

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON WEDNESDAY, 7TH MARCH 2001 AT 10.00 A.M.

PRESENT:

Councillor P.J. Bevan - Chairman
Councillor A.J. Pritchard - Vice-Chairman

Councillors:

Mrs. A. Blackman, Mrs. M.E. Hughes, H.E. Styles and D.T. Wiltshire

Together with:

R. Gough (Personnel Manager - Advice and Consultancy), P. Griffiths (Senior Corporate Safety Officer), J. Rowlands (Corporate Safety Officer), K. Meredith (Corporate Safety Officer), G. Price (Admin Officer - Welfare and Central Supplies - Representative Education and Leisure), Ms. D. Llewellyn - (Health and Safety Officer - Social Services) and Mrs. K. Wall (Committee Services Officer)

Trade Union Safety Representatives

A. Sterry, J. Reece, L. Horrocks, J. Hogan, K.A. Bevan, G. Woolley, J. Poole, R. Agg, A. Morton.

APOLOGIES

Apologies for absence were received from Councillor H. Price, P.V. Neale (Health, Safety and Welfare Officer), J. Eynon, M. Payne, Mrs. J. Havard, B. Barrowman and C. Vickers.

CS1 MINUTES

The minutes of the meeting of the Committee held on 4th December 2000 were received and noted.

Matters Arising

(i) **Revitalising Health and Safety Securing Health Together**

It was noted that a report on the above strategic document including a request for funding to undertake an employee survey had been prepared by the Head of Personnel and Director of Environmental Services and Housing for submission to the Health Alliance, Corporate Management Team and then Cabinet.

(ii) **Safety Policies for Primary Schools**

The provision of fire fighting equipment in schools and fire fighting training for teaching staff was discussed. Mr. Price (Admin Officer (Welfare & Central Support) Education and Leisure) was asked to investigate the issues raised and report to the next meeting.

(iii) **Vehicle Safety Checks by Council Employees**

It was agreed that a report detailing current practices throughout the authority would be submitted to the next meeting.

(iv) **Safety on Ladders**

It was reported that a training programme covering all aspects of ladder safety had been arranged and would soon be available to staff.

Reports of the Deputy Chief Executive

CS2 **Trade Union Safety Representatives**

The Committee noted the report that provided an up to date list of nominated Trade Union Safety Representatives.

CS3 **Corporate Training in Resuscitation (CPR)**

Following a request made at a previous meeting, Officers had examined the feasibility of arranging short training sessions on basic cardio-pulmonary resuscitation (CPR) for all staff.

Details of the training courses available and costs were provided to the Committee. The Committee supported the proposals, although some concern was expressed regarding the legal indemnification of staff after they had successfully undertaken CPR training.

Mr. Gough (Personnel Manager - Advice and Consultancy) indicated that if an employee acted in 'good faith' in administering CPR in the workplace, the individual would be indemnified under the authority's insurance cover.

It was therefore agreed that the matter be progressed as outlined in the report and that all staff who wished to be trained be given the opportunity to undertake CPR training; Funding to be from individual Directorates. Further consideration was also required in respect of the legal status of staff trained in CPR.

CS4 **Infectious Diseases - Immunisation**

Consideration was given to the report which provided details of Health and Safety legislation in respect of the employer's duty to ensure so far as reasonably practicable, the health, safety and welfare of all its employees. Reference was also made to specific Regulations, which pertained to employees risk of contracting infectious diseases.

It was noted that the authority had inherited a number of different practices regarding infectious disease control from its predecessor authorities and that a risk assessment was now required.

The Committee agreed with the following course of action:-

- (i) Following a risk assessment by management and in accordance with the Authority's occupational health physician, staff who habitually are at risk from infectious diseases must receive the appropriate vaccine;
- (ii) All Directorates be asked to take part in a risk assessment to determine staff exposed to various communicable diseases;

- (iii) Directors be contacted by the Health, Safety and Welfare Officer to indicate the immunisations available for different occupations within the authority. Staff at risk would also be asked to complete a questionnaire regarding their immunisation status to be forwarded to the occupational health physician;
- (iv) Where a member of staff does not wish to accept the offer of a recommendable vaccine, or does not respond to a vaccine, the Director, the Health, Safety and Welfare Officer, together with the occupational health physician be authorised to carry out a risk assessment to determine the likelihood of infection from the individual member of staff and his/her colleagues;
- (v) New staff be made aware of the requirement for immunisation as part of the appointment process;
- (vi) The Health, Safety and Welfare Officer be authorised to continue discussions with the Authority's Occupational Health Provider (Dr. Misir) on a planned programme of immunisations for those staff who require vaccinations against infectious diseases;
- (vii) A corporate Policy and Guidelines on the control, prevention of infectious diseases and arrangements/guidelines on immunisation be made available to all managers.

