

HEALTH AND SAFETY LIAISON OFFICER GROUP

NOTES OF MEETING HELD ON 2nd MARCH 2005

PRESENT: Steve Delahaye (Chairman)
 Emma Townsend (Corporate Health & Safety Manager)
 Lindsay Williams (Chief Executives)
 Keith Meredith (Chief Executives)
 John Rowlands (Environment)
 Denise Llewellyn (Social Services)
 Debbie Stamp (Chief Executives)
 Hazel Hortop (Occupational Health Nurse)
 Phil Griffiths (Environment)
 Barry Miller (Education/Leisure)
 Tony White (Environment)
 Andrew Young (Environment)
 Terry Phillips (Corporate Health and Safety Unit)
 Donna Jones (Education & Leisure)
 Greg Price (Education & Leisure)
 Angela Wilcox (Corporate Health and Safety Unit.)

APOLOGIES: Mike Workman (Environment)
 Dayton Griffiths (Chief Executives)
 Paul James (Corporate Health and Safety Unit)
 Paul Neale (Chief Executives)
 Derek Price (Education & Leisure)
 Steve Porter (Environment)

ACTION

1. NOTES OF LAST MEETING

1.1 Notes of the meeting held on the 2nd February were revisited for action points and matters arising.

2. MATTERS ARISING

2.1 **ACCIDENT REPORTING – FUNDING OF THE SYSTEM HAS BEEN RESOLVED. EMMA AGREED TO SPEAK TO ROD GOUGH REGARDING THE EXPECTED DATE FOR THE SYSTEM TO BE OPERATIONAL. IT WAS NOTED THAT THERE WOULD BE A MAINTENANCE COST OF £2,000 YEAR-ON-YEAR AND NO DECISION HAS BEEN MADE AS TO HOW THIS WILL BE FUNDED.**

ET

2.2 **HSE INSPECTION REFUSE/RECYCLING** - no date as yet has been set for the inspection.

2.3 **ASBESTOS MANAGEMENT** – It was reported the trial of the ENVACS system was still delayed due to data problems however it was anticipated the trial would commence shortly. The CHSU have sent out additional guidance for Building

AY

Managers on Asbestos to address previously discussed concerns.

- 2.4 **INCHECK** – work is ongoing with a review to relaunching the system. It was suggested that CHSU explore the possibility of a link between the Incheck system and Flare. **CHSU**

- 2.5 **CONSULTATION PROCEDURE** – a draft consultation procedure for all health and safety policies has been drafted by CHSU and circulated to the H&S professionals for comment. **ALL**

Work is also ongoing to review the terms of reference and membership of the H&S Liaison Group. **CHSU**

- 2.6 **TRAFFIC MANAGEMENT AT TIR-Y-BERTH** – work is progressing well and is more than 50% complete.

- 2.7 **MANUAL HANDLING PASSPORT** – The group were informed that the passport had been discussed at CMT, and that a meeting of the Manual Handling Steering Group had taken place and work on the passport was ongoing. Hazel has evaluated the training currently provided in the Social Services Directorate and accreditation of prior learning seems unlikely.

The appointment of a Backcare Adviser is seen as key to implement the passport in term of strategy, record keeping and training for manual handling risk assessments. A detailed action plan setting out how the Authority plans to meet the passport standard is to be submitted to the HSE by July, and Emma and Hazel are meeting to prepare an initial draft.

Manual Handling Steering Group

European tendering requirements are likely to be problematic in terms of complying with the passport within the allotted 2 year timescale and the cost of delivering the training to the passport standard is also a concern. It was noted that £250,000 has been allocated in the Council's revenue budget for health and safety and the group felt they should have some influence as to how this money is spent. There was concern that with the first years projected cost of meeting the passport set to exceed £300,000 and additional pressures already being identified on this budget there is likely to be inadequate funding to meet the demands. It was also noted that the projected costing would require Health and Safety Officers to deliver some low level manual handling training, and this is not included in the initial costings.

