

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON TUESDAY, 8TH JULY 1997 AT 10.00 A.M.

PRESENT:

Councillor L.R. Rees - In the Chair

Councillors:

W.H. Coleman, A.I. Evans, and E.K. Griffiths.

Together with:

Personnel Manager (Advice and Consultancy), Senior Corporate Safety Officer (PG), Health Safety and Welfare Officer, Head of Support Services (Technical Services), Corporate Safety Officer (SM), Insurance and Risk Manager, Environmental Health Officers.

Safety Representatives:

K. Meredith (GMBATU), S. Lane (UNISON), K.H. Green (UCATT) and D. Edmonds (UNISON).

COUNCILLOR D.J. BOSELY

The Chairman referred to the recent illness of Councillor D.J. Bosely and the Committee members expressed the hope that he would have a speedy recovery.

APOLOGIES

Apologies for absence were received from Councillors D.J. Bosely, G.R. Court, H.J.B. Rogers, Mrs. C.A. Sadler and D.T. Wiltshire.

REPORT OF OFFICERS

Accident Statistics

The Committee considered a report regarding accident statistics which detailed the numbers of types of industrial accidents that have occurred to staff, school pupils, clients of services provided by the Authority and members of the public who have been associated with the activities of the Authority.

Provision and Maintenance of Fire Fighting Equipment

The Committee considered a report regarding the current approach to the provision and

maintenance of fire fighting equipment.

It was noted that steps are being taken to adopt a corporate approach at the Authority's individual premises.

Asbestos Fact Sheet

The Committee considered a report regarding the dissemination of information on the management of asbestos in buildings.

The Corporate Safety Unit's statement detailing facts, potential risks and removal of asbestos was noted.

C.O.S.H.H. Assessments

The Committee considered a report regarding a computer based method by which an economical approach to COSHH assessments can be accomplished.

It was noted that a pilot scheme is currently being undertaken within the grounds maintenance section, following the conclusion of which the system will be available for general use.

Use of Ladders

The Committee considered a report regarding the endorsement of a policy that only Class 1 ladders are used by direct or indirect labour working on behalf of the Authority.

RESOLVED that:-

- (i) only Class 1 ladders are used by direct and indirect employees of this Council;
- (ii) any Class 3 ladders in use are removed from service.

Procedures for Dealing with Communications from the Health and Safety Executive

The Committee noted a report and the procedure agreed with the Chief Executive for dealing with official letters and Statutory Notices from the Enforcing Authority.

It was noted that where the Corporate Safety Officer is indicated as being the responsible officer in the procedure for dealing with official letters the Health, Safety and Welfare Officer is the responsible officer where occupational health is concerned.

First Aid at Work Regulations 1981 (Revised Approved Code of Practice).

The Committee noted a report regarding the First Aid at work Regulations in particular the guidance issued as a revised Approved Code of Practice.

Report on Provision of First Aid Rooms - Corporate Offices.

The Committee considered a report regarding the provision of First Aid rooms.

It was noted that with the exception of Hawtin Park and the Education Offices each corporate office establishment has a 'First Aid Room'.

The Authority's Health, Safety and Welfare Officer together with both the Safety Co-ordinators of Social Services and Housing and Education Directorates have assessed these premises to evaluate the setting up of First Aid Rooms.

Details of the assessments, legal implications and the Approved Code of Practice were outlined and until circumstances change at Hawtin Park it was resolved that:-

- (a) two certified first aiders remain;
- (b) a First Aid container be made easily accessible to all staff;
- (c) the first aid container to be fully stocked with items recommended from the assessment;
- (d) staff be informed of the first aid arrangements by means of induction/general health and safety training and staff notice boards;
- (e) First Aiders and reception staff to be familiar with the emergency services telephone numbers;
- (f) First aid/medical treatment over and above that provided in-house should be transferred to either the local health centre or nearest accident/emergency hospital;
- (g) no designated First Aid room be required.

Occupational Health Service

The Committee noted a report regarding the provision of the occupational health service which is currently provided by the Glan Hafren Trust. In addition to this provision a number of other initiatives currently being developed were outlined.

First Aiders - Public Liability

The Committee considered a report regarding the indemnification of First Aiders.

It was noted that Approved Certificated First Aiders are covered under the Council's public liability policy to perform their duties in respect of persons, whether they be fellow employees or others, providing the situation arises out of and during the course of the First Aiders working activities.

The policy would not cover the employee in his or her capacity as a citizen when away from work.

The Health and Safety (Young Persons) Regulations 1997

The Committee considered a report which outlined the Health and Safety (Young Persons) Regulations 1997 which came into force on 3rd March 1997 and implement some of the provisions of the European Directive on the protection of young people at work.

It was noted that young people are seen as particularly vulnerable in the work place because of their inexperience and immaturity and the new regulations require employees to take this into account when assessing the health and safety risks they are exposed to.

The regulation and the impact of the regulations on the Council were outlined as well as details on past, existing and continuing school placements.

First Aid at Work Training

The Committee noted a report regarding first aid at work training. It was noted that in order to comply with the Health and Safety (First Aid) Regulations 1981, employees undertaking first aid at work are required to attend a four day certificated course. Details of courses undertaken by the Authority's employees were noted.