

HEALTH & SAFETY LIAISON OFFICER GROUP

NOTES OF MEETING HELD ON 16TH DECEMBER 2003

PRESENT: Steve Delahaye (Chairman) (Chief TSO)
Mike Workman (Commercial Services Manager)
Denise Llewellyn (Social Services)
Greg Price (Education)
Paul Neale (Chief Executives)
Phil Griffiths (CSU)
Stephen Porter (Building Maintenance)
Hazel Hortop (Personnel Services)
Mark Miller (Refuse/Cleansing)
Lindsay Williams (Catering/Office Cleaning)
Chris Adams (Highways)

APOLOGIES: Derek Price, Dayton Griffiths and Tony White

ACTION

1. NOTES OF LAST MEETING

1.1 The notes of the meeting held on the 20th September 2003 were revisited for accuracy and for matters arising.

1.2 (3.2)

Steve reminded everyone that quarterly reports on health and safety should go to Directorate Senior Management Teams.

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1.3 (5.1 – 5.4)

Steve updated the meeting on the HSE investigation into the disturbance of asbestos at a Risca junior school.

2. HEALTH & SAFETY REVIEW

2.1 Steve updated the Group on the conclusions and recommendations of the Group set up to review the health and safety function and activity of the Council.

2.2 The report had been received by CMT who would now consider the implementation of the recommendations and funding proposals for revitalising health and safety throughout the Authority.

3. CORPORATE TRAINING

3.1 The training of 200 Cabinet Members/Directors and other Senior Managers was being arranged between January – March. It would consist of a one day course, aimed at reminding managers of their health and safety responsibilities. We needed to identify participants asap. Steve to send an 'e' mail to Directorate Safety

**ALL
SD/MW**

Co-ordinators.

3.2 Four day training was also planned for 40 'hands-on' health and safety managers/supervisors. Steve suggested members of the Health and Safety Liaison Group may all benefit from such a refresher course. Other participants from Procurement, Property and DLO's needed to be identified. Nominations would be invited soon. **MW**

3.3 One day training was planned for 165 building managers – particularly head teachers, and Property staff. The course would remind such managers of their health and safety responsibilities as well as highlighting asbestos management procedures. Initially priority would be given to managers of schools, social services and leisure buildings but would be rolled out to all corporate buildings. Mike to liaise with Group members. **MW**

4. **POLICIES & PROCEDURES**

4.1 A discussion took place on health and safety policies and it was recognised that a diversity of policies existed at both Corporate and Directorate level. It was also acknowledged that there were gaps and a need to update existing policies and procedures as part of the revitalisation programme. There was also the opportunity for Directorates to refresh their Directorate Policies in preparation for the training programme.

4.2 It was agreed to set up a Working Group to review and rewrite all existing policies during 2004.

4.3 The Working Group would consist of Hazel Hortop (Chair), Phil Griffiths, Denise Llewellyn, Greg Price and Paul Neale. However, the agendas of all meetings should be sent to all members of the Liaison Officer Group and their participation welcomed on any or all of the policies under consideration. **HH**

4.4 In view of the enormity of the task it was agreed to commence work immediately in January and to prioritise the policies to be reviewed.

4.5 Revised policies would be presented for approval, to the quarterly meeting of the Corporate Health and Safety Committee.

5. **ACCIDENT REPORTING AND RIDDOR**

5.1 A discussion took place on the current policies about accident recording and reporting procedures, and first aid.

5.2 New accident recording documentation needed to be in place by the 1st January, and indeed were in place in some Directorates, (such as Social Services). Paul Neale and Greg Price were to **PN**
GP

ensure that documentation was obtained and circulated in their Directorates. Phil Griffiths would ensure that the Environment Directorate were supplied with the required documentation.

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- 5.3 It was agreed that the existing Accident Reporting Procedures dated April 2001 needed rewriting as a priority and should include the requirements of Riddor, Accident Recording and First Aid Policies on both stress and movement and handling were also well on their way to approval.

HH

- 5.4 A discussion took place on when dangerous occurrences should be reported to the HSE (e.g. recent asbestos notification), by whom, and the procedures to be adopted. It was made clear that it was the Authority's intention to comply 100% with its legal requirements under RIDDOR and anyone in doubt should contact Phil Griffiths for guidance. Once the new policy had been drafted the advice of HSE should be sought on its content.

- 5.5 Hazel Hortop updated the meeting on the proposals to purchase, on behalf of Personnel, an IT programme that could incorporate most of the CARP procedures required by the Authority. IT were involved in any procurement

6. **LATEX POLICY**

- 6.1 Denise circulated a proposed LATEX policy for adoption by the new Policy Working Group.

7. **ELECTRICAL SAFETY**

- 7.1 Denise indicated that she felt that the Policy Working Group should give priority to a policy on electrical safety.

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8. **FIRE SAFETY**

- 8.1 The recent incidents involving the fire safety of corporate premises which had resulted in a number of improvement notices being served were discussed and current policies reviewed.

- 8.2 It was re-emphasised that it was the responsibility of individual Directors to ensure that Fire Risk assessments were carried out for all buildings under their control and appropriate remedial work undertaken.

- 8.3 Because of the complexity of carrying out fire risk-assessments Officers of the Building Control Section (led by Paul White) were assisting in remedying the current shortcomings and as a resource to Directorates. Phil Griffiths and Mike Workman would clarify with Paul White the extent of his involvement and notify Directorates.

PG/MW

9. **MOBILE PHONES**

9.1 A discussion took place on the use of mobile phones by staff. A report to Corporate Safety Committee in October 2003 had addressed the issues. This was revisited and agreed as the current policy.

10. **QUARTERLY ACCIDENT STATISTICS**

10.1 The quarterly accident statistics had been circulated in advance and were discussed.

10.2 It was noted that there appeared to be a high number of accidents in the Building Maintenance area and this was discussed.

11. **QUARTERLY AUDIT REPORTS**

11.1 Phil agreed to circulate the quarterly record of audits and work carried out for each client, immediately after the meeting. (This was done by 'e' mail the following day).

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12. **FIRST AID**

12.1 Paul Neale circulated a list of approved Directorate first aiders. A discussion took place about the number of first aiders registered, their remuneration and where they were based. Paul agreed to do a review and report back on any gaps he identified.

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13. **VIOLENCE AT WORK REGISTER**

13.1 Paul Neale provided an update on the meeting of the Violence at Work Group and produced two schedules.

A list of approximately 65 staff set up to access the Violence Register; and

A list of approximately 24 staff who had accessed the Register in the 2nd quarter of 2003/2004.

13.2 Concern was expressed that the system needed to work and be used. Paul agreed to take the concerns to the review meeting planned for January.

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14. **CORPORATE SAFETY COMMITTEE**

14.1 Steve reminded everyone that the next Corporate Health and Safety Committee was in late January and everyone was invited to put items on the agenda.

ALL

15. **DATE OF NEXT MEETING**

15.1 To be arranged for late January/early February.

AGREED DATE NOW: Monday 2nd February 2004.

TIME: 2 p.m

VENUE: CSU Training Room