Health and Safety Officers

Phil commented that H&S Officers from the Chief Executives Directorate and Environment Directorate should be invited to sit on the Manual Handling Steering Group.

- 2.8 **HEALTH AND SAFETY STRATEGY** – Emma reported the

	consultation period has ended and the strategy was ready to be presented to Cabinet.	ET
2.9	CONTRACTOR SELECTION – There is a potential problem regarding the way contractors are vetted on behalf of procurement. This is currently carried out by the Chief Executive’s Health and Safety Officers but is proving onerous in terms of workload and will need to be addressed at a future date.	ALL
3.	FIRE RISK ASSESSMENT	
3.1	A report to CMT had previously been agreed and identified the annual costs for each of the first 3 years as between £100k and £110k.	Property Services
	A meeting had taken place between Stuart Bates, Pat Mears and Paul White where it was decided there are inadequate resource to manage fire risk assessments internally. Initial discussions have taken place with Contractors able to carry out the function on behalf of the Council.	
	The group expressed concern that the funding of the fire risk assessments would have to met from the £250,000 allocated for health and safety growth in the budget and that difficult decisions would have to be made as to the priority of manual handling, glazing and fire risk assessments. It was noted that the fire risk assessments are likely to result in remedial works being needed and this would need to be funded by Directorates.	ALL
	Steve was asked to raise the issues at CMT and seek to influence the decision on the spending of the £250k.	
	Until a decision is made Corporately Directorate Officers should continue with their current programme of assessments and respond to any letters/notices from the Fire Service.	ALL
4.	GLAZING	
4.1	Andrew informed the group that his report on glazing has been approved by Council and Cabinet; this sets the Council’s policy on glazing and identified the cost of remaining glazing risk assessments as £45k. Once again funding has not been identified and it is likely the cost of carrying out the assessment would need to be met from the £250,000 allocated in the budget.	
	Concern was expressed that apart from the Education/Leisure Directorate who have completed their glazing risk assessments and are in the process of undertaking remedial works no further	

progress has been made. The Workplace (Health, Safety and Welfare) Regulations 1992 imposed a legal duty for compliance by 1 January 1997 and the prohibition notice issued by the HSE in April 2004 highlighted glazing safety as an area of concern. It was agreed that this issues poses our greatest risk of prosecution. To ensure the issue is progressed promptly it was decided that:

- Directorate Health and Safety Officers would prioritise their premises allowing a risk-based approach to glazing risk assessment to be adopted. **Directorate H&S Officers**
- Andrew Young to consider suitable contractors ensuring work could commence promptly as soon as budget is allocated. **AY**

All H&S Officers were asked to ensure that their Directorate Management Team were aware that there are possibly significant costs associated with remedial works following the glazing risk assessments. **Directorate H&S Officers**

5. **AUDIT PROCEDURE**

- 5.1 There was a brief discussion relating to the draft audit procedure prepared by CHSU. The procedure clearly outlines the auditing process and the steps to be taken following non-compliance. A summary of the audits undertaken in their Directorate and key issues would be provided quarterly/termly to each Directorate Management Team. **ALL**

It was also decided that Health and Safety Committee would be provided with an overview report of audits and outcomes allowing the management of health and safety to be transparent and increasing accountability across the Authority. It was agreed that CHSU would send audit reports to both Directorate H&S Officers to avoid any problems with annual leave/sickness. **CHSU**

- 5.2 Audits to date – the group were informed that the initial audits on asbestos management and fire safety have raised some real concerns which need to be addressed urgently. As a result an away afternoon has been for April 8th. This will involve CHSU, Senior H&S Officers, Risk Management and Property with the aim of discuss solutions to common problems which will allow an improved management of both fire safety and asbestos safety across the Authority. **ALL**

6 **DRAFT POLICIES**

- 6.1 Lone Working – there was a discussion regarding the screening of lone workers and whether screening should be in

