



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN  
ON WEDNESDAY, 14TH JULY 2004 AT 10.00 AM**

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PRESENT:

Councillors:

B.A. Barker, P.J. Bevan, G. R. Price, A.J. Pritchard, L.R. Rees 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), Ms D. Llewellyn (Health & Safety Officer – Social Services), H. Hortop (Occupational Health Nurse), L. Williams (Catering Manager (Schools, Civic and Welfare), T. White (Refuse & Cleansing Officer), G. Price (Health & Safety Officer) J. Rowlands (Safety Officer), K. Meredith (Safety Officer) and Mrs D. Phillips (Committee Services Officer).

### **Trade Union Representatives**

B. Barrowman, J. Rees, A. Jones, N. Short. P. Jones, A. Morton and Ms G. Taylor.

### **APOLOGIES**

Apologies for absence were received from Councillor M.J. Prew, Mr R. Webb (Director of the Environment), P. Neale (Health Safety and Welfare Officer) and M. Payne (GMB).

### **1. CHAIRMAN**

Councillor L. Rees was appointed as Chairman of the Committee

### **2. VICE-CHAIRMAN**

Councillor D.T. Wiltshire was appointed as Vice- Chairman of the Committee

### **3. PRESENTATION ON THE CONSTITUTION AND ROLE OF THE COMMITTEE**

Mr Steve Delahaye, gave a power point presentation on the constitution and role of the Committee. He reported that the committee will have the function of keeping under review the measures taken to ensure the health and safety of the employees. The objectives,

membership and practice of the committee were outlined.

Mr Delahaye also referred to the new structure for delivering the Health and Safety Service and reported that appointments would shortly be made for the newly approved posts within the Health and Safety Unit.

The presentation concluded with details of accident data from 1996.

It was noted that the Corporate Health and Safety Policy Document is now available on the Council's Intranet site.

The Chairman thanked Mr Delahaye for the presentation.

#### **4. MINUTES**

The minutes of the last meeting of the Committee held on 19th April 2004 were received and noted.

#### **MATTERS ARISING**

#### **5. Management of Asbestos (minute 3)**

Mr Workman, Commercial Services Manager, reported that the finalised document regarding the Asbestos Policy for the Authority would be presented at the next meeting of the Committee.

#### **REPORTS OF THE DIRECTOR OF THE ENVIRONMENT**

#### **6. Transport Issues at Tir-y-berth**

The report informed the committee of progress in improving pedestrian and vehicular safety at the Tir-y-berth Depot.

It was noted that in addition to the Corporate Safety Unit's proposals for improvement, an external consultant had visited the site and had supplemented a small number of recommendations for improvement.

The report and its recommendations are presently with the Chairman of the Tir-y-berth Depot Management Group for funding to be identified and implementation as soon as possible.

Concern was expressed by the trade unions that a significant number of employees are shortly being relocated to the depot but that a definite date for implementation had not been identified.

An officer replied that the consultant is aware of these concerns and intermediate measures are being put in place. It was also reported that although a number of employees would be relocating to the premises a number would also be leaving the depot.

It was agreed however that the Depot Manager be made aware of these concerns.

#### **7. Health and Safety Training**

The report outlined details of a series of health and safety courses which were recently attended by managers, supervisors and health and safety personnel.

It was noted that 3 officers had failed to comply with a submitted assessment and did not qualify for a certificate. The Chairman indicated that he would investigate the reasons for this failure.

The report was noted.

## **8. Advice and Guidance from the Health and Safety Executive**

The report outlined recent changes in the guidance issued by the Health & Safety Executive on the Manual Handling Operations Regulations 1992. The report gave details of an amendment to the guidance issued and listed additional factors which could put an employee at risk ie:-

- If they are physically unsuited to carry out a task or operation
- If they are wearing unsuitable clothing, footwear or other personal effects
- If they do not have adequate or appropriate knowledge or training

Following a project to identify risks associated with the pushing and pulling of heavy loads the following conclusions were recommended:-

- The force necessary to start and stop a load be limited to 20kgs for men and 15kgs for women
- Where critical risk factors such as uneven floors, confined spaces, kerbs and trapping hazards are present, a detailed pushing and pulling risk assessment be undertaken.

The problems associated with agency workers not having a knowledge of the guidance was discussed and Mr John Rowlands reported that the Head of Building Maintenance was addressing this matter and holding meetings with the agency manager and the corporate safety unit.

