



## **CORPORATE HEALTH AND SAFETY COMMITTEE - 12TH JANUARY 2005**

**SUBJECT: HEALTH AND SAFETY LIAISON 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 Health and 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 on December 14th 2004, are attached, as Appendix 1 for your information. The meeting will take place on 1st February 2005.

### **3. RECOMMENDATION**

- 3.1 That the contents of the report be noted

Author: Emma Townsend, Health and Safety Manager, Ext. 3708  
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 14TH DECEMBER 2004

**PRESENT:** Steve Delahaye (Chairman)  
Emma Townsend (Corporate Health & Safety Manager)  
Paul James (Corporate Health and Safety Unit)  
Lindsay Williams (Chief Executives)  
Terry Phillips (Corporate Health and Safety Unit)  
Keith Meredith (Chief Executives)  
John Rowlands (Environment)  
Steve Porter (Environment)  
Paul Neale (Chief Executives)  
Denise Llewellyn (Social Services)  
Derek Price (Education & Leisure)  
Paul White (Environment)  
Greg Price (Education & Leisure)  
Donna Jones (Education & Leisure)  
Hazel Hortop (Occupational Health Nurse)  
Mike Workman (Environment)

**APOLOGIES:** Angela Wilcox (Corporate Health and Safety Unit)  
Dayton Griffiths (Chief Executives)  
Debbie Stamp (Chief Executives)  
Phil Griffiths (Environment)  
Gareth Richards (Environment)  
Tony White (Environment)

#### ACTION

#### 1. NOTES OF LAST MEETING

- 1.1 Notes of the meeting held on the 3rd November were revisited for action points and matters arising.

#### 2. MATTERS ARISING

- 2.1 **ACCIDENT REPORTING** - Emma reported the second demo of the accident/occupational health reporting system by TEMPIS had been postponed due to technical difficulties. the demo will now take place on 14th December and a decision would then be made as to which system would be adopted.

- 2.2 **MANUAL HANDLING PASSPORT** – It was reported that the HSE has now written to the Chief Executive asking for an update on progress with complying with the Manual Handling Passport. The HSE indicated they expected a detailed action plan within 6 months and full compliance with the passport within 2 years. It was noted that the scheme had been considered at CMT on 29th July and CMT had committed in principle to complying with the passport subject to further details on the implementation timetable, responsibilities of the backcare adviser, costs and a transitional period to implement the scheme. The Passport was further discussed at CMT on 18th November and CMT have requested a report as soon as possible. Emma and Hazel have met and put together a skeleton action plan which would be discussed at the Manual Handling sub-group on December 22nd. The skeleton action plan would then form the basis of the report to CMT and would also be developed into a detailed

ALL

ET/HH

action plan for the HSE.

- 2.3 **HSE INSPECTION REFUSE/RECYCLING** – The group was informed that a recent fatality at a landfill site in Cardiff was likely to refocus the attention of the HSE on refuse/recycling. Work is ongoing in the section to ensure that good practise is in place and being followed. **ALL**
- 2.4 **GLAZING** – The group was informed that the report to CMT had been delayed as a result of advice from the HSE regarding the practical application of the 75% over 2.1m rule for safety glazing. It was agreed that the risk-based approach as recommended by the HSE should be adopted. This would however need to be effectively managed through engaging competent contractors, supervising the contract, filming or replacing glazing as necessary, issuing guidance to building managers and auditing compliance. It was recognised that due to the delay between the original accident and agreeing a solution this matter needed to be progressed urgently as a further incident is likely to lead to prosecution. It was agreed that Andrew Young would ensure the report requesting funding for the initial glazing surveys went to CMT on December 16th. **AY**
- 2.5 **ASBESTOS MANAGEMENT** – It was reported that the ENVACS system would be ready for Health and Safety Officers to trial early in January. The Corporate Health and Safety Unit would also start auditing compliance with the Asbestos Policy in January. The Corporate Health and Safety Unit have also produced additional information for building managers on managing asbestos and a draft will be sent out shortly for comment. **AY**  
**CHSU**
- 2.6 **INCHECK SYSTEM** – The group were informed that the Corporate Health and Safety Unit have commenced the programme to revitalise use of the Incheck System. This would commence with audits on the use of the current system and would consider extent of use, training, accessibility and perception of the system. It is expected the end result will be a relaunch of the system supported by new policies, procedures and training. **CHSU**
- 2.7 **HOMEWORKING** – The Corporate Health and Safety Unit have prepared a draft policy. Personnel have been consulted and the draft will be released for full consultation shortly. **CHSU**
3. **FIRE RISK ASSESSMENT**
- 3.1 The group discussed levels of competence for individuals to carry out fire risk assessment and it was agreed that the initial assessment needed to be undertaken by a competent person (with building construction and fire safety expertise) who should also be registered as a competent assessor with the Fire Protection Association. A meeting with South Wales Fire and Rescue Service will take place on December 20th to discuss standards for reassessments. Following the meeting Stuart Bates will prepare a report for CMT requesting that the Property Section be allocated responsibility for ensuring fire risk assessments and reassessment are carried out to a suitable standard. There is still a need for Managers to ensure that works required following fire risk assessments or Fire Brigade inspections are actioned promptly to prevent potential enforcement action. **SB**  
**ALL**