<p>the form a paper screen carried out by Occupational Health. It was decided Occupational Health screening was the only way to ensure that individuals are medically fit to work alone as required by the HSE. It was agreed that CHSU would</p>	<p>CHSU</p>
<ul style="list-style-type: none"> - Clarify the definition of lone worker - Add in personnel responsibilities - Ensure the policy went to Personnel (they have already had the opportunity to comment) - Add in employee responsibility regarding changing circumstances 	
<p>The policy would then go to H&S Committee for approval in April.</p>	<p>CHSU</p>
<p>6.2 Fire Safety – this policy was approved and will go to the H&S Committee in April for approval.</p>	<p>CHSU</p>
<p>6.3 Contractor Safety – recent discussion have highlighted concerns related to the responsibilities of property and their role regarding contractor management. An urgent meeting has been arranged to clarify the situation and the outcome will need to be reflected in the draft policy. It was agreed that CHSU would issue interim guidance on Contractor Management as this delay means the policy will not go to the Corporate Health and Safety Committee for approval until July.</p>	<p>CHSU</p>
<p>CHSU have prepared draft implementation plans for the policies and it was agreed these would be sent out for comment prior to the next meeting.</p>	<p>CHSU</p>
<p>6.4 Other draft policies – it was noted that a number of draft policies are currently at the consultation stage. These include:</p>	
<ul style="list-style-type: none"> - Noise - Accident reporting/investigation - Display Screen Equipment - Young Persons - Mobile Phones and Driving - Home working 	<p>CHSU</p>
<p>6.5 Tony White highlighted the fact that Policies needed to be properly implemented and that training was the key to success. It was agreed to submit a bid for corporate health and safety training against the £250,000 growth.</p>	
<p>7 FEEDBACK FROM H&S PROFESSIONALS MEETING</p>	
<p>7.1 Accident reporting/investigation – CHSU are planning to carry out an exercise looking at the quality of information provided on the accident/incident reporting forms and also on the F2508</p>	

reports to the HSE. The information on the F2508 forms would be used to decide how the new accident reporting system would be configured. The information from the accident report forms would be used to review the forms and to consider out current approach to accident investigations. **CHSU**

Risk assessment forms – are being reviewed by CHSU. A draft has been sent to H&S Professional for comment. **ALL**

8. ANY OTHER BUSINESS

8.1 Bus Accident – Greg updated the group on the accident involving a stationery school bus and a lorry which took place on the bypass between Caerphilly and Ystrad Mynach. The group were informed that despite a number of children being taken to hospital only 2 had been kept in overnight. It was noted that school transport formed part of the recent Estyn Inspection and that the Awards/Transport Section had been praised by Estyn for their contract vetting procedures. The group were informed that the children involved have been offered counselling via the school.

8.2 Noise and Vibration – Emma informed the group that new Control of Noise at Work Regulations were due to come into force in February 2006 and new Control of Vibration at Work Regulations were due to come into force in July 2005. As a result CHSU is preparing a guidance note on both sets of regulations which will be sent to the H&S Professionals for comment shortly. **CHSU**

8.3 Safety Spectacles – it was agreed that the position regarding safety spectacles needs to be reviewed and clear guidance issued for managers. It was agreed to agenda this for the next meeting of the H&S Professionals Group. **H&S Officers**

8.4 Industrial Injury – there was a brief discussion around industrial injuries following a request for clarification from Personnel. CHSU agreed to look into this as there are different definitions under different government bodies. **CHSU**

8.5 Audiometric Testing – it was acknowledged that this is now behind schedule. Hazel asked Directorate Health and Safety Officers to submit up to date names of those requiring audiometric testing allowing her to go out to tender. **Directorate
H&S Officers
HH**

8.6 Barrow-in-Furness Case – all members were reminded that the Barrow-in-Furness case involving a corporate manslaughter prosecution being brought against a Senior Manager for failing to have in place a suitable legionella contract is ongoing. The group will be updated as more information becomes available. **ALL**

9. **DATE OF NEXT MEETING** – 5th April 2005 2.00-4.00. Council **CHSU**
Chamber, Pontllanfraith.