



CORPORATE HEALTH AND SAFETY COMMITTEE – 14TH JULY 2004

SUBJECT: HEALTH AND SAFETY LIAISON GROUP

REPORT BY: DIRECTOR OF THE ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the latest discussions which have taken place in the Health and Safety Liaison Officer Group.

2. SUMMARY

- 2.1 The Corporate Safety Unit has 14 Service Level Agreements with the various Directorates or Service Areas of the Council, and in order to keep each client informed about the work of the Unit, ensure consistency and interpretation of legislation and to receive their comments or requests for information or assistance, the Corporate Safety Unit meets representatives of all client groups quarterly.
- 2.2 These meetings also provide an opportunity for all matters relating to health and safety to be discussed by managers and full time practitioners.
- 2.3 The notes of the most recent meeting, held in May, 2004, are attached, as Appendix 1 for your information. The group next meets this afternoon.

3. RECOMMENDATION

- 3.1 That the contents of the report be noted

Author: Phil Griffiths, Senior Corporate Safety Officer Ext 4072
Consultees: Steve Delahaye, Chief Trading Standards Officer Ext 5316
Mike Workman, Commercial Service Manager Ext 5221
Councillor Paul Ford, Cabinet Member

Appendices:
Appendix 1 Health and Safety Liaison Officer Group Minutes 28th May 2004

HEALTH & SAFETY LIAISON OFFICER GROUP MEETING
28TH MAY 2004

PRESENT: Mike Workman – Commercial Services Manager
Phil Griffiths – Corporate Safety Unit
Keith Meredith – Corporate Safety Unit
John Rowlands – Corporate Safety Unit
Gareth Richards – NCS
Mark Miller – Refuse
Denise Llewellyn – Social Services
Steve Porter – DLO
Greg Price – Education & Leisure
Roger Moore – Grounds Maintenance
Andrew Young – Property Division

APOLOGIES: Steve Delahaye – Chief TSO
Lyndsay Williams – Catering
Paul Neale – Personnel
Phillip Griffiths – Transport
Derek Price – Grounds Maintenance
Dayton Griffiths – Risk Management
Tony White – Refuse
Hazel Hortop – Occupational Health Nurse

1. **NOTES OF LAST MEETING**

The notes of the last meeting held on 23rd April 2004 were revisited for accuracy and matters arising.

2. **MATTERS ARISING**

2.1 **Policy Reviews**

Work on reviewing policies is progressing in accordance with the work plan.

The mobile phone policy will be presented to next meeting of the Corporate Safety Committee.

2.2. **Accident Reporting**

The project team had not yet met due to work and holiday commitments

2.3 **First Aid Boxes**

Type, size and contents of first aid boxes are now being checked by CSU during inspections and audits. In general the requirements of the Regulations are being met. Where this is not the case Managers are being advised accordingly.

2.4 **Health and Safety Notice Board**

Phil Griffiths reported that advice received from HSE suggesting that the type of notice board used was at the discretion of the authority but their use should be closely monitored to ensure that only appropriate information is displayed.

2.5 **Revitalisation of Health & Safety**

Job advertisements had been placed and were due to appear during the next 10 days.

3 **CONTROL OF ASBESTOS REGULATIONS**

3.1 Andrew Young updated the meeting on the progress of asbestos surveys. 450 properties had been surveyed and some reinspections had started. It was suggested that in cases where more than one directorate share a site, a survey report should be provided for each (e.g. kitchens on school premises). **AY**

3.2 The question of buildings leased by but not owned by the authority was brought up, particularly where the Council had a repairing lease. It was agreed that this needed to be addressed urgently and liaison officers were asked to provide Andrew Young with a list of such premises within their Service Areas. Phil Griffiths to follow up with an e.mail to all liaison officers. Liaison officers were also requested to check on the availability of asbestos survey reports, logs etc., at buildings within their Service Area and report back to next meeting. **ALL**

4 **FIRE SAFETY**

4.1 At a previous meeting, liaison officers had been asked to provide Paul White with a prioritised list of premises within their Service Areas for pro-active fire risk assessments. Not all lists had been compiled. The urgency of the matter was stressed and it was requested that these lists be submitted forthwith. It was also re-emphasised that if Building Control through volume of work were unable to complete the assessments within a reasonable time, it was the Directorate's responsibility to seek alternatives. Phil Griffiths to e.mail liaison officers. **ALL**

5 **TRAFFIC MANAGEMENT TIR Y BERTH**

Mike Workman stated that a consultant had been appointed to audit the Council's draft traffic management plan for the Depot and he would be visiting the site 1st June 2004.

6. **DRAFT POLICY, EMPLOYMENT OF CONTRACTORS**

6.1 A new first draft policy was circulated for comment.

7. **RECENT INCIDENTS**

7.1 **Glazing at Schools**

Greg Price reported that risk assessments for glazing in schools were progressing. Andrew Young reported that a Cabinet Report was being prepared recommending that safety film be applied to glazing at all

Council premises including schools.

8. **DATE OF NEXT MEETING**

Tuesday 14th July 2004 at 2 p.m.