



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN,  
ON MONDAY, 16TH NOVEMBER 2015 AT 10.00 AM**

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PRESENT:

Councillor D. Havard – Chair  
Councillor M. Adams – Vice Chair

Councillors:

D.T. Hardacre, A.G. Higgs, S. Kent.

Together with:

D. Jones (Service Manager, Health, Safety and Welfare), E. Townsend (Health and Safety Manager), R. Phillips (Asbestos Team Manager), T. Phillips (Health and Safety Manager), P. James (Health and Safety Manager), M. Williams (Head of Community & Leisure Services), A. Dredge (Committee Services Officer).

Trade Union Representatives:

Simon Brassinne (UNITE), T. Hearne (GMB).

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor P.J. Bevan and G.J. Hughes, L. Donovan (Acting Head of HR & Organisational Development), Brian May (T&G), Juan A. Garcia (UNISON), D.A. Williams (UNITE).

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the beginning or during the course of the meeting.

### **3. MINUTES – 29TH JUNE 2015**

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 29th June 2015 be approved as a correct record and signed by the Chair.

### **4. ANNOUNCEMENT OF THE CHAIR - PARIS TERRORIST ATTACKS**

The Chair referred to the recent terrorist attacks in Paris, France, on the evening of Friday 13th November 2015, which resulted in the deaths of 130 people and left hundreds more wounded. All present stood for a moment of silence as a mark of respect for the victims of

this tragic event.

## **REPORTS OF OFFICERS**

Consideration was given to the following reports.

### **5. INSURANCE CLAIMS – PRESENTATION, SUE RUDDOCK, RISK AND INSURANCE MANAGER**

Sue Ruddock (Risk and Insurance Manager) provided Members with the Authority's Claims Analysis for 2014-15.

Members noted that 356 claims had been received in total relating to motor vehicle, employers' liability and public liability cases. The total cost of claims amounted to £923,714.47 and the average per claim was £2594.70.

Comparison figures were provided in relation to cases taken to court and it was noted that the Authority's success rate at trial is 83%.

Examples of claims were presented in respect of Parks, the Environment, Schools and Leisure Centres. Particular reference was made to the recent court case of Poole v CCBC, where the claimant (a Badminton player) slipped on water/slither of paper at a leisure centre within the Borough. Photographs showed dried paint and bits of paper on the courts the following day. The Judge believed the Authority's visual inspection was inadequate and the accident report form was poorly completed. The Authority lost the case and the claimant was awarded £6500 damages. Their claimants costs amounted to £44k and the Council's costs are likely to be in the region of £8k. The total cost of claim before costs assessment is £58,500.

It was noted that accident forms must be fully completed and signed by the injured party where possible. Photographs must be taken, even if they show nothing at all. Record keeping must be kept up to date in respect of training, cleaning and complaints etc. Complaints must be sent to the Risk and Insurance Section within 20 days of the reported incident so that evidence gathering can commence.

In terms of risk management Ms Ruddock confirmed the Authority has excellent processes and policies in place. Claims are low in comparison to other Authority's in Wales, which are reflected in the current insurance premiums.

Members queried the figures in relation to claims made against refuse vehicles and it was confirmed that claims have decreased since the introduction of 360 degree cameras being installed within the vehicles.

Councillor Adams requested that it be placed on record his thanks to Mark Williams (Head of Community & Leisure Services) and his staff for the hard work that his team undertake in their area of activity.

The Chair thanked Ms Ruddock for her informative presentation and for responding to queries raised.

### **6. STATUTORY MAINTENANCE – PRESENTATION, DONNA JONES, HEALTH, SAFETY AND WELFARE SERVICE MANAGER.**

Donna Jones, Service Manager, Health, Safety and Welfare, updated Members in relation to RAMIS (Risk Assessment Management Information System), which helps manage its statutory maintenance responsibilities for all of the workplace premises and provides a live

record of compliance across all Authority premises, which now includes schools. RAMIS collates all statutory maintenance inspections undertaken by contractors, records all cyclical tasks to be undertaken by CCBC staff and all Health and Safety inspections/audits of buildings. Building Managers receive emails reminding them of tasks due and overdue and reports are generated from the system on compliance.

