

Trials are due to start shortly on the updated devices.