4. **DRAFT POLICIES**
- 4.1 Discussion as to the draft policies on Contractor Selection, Management and Monitoring, Lone-Working, Fire Safety, Latex and Young Persons highlighted the fact that there were inadequate consultation arrangements within Directorates meaning that all interested parties had not been afforded the opportunity to comment on and influence the policies. It was agreed to extent the consultation period for these policies until January 14th. The Corporate Health and Safety Unit would liaise with Directorates to put in place a consultation procedure to ensure future policies receive adequate consultation and can be progressed smoothly. **ALL**  
**CHSU**
- It was agreed to forward the draft policies to the Union Representatives for comment. Draft would then go to April's Health and Safety Committee. **CHSU**
- There was discussion as to the constitutional position for policy approval and it was agreed this should be clarified for the next meeting. **SD**
- It was also agreed to review the terms of reference and membership of the H&S Liaison Group. **CHSU**
5. **FEEDBACK FROM THE HEALTH AND SAFETY PROFESSIONALS MEETING**
- 5.1 The draft policies had been discussed and amended. It was agreed that the Corporate Health and Safety Unit would prepare an implementation plan for each draft policy in conjunction with the Directorate Health and Safety Policies. This would ensure that policies could be implemented into working practises in a structured manner within an agreed timescale. **CHSU**  
**ALL**
- There was concern as to the position regarding changes to policies if following implementation there was a need for minor amendments and whether this would mean the policies need to go back through the consultation and approvals process. This would be considered and reported back to the next meeting. **SD**
6. **TRAFFIC MANAGEMENT AT TIR-Y-BERTH - UPDATE** **CHSU**
- 6.1 Emma reported that work had now commenced in accordance with the recommendation agreed by Sian Clayton (HSE).
6. **ANY OTHER BUSINESS**
- 6.1 Revitalising Health and Safety Strategy – this is one of the priorities of the new Corporate Health and Safety Unit. Emma informed the group that the strategy has been prepared and would be circulated shortly to the H&S professionals allowing them the opportunity to influence the content. The strategy will be circulated to the liaison group prior to the next meeting and put on the agenda for discussion. **CHSU**
- 6.2 There was some concern raised about payment of SLA's to the Corporate Unit for a service to run to April 2005. Steve agreed to arrange a meeting with the sections concerned to address the issue. **SD**

- 6.3 There was a discussion regarding the provision of health and safety training across the Authority. As each Directorate now has two full time health and safety officers it was felt that some health and safety training should be delivered as part of the Directorate SLA's with sections. If situations arise where training cannot be delivered due to time-constraints then this would need to be addressed within the Directorate and if necessary training bought in. It was also recognised that the Corporate Health and Safety Unit were available to support Departments and depending on circumstances would be able to help with strategic health and safety training. It was agreed that safety training would need to be discussed further at a future meeting. **ALL**
7. **DATE OF NEXT MEETING** – 1st February 2005 2.00 – 4.00. Location to be confirmed. **CHSU**