A significant amount of work is undertaken to ensure the Authority is compliant, for example, electrical testing is undertaken every 5 years, gas safety certificates are required annually and legionella risk assessments are required every 2 years. Regular water quality testing, fire alarm testing and fire fixed alarm wiring testing is also undertaken. In addition fire risk assessments are undertaken annually on residential homes for old people/children, large corporate buildings and comprehensive schools and portable fire-fighting equipment is also tested on an annual basis. Air conditioning/sprinkler systems are tested annually, emergency lighting six monthly, lifts six monthly, fixed ventilation every 14 months and asbestos surveys are carried out every 3 years.

By means of a Powerpoint presentation, the Committee's attention was drawn to information relating to High Risk Inspections i.e. Electrical reactive tasks, Legionella reactive tasks and Gas Safety reactive tasks. Details were received of the sites inspected in relation to Corporate Services, Education premises and the Environment. Members were informed that improvements had been made across all three high risk disciplines.

It was noted that the presentation of figures is a snapshot of the information available and that Caerphilly is the only Local Authority in Wales that can confirm figures of compliance in this way.

The current position for the Authority is that further improvements must be made across all areas with the requirement for continued scrutiny from Senior Management

The Chair thanked Officers for the informative presentation and for responding to queries raised.

## **7. PROVISION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED) IN COUNCIL PREMISES**

The report informed the Committee of the recent approval by the Corporate Management Team for the installation of Automated External Defibrillator (AED) in identified CCBC premises.

The Committee noted that the most common cause for a heart to stop (cardiac arrest) is a 'heart attack', if the heart attack results in cardiac arrest it is usually because it has interrupted the heart electric impulses. The definitive treatment for this condition is to deliver a controlled electric shock through the heart, this is called defibrillation.

Currently 30,000 people in the UK each year have a cardiac arrest out of hospital, and NHS data shows just 18.5% of them survive.

A recent IOSH survey of 1000 businesses found that more than half did not possess these life-saving devices, and two thirds of those were medium-sized to large companies.

To date AED's had only been corporately provided in Leisure Centres, however there are a number of AED's sited in Council premises, most have been donated by charities.

With the assistance of a resuscitating training dummy, Ms Jones gave a demonstration as to how it should be used and explained that it is a safe, reliable, computerised device that can analyse heart rhythms and enable a non-medically qualified rescuer to safely deliver the

lifesaving shock. It uses clear voice instructions and guides a person through each step of defibrillation, including CPR coaching.

It was noted that there is no legislation that explicitly requires an employer to provide defibrillators, however, under both the law of negligence and the Health and Safety at Work Act 1974, the Authority owe a duty of care to employees and others who might reasonably be affected by the control of our business or undertaking. There is currently no corporate policy on the provision of AED's in Council premises.

Members noted that following the tragic deaths of two Caerphilly pupils from undiagnosed heart conditions some secondary schools have already purchased or had an AED donated. It is not known if training has been provided and the required on-going re-refresher training being undertaken. Health and Safety will advise schools of the arrangements which should be in place to support the use of such devices.

Members queried the issue of training and were informed that initially training would be offered to nominated First Aid staff and refresher training will be provided every six months. It was noted that the intention is to train as many staff as possible.

Following consideration and discussion the Corporate Health and Safety Committee noted the report and supported the provision of AED's in all Corporate Buildings and Secondary schools.

## **8. HEALTH AND SAFETY POLICIES – REVIEW UPDATE**

The report provided the Committee with a formal update on the recent update to health and safety policies and Corporate Management arrangements (CMA's).

The Health and Safety division have numerous policies and CMA's in place to manage risks across the Authority. Part of the ongoing process of health and safety is the review of policies and CMA's, and as such, a formal review of each policy and CMA must take place every 3 years. The review allows policies and CMA's to be updated to reflect a change in working practices and to reflect any changes in health and safety legislation.

As part of the review process, the following policies and CMA's have been updated:

- First aid at work,
- Lone Working,
- Accident reporting and investigation,
- Control of substances hazardous to health,
- Risk Assessment,
- Display Screen equipment,
- Fire Safety,
- Manual Handling.

Members were informed of the policies and CMA's that have had working changes to reflect minor changes, updated review dates etc and confirmed the following policies that have additional duties added for heads of service, managers and employees:

- First aid policy and CMA,
- Lone working policy and CMA,
- Accident Reporting and Investigation Policy and CMA,
- Control of substances hazardous to health CMA.

Following consideration and discussion, the Committee noted the report.

## **9. INFORMATION ITEMS**

The following reports were received and noted: -

1. Accident Statistics Report for April – September 2015.
2. Recent HSE Updates.

The meeting closed at 11.34 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 22nd February 2016, they were signed by the Chair.

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CHAIR