



## **CORPORATE HEALTH AND SAFETY COMMITTEE – 13TH OCTOBER 2004**

**SUBJECT: HEALTH AND SAFETY LIAISON OFFICERS GROUP**

**REPORT BY: DIRECTOR OF THE ENVIRONMENT**

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### **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 is responsible for developing corporate strategies and policies to facilitate the effective management of health and safety across the Authority.
- 2.2 Each Directorate takes responsibility for managing their own health and safety and employs a Senior Health and Safety Officer and a Health and Safety Officer to provide advice and support to Managers.
- 2.3 The Health and Safety Liaison Group consists of the Corporate Health and Safety Unit, Directorate Health and Safety Officers and Managers and meets on a monthly basis. The purpose of the group is to ensure consistency of advice and interpretation of legislation, to share information and develop coherent cross directorate strategies to effectively manage health and safety risks.
- 2.4 The notes of the most recent meeting, held in September 22<sup>nd</sup> 2004, are attached, as Appendix 1 for your information. The group next meets on 28<sup>th</sup> October.

### **3. RECOMMENDATION**

- 3.1 That the contents of the report be noted

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Consultees: Steve Delahaye, Chief Trading Standards Officer Ext 5316  
Mike Workman, Commercial Service Manager Ext 5221  
Councillor Paul Ford, Cabinet Member

## HEALTH AND SAFETY LIAISON OFFICER GROUP

### NOTES OF MEETING HELD ON 22<sup>ND</sup> SEPTEMBER 2004

**PRESENT:** Steve Delahaye (Chairman)  
Denise Llewellyn (Social Services)  
Angela Wilcox (Corporate Health & Safety Team)  
Donna Jones (Education & Leisure)  
Greg Price ( Education & Leisure)  
John Rowlands (Environment)  
Gareth Richards (NCS, Environment)  
Keith Meredith (Chief Executive)  
Anne Holifield (Catering, Chief Executive)  
Phil Griffiths (Environment)  
Emma Townsend (Corporate Health & Safety Manager)  
Mark Miller (Refuse/Cleansing, Environment)  
Andrew Young (Property, Environment)  
Mike Workman (Environment)

**APOLOGIES:** Paul Neale (Chief Executive)  
Dayton Griffiths (Chief Executive)

Steve updated the meeting on new appointments made under the Revitalisation Scheme. He welcomed a number of new faces and everybody introduced themselves.

#### ACTION

#### 1. NOTES OF LAST MEETING

1.1 Notes of the meeting held on the 14<sup>th</sup> July were revisited for action points and matters arising.

#### 2. POLICY REVIEW

2.1 Emma agreed to call an early meeting of the Policy Review Group which she would now Chair, to produce a new schedule and priorities for those policies that need rewriting or production.

ET

2.2 A discussion took place on the route map for health and safety policies and it was agreed as follows:

- Policy Review Group
- Health & Safety Liaison Officers Group
- Corporate Health & Safety Committee
- Cabinet/CMT
- Council

#### 3. ACCIDENT REPORTING

3.1 Mike reported that the new IT software (including the Corporate Accident Reporting Module), was currently out to tender.

#### 4. ASBESTOS MANAGEMENT

4.1 Andrew Young updated the meeting on the action Property were taking to monitor asbestos left in-situ and requested Directorates to let him have

ALL

any information about premises, that may NOT have had a survey.

4.2 He also requested information about any positive health and safety initiatives/projects etc., that would help our mitigation when the asbestos prosecution is heard in Court on the 29<sup>th</sup> September. **ALL**

4.3 The Group were updated on the current situation with regard to the networking of the ENVACS asbestos software.

4.4 A discussion took place about the distribution of paper copies of asbestos reports at premises where there were multi-users e.g. schools containing canteens, or community leisure facilities. Directorate Health and Safety Officers were asked to consider this issue in their Directorate premises, and take appropriate action. **ALL**

## 5. **FIRE SAFETY**

5.1 The current situation regarding fire risk-assessments was discussed. The overall picture appeared to be:

- A report was being prepared by the Chief Property Officer for CMT which would propose Property take responsibility for organising fire risk assessments corporately.
- In the meantime individual Directors were responsible for their own properties i.e. both proactive planning for risk assessments to be carried out and reacting to any notice from the Fire Authority.
- Paul White, in Building Control could be approached by any Directorate, regarding his availability, or there were a number of other contractors available in the area, (identified with the help of Procurement).

