

## AGENDA ITEM NO 3(i)

### **NOTES OF THE MEETING OF THE CORPORATE HEALTHY WORKPLACE GROUP HELD IN THE STABLES LEARNING CENTRE AT THE YSTRAD FAWR OFFICES ON 7TH MARCH, 2005**

#### **PRESENT:**

Rod Gough	-	Personnel Manager (Standards and Development)
Hazel Hortop	-	Occupational Health Nurse
Emma Townsend	-	Health & Safety Manager
Greg Price	-	Health & Safety Officer - Education and Leisure
Phil Griffiths	-	Senior Health & Safety Officer
Sally Franks	-	Head of Catering & Cleaning Services
Satya Schofield		Service Manager - Social Services
Margaret Church	-	Admin. Assistant - Occupational Health

#### **1.0 APOLOGIES**

- 1.1 Dave Beecham, Pam Baldwin, Peter Gomer, Dave Thomas and Rhianon Urquhart

#### **2.0 MINUTES OF THE LAST MEETING**

- 2.1 Minutes of the last meeting were approved as a true record

#### **3.0 MATTERS ARISING**

- 3.1 Rod thanked staff who had an input into the Healthy Hearts and Valentines event, which was very successful.

#### **3.2 Item 5 - Team Works and Stress Courses**

Management and Development programme for next year approved at Corporate Management Team.

Stress Course will be made available as part of Senior Managers Development programme. This will go out to tender as will the general stress courses.

#### **3.3 Item 6 - Manual Handling Passport**

The minutes of this meeting were circulated. An action plan needs to be submitted to the HSE by July.

Rod will be meeting with Stuart Rosser this week to discuss costings with a possibility that it will go out to European Tender. Social Services will be the major part of the Manual Handling Passport.

£300,000 first year costs £200,000 relate to Social Services (staff replacement costs not included).

The Authority has a two-year period from 1st January, 2005 to train everyone identified through the training needs analysis as being at high risk of injury. The training needs analysis forms have now been returned and Hazel and Emma are meeting to analyse.

#### **Action HH**

Manual handling is a specific/specialised area with limited expertise and available trainers.

Rod will seek advice from the Legal Department regarding Hazel's involvement in the tendering process as Satya had raised concerns.

#### **Action RG**

No decision as yet has been made on the Back Care Advisor post.

### **3.4 Item 7 - Corporate Health Standard**

This is part of the Health Strategy. Caerphilly County Borough Council are due for re-assessment by March 2006.

### **3.5 Item 8 - No Smoking**

Policies are on the intranet. Information will go out in pay-slips.

For No Smoking Day, an exhibition stand will be put up on two sites, Tredomen and Pontllanfraith. Emma will take the lead on this and arrange for the stands to be manned over the lunchtime period. Also agreed, that information be made available at Hawtin Park.

Cessation classes were a failure last year.

Suggestion to re-event the classes this year, linking with national initiatives. Hazel to link in to check if prescriptions for nicotine replacement therapy can be prescribed at Occupational Health.

#### **Action HH**

### 3.6 **Item 9.0 - Health and Safety Group**

Health and Safety Notice Boards. It was noticed that these boards also had other notices pinned on them, Emma will check and raise at the next Health and Safety Liaison meeting.

**Action ET**

Satya asked if a wide range of leaflets could be distributed throughout the Borough.

### 4.0 **EMPLOYEE HEALTH STRATEGY**

4.1 Rod went through the paper and asked if group can feedback to Hazel any additions and comments by 18th March, 2005.

#### 4.2 **Page 6**

Health policies have been prepared.

Relevant forms for: Latex allergy and night workers have been received.

National depression week: April 18th -24th.

Suggestion for:

Alternative Therapies

Laughter Therapies

Stress-line involvement

Defibs are out to tender. As Peter was unable to attend no feedback available at present. Gregg to find out what's happening in Education.

