

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON MONDAY 19TH APRIL 2004 AT 10.00 AM

PRESENT:

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

Councillors:

H.E. Styles and D.T. Wiltshire

Together with:

S. Delahaye (Chief Trading Standards Officer), R. Gough (Personnel Manager – Standards and Development), M. Workman (Commercial Services Manager), D. Griffiths (Insurance and Risk Manager), P. Griffiths (Senior Corporate Safety Officer), A. Jones (Energy and Water Conservation Officer), Ms. D. Llewellyn (Health & Safety Officer – Social Services), Ms. G. Taylor (Health & Safety Officer – Unison), Ms. D. Stamp (Insurance Officer), H. Hortop (Occupational Health Nurse), K. Meredith (Corporate Safety Officer) and D. Phillips (Committee Services Officer).

Trade Union Representatives

B. Barrowman, J. Rees, A. Jones and A. Morton

APOLOGIES

Apologies were received from Councillor H. Andrews, Mr Webb (Director of the Environment), D. Price (Principal Parks and Open Spaces Officer) and Mr. P. Neale (Health, Safety and Welfare Officer).

1. MINUTES

The minutes of the last meeting of the Committee held on 22nd January 2004 were received and noted.

REPORT OF THE DIRECTOR OF THE ENVIRONMENT

2. Action and Enquiries by the Enforcement Authorities

The report outlined details of two recent accidents, which have interested the Health and Safety Executive.

The first occurred at the Cleansing Section at Penmaen Depot when a forklift truck ran over an employee's foot. Following an investigation, officers of the Corporate Safety Unit have consulted with relevant officers and appropriate measures taken to prevent a similar

occurrence.

It was reported that the employee has now returned to work.

The second accident occurred at a primary school when a pupil made contact with a panel of glass in the playground. The window which caused the injury had not been identified in an earlier survey as needing to be made safe as it was neither adjacent to a door or above 800mm above finished floor level.

Arrangements have been made for the glazing at the school to be re-surveyed and any necessary remedial work carried out, following the service of a notice by the Health and Safety Officer.

The contents of the report were noted.

3. The Management of Asbestos

Mr Workman, Commercial Services Manager, explained that a policy working group has discussed and formalised an asbestos policy for the Authority. The draft policy (attached as an appendix) is presently out for consultation and the final document will then be presented to this committee prior to Corporate Management Team for endorsement.

A question was raised if domestic properties owned by the council were included in the survey and officers confirmed that they were not.

A member referred to a recent Health and Safety Training course he had attended and reported that he considered that the course had made officers and members much more aware of Health and Safety issues.

4. Code of Safe Working Practice, Refuse & Cleansing Services

The report informed the committee of the work by Refuse and Cleansing Services to update health and safety information for their staff.

Existing health and safety information, issued by Refuse and Cleansing Services has been reviewed and consolidated into a working document which includes the health and safety policy for the service and codes of practice, general risk assessments and COSHH assessments appropriate to the work carried out.

The document has been issued to individual members of staff who have then signed to indicate that they have read and understood the document.

The contents page of the code was attached to the report and the full document can be available if required.

5. Health and Safety Liaison Officer Group

The committee received and noted the minutes of the Health and Safety Liaison Officer Group on the 3rd March 2004.

6. Transport Issues at Tir y Berth Depot

The report informed the committee of the proposed improvements to pedestrian and vehicle

safety at the Tir y Berth Depot.

A large number of employees work in and from the depot, which is also visited by contractors and members of the public and many vehicle movements take place daily. The Corporate Safety Unit has undertaken a risk assessment in each area of the depot and used the results to formulate a traffic management plan to reduce the risk to users of the site.

The cost of implementation of the plan is to be calculated following consultation with officers from Highways and Transportation and as an interim measure advice has been issued to employees at the depot.

A suggestion was given that the road at the rear of the depot could be utilised for access into the main car park and officers indicated that this would be investigated.

7. Fire Safety

The report outlined the legal obligations placed on the authority with regard to fire and safety and the measures, which have been or are being taken to ensure compliance by the council.

Current legislation requires that employers are required to provide written Fire Risk Assessments on most of their buildings.

The report explains how compliance will be achieved by prioritising the order in which buildings are inspected and then embarking on a programme of inspecting all buildings under council control within the next 12 months.

The report outlined the current legislation, recent activities, and corporate procedures already in place and fire risk assessments.

The contents of the report were noted.

8. Revitalising Health and Safety

The report gave details of a report approved by Cabinet on 6th April 2004, which agreed the new health and safety structure and authorised the creation of extra health and safety posts.

A further report will be presented on a revitalisation strategy to develop an exemplar health and safety services within the authority.

The report and the cabinet report attached as an appendix were noted.

9. Accident Statistics

The report outlined the number and types of industrial accidents, which have occurred to staff during the period 1st October to 31st December 2003.

A description of reportable accidents for each directorate was attached as appendix 'A', the accident analysis at appendix 'B' identifies the type of accident for each directorate and at appendix 'C' a graph compares the quarter's accidents for each directorate with the same quarter in 2002/03.

The report was noted.

10. Health and Safety Training

Mr Workman circulated a report outlining the training regime which is currently underway as part of the Council's strategy to revitalise health and safety within the organisation and to highlight several matters of concern to staff and members, which have been raised during the course.

A series of one-day courses were held at the National Britannia, Caerphilly and 170 people attended. Common themes and concerns were highlighted throughout the course and these were included in the report.

A member raised a question regarding identifying Legionnaires disease in council owned premises and Mr. Jones, Energy and Conservation Officer, reported that all council buildings are tested on a rolling programme for Legionnaires disease.

REPORTS OF THE CHIEF EXECUTIVE

11. Occupational Health Provision

The committee noted the report that provided details of a new Occupational Health Physician, Dr. Dennis Williams, who had been appointed from 19th April 2004. He will be providing two sessions a week at the Occupational Health Department, Ystrad Fawr.

12. Occupational Health Department

Mrs. Hortop, Occupational Health Nurse, reported that her new office had now been completed at Ystrad Fawr. With the appointment of a new Occupational Health Physician, medical referrals will be made directly through her and appointments will take place at Ystrad Fawr.

A new administrative post had been advertised and an appointment should shortly be made.

REPORTS OF THE CHIEF PROPERTY OFFICER

13. Guidelines for Heating Temperatures in Council Buildings

Mr. Jones, Energy and Water Conservation Officer, gave details of a report that was presented to Corporate Management Team on 29th January 2004 outlining guidelines for heating temperatures in council buildings. At that meeting it had been agreed that where published standards are available, these be adopted as the recommended workplace temperatures and where no published recommendations exist, the optimum heating temperature for council establishments should be 19°C. Managers will still have the discretion to provide heating to a higher temperature of 22°C.

The heating at the Pontllanfraith Council building was discussed and concerns were raised at the high temperatures for members of the public waiting outside the Council Chamber. Mr. Jones reported that a considerable investment had been made to improve and control the temperatures in the Council Chamber but that the area outside in the corridor was sometimes very warm because of solar heat through the windows.

Recent work to increase the number of heating zones throughout the building should result in a better distribution of heat throughout the building.

14. Date of Next Meeting

The Chairman reported that the date of the next meeting would be 14th July 2004 at 10.00am.

The meeting closed at 10.45am

CHAIRMAN