

HEALTH & SAFETY LIAISON OFFICER GROUPNOTES OF MEETING HELD ON 3RD MARCH 2004

PRESENT: Steve Delahaye, Environment Directorate (Chairman)
 Denise Llewellyn, Health & Safety Officer, Social Services
 Derek Price, Parks/Leisure Services
 Gareth Richards, NCS/Environment Directorate
 Greg Price, Health & Safety Officer, Education
 Steve Porter, Building Maintenance DLO
 Steve Morgan, Corporate Safety Unit (CSU)
 John Rowlands, “ “ “
 Keith Meredith, “ “ “
 Tony White, Public Services (Refuse & Cleansing)
 Paul Neale, Health & Welfare Officer, Chief Executives
 Phil Griffiths, Senior Corporate Safety Officer
 Hazel Hortop, Occupational Health Nurse

APOLOGIES: Dayton Griffiths, Mike Workman, Mark Williams, Lyndsey Williams

ACTION**1.0 NOTES OF LAST MEETING**

1.1 The notes of the meeting held on the 2nd February 2004 were revisited for accuracy and matters arising.

1.2 Matters Arising

(i) Hazel had circulated, on behalf of the Policy Review Group, a list of 23 policies identified as being in need of review. A number were at the point of issuing and others still under discussion. The Group identified policies on Contractors, Lone Working/Violence at Work, Traffic Management, and Fire as being high priority. Policies on No Smoking, Stress, and Manual Handling were under draft. The Policy Review Group were asked to produce an action plan prioritising policies and identifying timetable and lead officer. A draft policy on accident reporting was circulated for comment at the meeting. Feedback within 2 weeks to Hazel

**Policy
Review
Group****ALL**

(ii) Hazel was in discussion with IT re: purchase of software for Occupational Health System. The Group wished to ‘bolt-on’ the accident reporting and analysis module and we needed to identify funding source. Mike Workman to discuss with Dayton Griffiths

MW/DG

(iii) Paul Neale produced a detailed report on first aid provisions detailing the legislation, current policy and details of first aiders. The document also contained a useful checklist. It was agreed each liaison officer use the document (and checklist) to carry out a check on current first aid provision and that reports be made back to the next meeting,

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- (iv) A discussion took place on health and safety actions and information needed to progress the bid for the gold standard Health Award. Individual items would be agendered for the next meeting and the following agreed to carry out background research, prepare papers and lead on the indicated topics

First-aid boxes P Neale

Risk-assessments P Griffiths

H & S team briefing J Rowlands

H & S notice board P Griffiths

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- (iv) Steve reported that a report was to be submitted to Cabinet on the 6th April seeking approval to implement the new proposed structure for Health & Safety and agree the division of responsibilities between Directorates and the Corporate Health & Safety Team

2. **ASBESTOS MANAGEMENT POLICY**

- 2.1 Phil Griffiths circulated a draft of the proposed Corporate Asbestos Management Policy for consideration and comment. Comments to Hazel Hortop and Policy Review Group by 17th March. Working Group to amend and submit to Steve Delahaye by 24th March. Steve to seek approval by Corporate H & S Committee on 19th April and Cabinet on 20th April.

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3. **ASBESTOS FAQ**

- 3.1 Steve Morgan had previously circulated a draft of the asbestos FAQ requested by Education. After discussion and consideration of the views of Dayton Griffiths it was agreed NOT to issue the document, but to refer any enquiries to an appropriate website (e.g. HSE or DETR)

4. **TRAFFIC MANAGEMENT TIR-Y-BERTH**

- 4.1 A discussion took place on the current position relating to traffic management at the Tir-y-Berth Depot.

A report was required, as soon as possible, by the CMT on what was necessary to safely separate pedestrians from vehicles at the depot. The report needs to identify the measures to be undertaken, by whom, when and the cost. The depot managers (chaired by Shaun Couzens) were asked to prepare the report. Steve Porter to feedback to Shaun, although Steve had e mailed him.

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- 4.2 It was understood that the issue had been discussed at the depot managers meeting on the 25th February, when all managers agreed to provide the CSU with their observations by the 5th March. It was understood that a meeting would then be called in the week commencing the 8th March to prepare the report for CMT. In the meantime managers were urged to consider and introduce any relatively easy precautions such as warning notices etc.

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**Depot
Managers
group**

5. **FIRE SAFETY**

- 5.1 A discussion took place on fire safety and the request in November for the CSU to

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prepare a report on current and proposed legislation as well as current policies and practices and current CCBC position. A draft report was needed for the next meeting on these issues

5.2 It was understood the law required all premises, where five or more employees worked, to have written fire risk assessments carried out. It was suspected few, if any, of our premises currently complied.

5.3 Each liaison officer agreed to take the issue back to their Directorate or business unit to ascertain the current position and identify the strategy for ensuring the risk assessments are scheduled for completion (by prioritisation)

All

5.4 It appeared that Paul White (Building Control) and his officers were willing to respond to requests for assistance but it was unclear what their capacity or cost would be. Steve to speak to Pat Mears.

SD

6. **REPORTING DANGEROUS OCCURRENCES**

6.1 Steve Morgan produced a draft policy regarding the above for consideration by the Policy Review Group on Accident Reporting policy.

7. **USE OF ICT (equipment at home)**

7.1 Paul Neale had produced some guidelines and checklist for elected Members and staff of the CE on the above subject.

7.2 He agreed to make it available for use in other Directorates etc.

8. **ANY OTHER BUSINESS**

8.1 Questions were asked about possible exemption from the forthcoming mandatory 1 and 4 day H & S Training courses. The position was explained

8.2 Queries relating to possible spare or extra places on the courses should be directed to Gareth Schofield

DATE OF NEXT MEETING: Friday 23rd April at 2PM