## 6. **TRAFFIC MANAGEMENT AT TIR-Y-BERTH**

6.1 The cost of implementing the Consultant's recommendations for traffic management was estimated at £85k.

6.2 It was understood £40k would come from the Corporate Budget, with the balance being funded proportionately by the users of Tir-y-Berth.

6.3 It was understood work was to start very soon. This was being managed by the Depot Managers Group.

## 7. **MANUAL HANDLING PASSPORT**

7.1 A discussion took place on the current position in relation to manual handling and the progress (or lack of it) in some Directorates. The status of the Policy was also unclear.

7.2 It was agreed that this needed to be clarified and Emma agreed to talk to Hazel, make further enquiries and report to the next meeting. **ET**

## 8. **GLAZING**

- 8.1 A discussion took place on what progress had taken place since it had been indicated to the HSE that we would ensure all glass up to 2.1 metres would be made safe.
- 8.2 It appeared Andrew Young, from Property, was preparing a report for CMT on the subject recommending a methodology.
- 8.3 Education were looking at contracting out individual risk-assessments of schools, particularly as one survey suggested an individual cost to each school of approximately £8k. (There are 98 schools and leisure premises).
- 8.4 Directorates were advised to advise Building Managers of the situation. **ALL**

9. **FORTHCOMING CORPORATE HEALTH & SAFETY COMMITTEE**

- 9.1 The next Corporate Health and Safety Committee was to be held on the 13<sup>th</sup> October. All Directorates were invited to submit items for consideration by the Committee. Items which were of a Corporate nature should be discussed first with Emma.
- 9.2 An annual report for 2003/04 was circulated and agreed for submission to that Committee.
- 9.3 Issues arising from the last Committee were discussed, and it was agreed short update reports on each issue should be prepared for submission to the next Committee meeting. These were:
- Kerb Laying – Phil Griffiths **PG**
  - Machinery in Schools – Donna Jones **DJ**
- 9.4 Corporate accident statistics for the quarter ending the 30<sup>th</sup> June would be prepared. **ET**

10. **HSE ISSUES**

10.1 **Recycling/Refuse**

It was understood that the HSE were likely to carry out an inspection before Xmas and a discussion took place on potential health and safety problems within the service and the steps being taken in preparation.

10.2 **School Traffic and Transport**

It was understood that the inspection was likely to be in February 2005. Guidance had been updated for Head-teachers etc., but it was not just about separating vehicles and pedestrians. Highways needed to get involved and they would be contacted.

11. **WORKPLACE TRANSPORT WEEK**

- 11.1 A number of initiatives were taking place to highlight the week including

the 'Bollards' poster, checking of defect logs, analysis of vehicle and manpower accidents.

12. **ANY OTHER BUSINESS**

12.1 Concern was expressed that Directorate Safety Officers were not being notified of major projects by Contractors or Managers so that the appropriate inspections or monitoring could take place. A background paper outlining current policies and procedures (e.g. CDM) was required for a discussion to take place at a future meeting. **ET**

12.2 It was agreed that the issue of Work Experience and Work Placements needed to be discussed as there were major issues. Emma was to prepare a discussion paper for the next meeting. **ET**

12.3 It was agreed that the issue of Health and Safety Training needed to be agendered for a future meeting.

13. **DATE OF NEXT MEETING**

13.1 **Thursday 28<sup>th</sup> October at 2.00 p.m.**