**Action GP**

#### 4.3 **Page 8**

Staff will have regular health checks, i.e. Lifestyle and stress screening.

Staff can have vaccinations through GP's and bill sent to Manager. Details of the procedure and copies of the relevant forms can be found in the policies and procedure file.

Review the current position of eating and drinking facilities in each area. Suggestion that the Health and Safety Officers from each Directorate check the eating facilities in areas that do not have canteen/restaurant facilities. Adrian Crabb has already done some work on this but only on the main buildings.

Emma suggested that this be an agenda item as well as an audit of the First Aid Boxes at all sites for the next Senior Health and Safety Professionals meeting.

#### 4.4 **Page 10**

Statistics are produced on every quarter by Teamworks showing the number of referrals/sessions and telephone counselling sessions.

Occupational health software will flag up accidents reported and previous history for individual employees when purchased and installed.

Rod receives stats from Occupational Health re activity/referrals/pre-employment at the end of each month to monitor that the service standards are achieved.

In order to meet additional demand and to meet service standards Doctor Williams does extra clinic sessions when required, i.e. when Bank Holidays make this difficult to achieve, and an agency nurse has been temporarily utilised one day per week to provide pre-employment screening medicals.

### 5.0 **CORPORATE HEALTH STANDARD**

5.1 Caerphilly County Borough Council has to be re-assessed by March 2006 as it will be three years since the Silver was awarded. The aim is to achieve Gold at the re-assessment not merely maintain the Silver.

5.2 This has been a major piece of work and all members of the group have been involved. Rod would like to take a similar approach over the next few months and will be asking for evidence of projects, initiatives and work being undertaken to add to the evidence file for the assessors.

5.3 It was suggested that the next meeting of this group (3rd June, 2005) be used to invite a representative of work2health, the Company engaged to provide support to organisations in their applications for assessment for the Health at Work Corporate Standard, to give some guidance on any additional work Caerphilly County Borough Council need to do to achieve the Gold standard.

### 6.0 **STRESS MANAGEMENT POLICY**

6.1 A small working group has been set up to draw this together and provide a format to which managers can work. The group consists of Hazel, Emma, Lynne Wainwright and Rod.

6.2 At present the group are looking at the policy to bring it in line with the HSE Stress Management Standards.

Emma defined what the group are trying to do in terms of the risk assessment process.

6.3 It is envisaged that the risk assessment process will look at:

Job stressors and individual stressors;

Ratings of stress in job; and

Putting in controls and addressing them.

6.4 Guidance Notes for Managers will be included in the policy and this will be supported in the Stress courses for Managers

## **7.0 LUNCHTIME WALKS**

7.1 Dave Thomas was unable to attend the meeting but e-mailed the information below:

7.2 Mike Honey of Countryside and Landscape services, is currently surveying sites at Tredomen, Hawtin Park and Ystrad Fawr, Civic Centre.

7.3 Dave Penberthy has met with Kathryn Williams, Sports and Development Officer, who is keen to be involved and would like to devise some form of incentive scheme for walkers. Apparently she has a small amount of funding available. Dave is still aiming for an April launch.

7.4 HR Strategy agreed that the trainers could be trained during work time.

7.4.1 Countryside Landscape Services investigate the possibility of guides for people with visual impairment.

## **8.0 DEFIBS**

8.1 Companies have been into Education as part of the tendering process

8.2 Looking at Defibs in Leisure Centres

8.3 Defibs in Refuse Loaders was discussed briefly as a member of one team actively aided a member of the public that had collapsed.

## **9.0 ANY OTHER BUSINESS**

9.1 Rod thanked the group for attending.

## **10. NEXT MEETING**

10.1 To be held in the Stables Learning Centre on Friday, 3rd June, 2005 at 10.00 a.m.

**11. AGENDA ITEMS**

- 11.1 Items for the agenda to reach Hazel Hortop by 27th May, 2005 with any papers/reports to be circulated.