

## **CAERPHILLY COUNTY BOROUGH COUNCIL**

### **CORPORATE SAFETY COMMITTEE**

#### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON MONDAY, 4TH DECEMBER 2000 AT 10.00 A.M.**

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##### **PRESENT:**

Councillor A.J. Pritchard - Vice-Chairman - In the Chair

##### **Councillors:**

H.E. Styles, P.J. Bevan, D.T. Wiltshire

##### **Together with:**

P. Neale (Health Safety and Welfare Officer), P. Griffiths (Senior Corporate Health and Safety Officer), M. Workman (Principal Commercial and Trading Standards Officer), K. Meredith (Corporate Safety Officer) and S. Morgan (Corporate Safety Officer), and G. George (Committee Services Manager).

##### **Safety Representatives:**

M. East, J. Reece, R. Agg, K.A. Bevan, K. Meredith, S. Morgan, L. Horrocks.

### **APOLOGIES**

Apologies for absence were received from Councillors Mrs. A. Blackman, Mr. R. Parsons, Mr. J. Eynon, Mr. D. Quick, S. Lane, G. Price and R. Gough.

### **MINUTES**

The minutes of the meeting of the committee held on 22nd February 2000 were noted.

### **Matter Arising**

#### **Min CS5 - the Health and Safety Advisory Service within Caerphilly County Borough Council**

The training of supervisors as risk assessors was ongoing and twelve persons within the Chief Executives Directorate had also received training.

### **PROVISION OF FIRST AID TRAINING**

The committee were informed of training of first aiders through the personnel services section. In response to a question on training for members, details were given of current arrangements. For further information and training requirements members were asked to contact Health Safety and Welfare officers.

### **FIRST AID AT WORK TRAINING**

Details were noted of the courses arranged for employees from February to December 2000 and

the number who attended.

### **CORPORATE FIRST AID AT WORK POLICY**

The committee approved the revised Corporate First aid at work Policy as a basis for consultation with all recognised trade unions. The document was part of a move towards requiring employers to assess the hazards in the workplace and to make appropriate provision.

Representations would be made to central personnel to include details of accidents in an individual employees personnel file. Whilst these were retained as part of health and safety requirements, it was accepted that they could also usefully form part of an employees personal record.

### **REVITALISING HEALTH AND SAFETY SECURING HEALTH TOGETHER**

Details of the governments new ten year strategy on occupational health were noted together with the targets for reducing the rate of work related ill health and cutting the number of working days lost due to work related injuries and ill health. The aim was to broaden the strategy by encompassing healthy eating and healthy work place themes.

### **HEALTH AND SAFETY TRAINING**

Health and safety training that had been carried out by each directorate was noted

### **PROVISION OF HEALTH AND SAFETY SPECTACLES**

The procedure for the issue of prescription spectacles was noted.

Tenders had been invited for the issue via Procurement Services and a three-year contract had been awarded to Bargoed Sight Centre. Arising from this matter a reference was made to the increased use of I T facilities by members and the imminent introduction of a pilot scheme to provide this equipment in members' homes. Officers would investigate whether the existing scheme for eye tests could, within the present criteria, be available to members. Officers were also asked to see if there was a practice of enforcing the wearing of prescription safety spectacles.

### **STAFF CHANGES**

Changes of personnel within the Corporate Safety Unit were noted.

### **PROVISION OF HEALTH AND SAFETY TRAINING**

Details of the health and safety training provided by the corporate safety Unit were noted. The unit would be based in Tiryberth and would have a suitably equipped training room and facilities. Officers were asked to ensure that in the tendering process for goods and materials that specifications were included for the safe unloading of heavy materials on delivery to local authority premises particularly schools.

### **PRIORITISING INSPECTION AUDITS**

Improvements in setting priorities for inspections /audits were noted and welcomed. As a matter of practice the appropriate safety representative would be notified of and invited to inspections.

### **PERSONAL SAFETY FOR COUNCILLORS**

Recently published advice for the safety of members was noted. The information covered ward surgeries, home visits and dealing with constituents. This would be included in the induction courses for all new members and drawn to all members attention and included in their "Black Book"

## **REVITALISING HEALTH AND SAFETY**

The strategic statement issued by the Department of the Environment was noted.

## **MANAGEMENT OF ASBESTOS**

Measures being taken to comply with future changes in legislation were noted. A report had been prepared and would be considered by Corporate Management Team soon.

## **EUROPEAN WEEK OF SAFETY AND HEALTH 16TH - 22ND OCTOBER 2000**

The aims of this week were noted and the councils contribution towards the theme of reducing of musculo - skeletal problems

## **SAFETY POLICIES FOR PRIMARY SCHOOLS**

Work being undertaken to improve the standards of health and safety documentation in infants and junior schools was considered. The draft would be circulated to appropriate departments for comments. Once adopted it would be for individual heads to adapt to their particular school.

## **MAJOR INJURY TO A MEMBER OF THE GROUNDS MAINTENANCE STAFF**

Details of this incident were noted. Measures to inform the manufacturer of the need to modify the equipment were noted. The employee would undergo a planned return to work.

## **ACCIDENT STATISTICS**

Details of accident statistics associated with the council's activities during the period 1st October 1999 to 31st March 2000 were noted. There had been increases in some areas and these were being monitored.

## **REPORTS FROM SAFETY REPRESENTATIVES**

There were no reports for this meeting.

## **ISSUES RAISED BY TRADE UNION REPRESENTATIVES**

### **ASBESTOS ISSUES**

This had been dealt with during discussions in the meeting and progress would be monitored.

### **SAFETY OF STAFF WORKING IN EMPTY PROPERTIES**

Two risk assessors had been trained. The matter would be further investigated and if no satisfactory progress made then the matter would be taken up with the chairman of the committee.

### **VEHICLE SAFETY CHECKS FOR COUNCIL EMPLOYEES**

Some concern was expressed about the limited time available for drivers to check the condition of their vehicles before taking them out on the highway. It was acknowledged that there were difficulties in this area as some vehicles had shared drivers and others were kept at the employees home. More information was requested if this matter was to progress further.

### **SAFETY ON LADDERS**

More information would be sought to allow this matter to be discussed at the next meeting.

### **PROVISIONS OF FIRST AID ROOMS NOTICES OF SAFETY REPRESENTATIVES**

In response to a complaint that there insufficient first aid rooms it was stated that there were facilities at each of the main offices. It was the responsibility of the trade unions to place notices with an up to date list of safety representatives. They would be asked to provide such lists.

### **MATTERS RAISED BY SAFETY REPRESENTATIVES GENERALLY**

The trade union representatives were asked that when submitting items for inclusion on the agenda for this committee they should provide a short written background to the reasons for the request.

### **DATES OF FUTURE MEETINGS**

Future meetings would be held on Wednesday 7th March 2001, Monday 4th June 2001 and Monday 3rd September 2001

The meeting closed at 12.10 p.m.

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CHAIRMAN