



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON MONDAY, 4TH JULY 2005 AT 10.00 A.M.**

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PRESENT:

Councillor L.R. Rees - Chairman

Councillors:

P.J. Bevan, J.O. Evans, G.R. Price and A.J. Pritchard

Together with:

R. Gough (Personnel Manager – Standards and Development), Mrs E. Townsend (Health and Safety Manager), P. James (Health and Safety Officer – Corporate Health and Safety Unit), K. Meredith (Health and Safety Officer – Chief Executive’s Department), J. Rowlands (Health and Safety Officer – Directorate of the Environment), T. Phillips (Health and Safety Officer – Corporate Health and Safety Unit), Ms D. Llewellyn (Senior Health and Safety Officer – Social Services), Ms E. Thomas (Personnel Manager), Mrs H. Hortop (Occupational Health Nurse), P. Roberts (Back Care Adviser), Ms D. Jones (Senior Health and Safety Officer – Education and Leisure Directorate), G. Price (Health and Safety Officer- Education and Leisure Directorate), B. Miller (Health and Safety Officer – Education and Leisure Directorate), D. Griffiths (Insurance and Risk Manager), Ms D. Stamp (Senior Insurance and Risk Officer), A. Young (Property Division) and Mrs K. Wall (Committee Services Officer)

#### **Trade Union Representatives**

B. Barrowman, J. Poole and A. Jones

#### **APOLOGIES**

Apologies for absence were received from Councillors B. A. Barker and D.T. Wiltshire, R. Webb (Director of the Environment), S. Delahaye (Chief Trading Standards Officer), M. Workman (Principal Commercial and Trading Standards Officer) and Mrs A. Stevens (Trade Union representative).

#### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest made during the course of the meeting.

#### **2. MINUTES**

RESOLVED that the following minutes be approved as a correct record and signed by the Chairman –

Minutes of the meeting of the Corporate Health and Safety Committee held on 4th April 2005.

**(a) Matter Arising – Draft Lone Working Policy (Minute no 9, page 4)**

Mrs Townsend (Corporate Health and Safety Manager) reported that she had sought legal advice in respect of the suggestion made at the last meeting regarding sharing information stored on the Council's database with external contractors. A response was still awaited and it was anticipated that further information would be provided at the next meeting.

**REPORTS OF OFFICERS**

Consideration was given to the following reports –

**4. Consultation on Draft Policies**

Mrs Townsend reported that she had included the following draft policies on the agenda for consideration and approval –

- Draft Contractor Selection, Management and Monitoring Policy
- Draft Display Screen Equipment Policy
- Draft Lone working Policy
- Mobile Phones and Driving Policy

She also reported that she had consulted directly with the Trade Unions and had given representatives until 19th June to submit their comments. All comments received by that date had been incorporated in the documents submitted to the Committee.

At the meeting, however, a UNISON Trade Union representative reported that due to communication difficulties, not all the comments made by UNISON had been forwarded to Mrs Townsend by the deadline mentioned above.

In view of this fact, it was agreed that consideration of all four policies be deferred at this time to enable further consultation to be undertaken with the Trade Unions.

To progress the matter, it was further agreed that the Health and Safety Manager in consultation with the Chairman of the Committee be granted delegated powers to progress the issue and provide an update report to the next meeting of the Committee.

**5. Health and Safety Audits**

The Committee noted the report that provided an update in respect of recent audits undertaken by the Corporate Health and Safety Unit.

**6. Recent Health and Safety Updates**

Consideration was given to the report that provided the Committee with an update in respect of the current activities being undertaken by the Corporate Health and Safety Unit.

During discussion, a member referred to the reprographic and photocopying rooms at the Tredomen Offices and emphasised the need for such rooms to be adequately ventilated.

Mrs Townsend noted this comment and agreed to liaise with Health and Safety Officers in the Chief Executive's Department to investigate the current situation.

**7. Asbestos and Fire Safety Resolution Meeting**

Consideration was given to the report that informed the Committee of the outcome of a recent meeting held to resolve issues raised following asbestos and fire safety audits.

During discussion, several Trade Union representatives reported that for some time they had highlighted the need for designated persons with appropriate qualifications for dealing with asbestos, to be located in both Property Services and Building Services.

Mrs Townsend indicated that the allocation of staff was not within the remit of the Corporate Health and Safety Unit. However, the Trade Unions' comments were noted.

**8. Health and Safety Liaison Group**

The Committee noted the report that provided a copy of the minutes of the last meeting of the Health and Safety Liaison Group held on 1st June and which highlighted the main topics of discussion.

During discussion, reference was made to proposals to provide safety glass glazing to schools within the county borough and it was reported that tenders for the work were due to be opened later that day.

The Committee noted the information provided.

**9. Accident Statistics**

The Committee noted the report that provided information in respect of the numbers and types of industrial accidents, which had occurred to staff of Caerphilly County Borough Council during the period 1st January to 31st March 2005.

**10. Directorate of Social Services - Annual Accident and Violent Incident Report 2004/2005**

The Committee noted the report that provided information on the accident and violent incident reports for the Directorate of Social Services for the period 1st April 2004 to 31st March 2005.

The meeting closed at 10.40 a.m.

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CHAIRMAN