Reports of the Director of Environmental Services and Housing

CS5 Health and Safety Training

The Committee noted details of the following health and safety training programme to be held in late spring and early summer:-

- (a) Practical Risk Assessment Skills (4 x 1 day courses);
- (b) Accident Reporting, Recording and Investigation (4 x 1 day courses)
- (c) Introduction to Risk Management/Health and Safety (2 x 2 day courses)
- (d) Handling Serious Health and Safety Incidents (1 x 1 day course)
- (e) Fire Awareness (1 x 1 day course)

During discussion, it was noted that courses (a) and (b) were intended for foremen and office supervisors, (c) and (d) for 2nd tier officers and (e) for officers in Property Services. Directorate safety personnel and officers of the Corporate Safety Unit would also be able to attend (d) and (e).

The Trade Union Representatives asked if similar courses could be made available to the Trade Union Safety Representatives.

Mr. Griffiths (Senior Corporate Safety Officer) indicated that he would consider this request when arranging future training programmes.

CS6 Revitalising Health and Safety

At the last meeting the Committee was informed of the joint HSE/DETR document 'Revitalising Health and Safety'. One of the main aims of the document was to establish that one member of every board of directors would be responsible for health and safety within that organisation.

The document charged the Health and Safety Commission with a number of duties, including the production of a Code of Practice on directors' responsibilities.

A consultative document had now been produced which set out the case for the effective management of health and safety risks on both health and safety and business grounds.

Mr. Griffiths (Senior Corporate Safety Officer) reported that he had sought clarification on the implications of the document for the authority but had not yet received a response.

During discussion, reference was also made to organisations associated with the authority, for example Islwyn Borough Transport Limited and it was felt that clarification on the implications for such organisations also needed to be sought.

CS7 Relocation of the Corporate Safety Unit

The Committee noted that the Corporate Safety Unit had relocated to offices at the Tiryberth Depot. Details of contact points were also provided.

CS8 Accident Incurred by a Member of the Grounds Maintenance Staff

The report provided details of the Health and Safety Executive's investigation into the accident involving Mr. N. Prosser on 16th June 2000.

The Committee noted the Health and Safety Executive's conclusions. It was also noted, that whilst no formal action was to be taken against the manufacturer, a forthcoming British Standard covering interlock switches on tractor/mowers and other machines would require the fitting of secondary interlocks to prevent unsafe situations arising in the event of the failure of primary interlocks.

CS9 Crucial Crew

The Committee noted details of Crucial Crew, the event which, provided health and safety training for Year 6 school children.

CS10 Issue Raised by Safety Representative - School Boiler Houses

It was noted that this issue had been raised by Mr. K.A. Bevan in response to his concerns relating to work practices in some school boiler houses.

Mr. Bevan informed the Committee that in some schools, caretakers occasionally entered coal bunkers to level the surface of the coal. He expressed concern about the health and safety of the caretaker should the coal delivery system start up whilst he was present in the bunker.

The Committee was informed that interlocking switches had been fitted to bunker doors, to prevent the accidental start up of the feed mechanism whilst work was taking place in the hopper. Mr. Bevan however stated that not all boiler houses were protected in this way.

Mr. Bevan had contacted the Corporate Safety Unit and outlined his concerns and they were shared by officers in the Unit. Officers also expressed concern that caretakers entered confined spaces without appropriate training. It had consequently been recommended that this practice should cease.

Mr. Price (Admin Officer - Welfare and Central Support - Education and Leisure) indicated that he had written to the Chief Property Officer to determine the scale of the problem. A response was still awaited.

The Committee then discussed the dangers of carbon monoxide poisoning and the provision of detectors.

The Committee welcomed the actions taken by the Corporate Safety Unit and it was also felt that

the feasibility of installing detectors should be further investigated and reported to a future meeting.

CS11 Accident Statistics

Consideration was given to a report that provided information on the numbers and types of industrial injuries which had occurred to staff, school pupils, clients of services provided by the authority and members of the public associated with the activities of the Council during the period 1st October 2000 to 1st January 2001.

The Committee noted the information provided.

The meeting closed at 11.40 a.m.