## **9. Health and Safety Training for Senior Management**

The report gave details of the feedback received from members and officers who attended health and safety training.

The courses, which were designed for Cabinet Members, Corporate Management Team and Senior Management, were attended by 150 members and officers and the feedback received was generally positive.

A member who had been on a recent course strongly advised others to attend and the Chairman indicated that he would like to be included on the next available course.

The report was noted.

## **10. Health and Safety Executives Initiatives**

The report outlined two recent initiatives aimed at reducing the incidence of accidents and ill health resulting from moving and handling operations. It is recognised that kerb laying, which is in many cases a manual operation, poses a significant risk of injury because of the weight of the components and the repetitive nature of the work.

The importance of this manual operation and the significant injuries associated with it was discussed and further information was requested by the committee on measures taken and progress to date on this matter.

Mr Delahaye indicated that a Health and Safety Liaison Group was scheduled for the afternoon and that he would raise the matter and then circulate any information to members of

the committee.

**11. Health and Safety Liaison Group**

The report gave details of the latest discussions from the Health and Safety Liaison Officer Group and the notes of the meeting held in May 2004 were attached as an appendix. It was noted that a report on the mobile phone policy was to be presented to this Committee (minute no 2.1). It was reported however that the report is still out for consultation and that reports will be presented to this committee on a regular basis.

**12. Accident Statistics**

The report outlined the number and types of industrial accidents, which have occurred to staff during the period 1st January to 31st March 2004.

A description of reportable accidents for each directorates 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 2003.

**13. Action by the Enforcing Authorities**

Members noted a report outlining the details of a recent enforcement action taken by the Health and Safety Executive. A report presented to the previous meeting had explained that an accident at a local primary school had resulted in a Prohibition Notice requiring that the glazing at the premises was made safe.

Glazing at all other schools is currently being addressed by risk assessments and the safety at all council operated premises is being considered by the Property Division.

**14. Involvement of the Occupational Health Nurse in Accidents to Employees**

A discussion ensued on the feasibility of early intervention by the Occupational Health Nurse on accidents to employees in the Education and Leisure Directorate.

The benefits of early intervention and the possibility of reducing sickness absence by proactive measures and phased returns to work was discussed.

It was agreed that because of workload issues it would not be possible for accident reporting forms from all directorates to be directed to the Occupational Health Nurse.

The difficulties in returning to lighter duties for manual employees was outlined by the union representatives.

It was agreed that a written report on this issue be presented to the next meeting.

**15. Machinery in Workshops in Comprehensive Schools**

Mr Price, Health and Safety Officer, presented a report on machinery in workshops in comprehensive schools. He reported that currently machinery in workshops in comprehensive schools does not comply with the requirements laid out in the Provision and Use of Work Equipment Regulations.

Problems with the original contractor has resulted in a second contractor being appointed and unfortunately to date, the outstanding works in terms of braking systems to the machinery has not yet been carried out. Mr Price reported that this work should commence in September.

A member questioned why the work could not be done sooner, possibly during the summer holidays when they would perhaps be minimum disruption to the schools. Mr Price replied that access to some schools was difficult during school holidays and that staff would need to be present and monitor the work.

The report was noted.

**16. Update on Occupational Health**

The report gave details of developments in occupational health and safety by the WLGA.

Mrs Hortop, Occupational Health Nurse, reported that a meeting on the 20th May 2004 discussed the setting up of an Occupational Health practitioners forum. The meeting was attended by local authority occupational health nurses/ practitioners as well as health and safety officers with responsibility for or special interest in occupational health.

Mrs Hortop was elected as Chair of the Forum.

Members noted the report.

**17. WLGA /Syniad Corporate Health and Safety Forum**

A copy of the briefing notes from the WLGA/Syniad Corporate Safety Forum held all 9th July 2004 was circulated.

Mrs Hortop referred to the initiatives for Autumn 2004 which would include transport in schools and recycling.

It was noted that a joint launch for the Manual Handling Passport for Health would involve local authorities and the private sector and will be attended by Jane Hutt on 28th September 2004 (venue to be arranged).

Mr Gough, Personnel Manager – Standards and Development reported that the Council's Draft Manual Handling Policy is presently being considered by the Chief Executive and all Directorates will be consulted.

The meeting closed at 11.35am