

## HEALTH AND SAFETY LIAISON OFFICER GROUP

### NOTES OF MEETING HELD ON 1ST JUNE 2005

**PRESENT:** Mike Workman (Chairman)  
Emma Townsend (Environment, CHSU)  
Lindsay Williams (Chief Executive's, Catering and Cleaning Services)  
Denise Llewellyn (Social Services)  
Keith Meredith (Chief Executive's)  
Barry Miller (Education & Leisure)  
Roger Moore (Education & Leisure, Parks Services)  
Angela Wilcox (Environment, CHSU)  
Debbie Stamp (Chief Executive's)  
Gareth Richards (Environment)

**APOLOGIES:** Steve Delahaye (Environment)  
Dayton Griffiths (Chief Executive's)  
Hazel Hortop (Chief Executive's)  
Terry Phillips (Environment, CHSU)  
Paul Neale (Chief Executive's)  
John Rowlands (Environment)  
Phil Griffiths (Environment)  
Derek Price (Education & Leisure)  
Donna Jones (Education & Leisure)  
Andrew Young (Environment)  
Paul James (Environment, CHSU)

### ACTION

#### 1. NOTES OF LAST MEETING

- 1.1 Mike Workman commenced the meeting by asking the group to stand for 1-minute silence as a mark of respect for Jasmine Allen who was tragically killed following a mini-bus accident on her way to Newbridge Comprehensive School.
- 1.2 Notes of the meeting held on the 4th May were revisited for action points and matters arising.

#### 2. MATTERS ARISING

##### 2.1 INTRANET –

Discussions are ongoing regarding the best way to ensure the information on the intranet is freely available to those without intranet access and this was discussed at the last health and safety professionals meeting.

**All**

It was reported that NCS had introduced 2 computers, which all employees could use to access the Intranet and consideration could be given to this idea being adopted elsewhere in the Authority.

- 2.2 **GLAZING** – Andrew Young had provided an e-mail update. The glazing tender has not progressed and has not been issued; Andrew hopes to complete the tender this week. The group expressed concern that 14 months after the HSE issued the Prohibition Notice on Glazing in Schools we have still not commenced work to ensure legal compliance across the Authority. A further glazing issue would be likely to result in prosecution. **AY**
- 2.3 **MANUAL HANDLING PASSPORT** - The tender has now been finalised and placed in the European Journals. Rod has prepared a Manual Handling Action Plan, which was e-mailed out to the H&S Liaison Group last week for comment. The Backcare Adviser has now been appointed and is due to commence on 14th June. **RG**
- 2.4 **DRAFT POLICIES DSE AND MOBILE PHONES AND DRIVING** – these policies are due to go for Union Consultation tomorrow and will hopefully go to the Corporate Health and Safety Committee in July. **CHSU**
3. **INCHECK ACTION PLAN**
- 3.1 This item was postponed to July’s Health and Safety Liaison Group due to Paul James being on sick leave. **CHSU**
4. **CONSULTATION ARRANGEMENTS - UPDATE**
- The group discussed the Consultation Procedure. The Consultation Procedure sets out the process for policy approval and applies to all new and revised Health and Safety Policies. The procedure sets out who is consulted at what stage, ensuring that all interested parties have the opportunity to comment on and influence draft health and safety policies. The Consultation Procedure was accepted by Health and Safety Liaison Group as the working document for health and safety policy approval. **All**
5. **DRAFT POLICY CONTRACTORS**
- 5.1 The draft Contractors Policy was approved by the Health and Safety Liaison Group. The policy would now go for Union consultation before going to the Corporate Health and Safety Committee for approval in July. **CHSU**
- 6 **ASBESTOS AND FIRE RESOLUTION MEETING**
- 6.1 This meeting was arranged after asbestos and fire safety audits across the Authority identified significant problems with the way asbestos and fire safety issues were being

managed. The meeting took place on 11<sup>th</sup> May and representatives from CHSU, Directorate Health and Safety Officers, Risk Management and Property were invited.

The meeting was split into 2 parts with the first half covering Asbestos Management. The outcome of the meeting regarding Asbestos Management was:

- Revision and Relaunch of the Asbestos Management Policy.
- Asbestos Management Training for Building Managers supported by written guidance.
- Asbestos Awareness training for Caretakers.
- CHSU to re-audit asbestos management 6 months after launch of the revised policy.

**CHSU/Directorate  
H&S Officers**

The outcome of the meeting regarding Fire Safety was:

- Fire Safety Policy to be launched supported by Fire Safety implementation plan.
- Directorate Health and Safety Officers to work with Building Managers to put in place fire safety arrangements including evacuation arrangements and training (where necessary).
- Property Services to develop a 3 year fire risk assessment action plan.
- CHSU to re-audit fire safety 6 months after the launch of the Fire Safety Policy.

**CHSU/Directorate  
H&S Officers**

## **7. FEEDBACK FROM H&S PROFESSIONALS MEETING**

7.1 CONSTITUTION OF PROFESSIONALS, LIAISON AND COMMITTEE – the group discussed the need for new terms of reference and membership to be drafted.

8.2 DRAFT GUIDANCE – CHSU presented draft guidance on Accident Investigation, Verbal Abuse over the Telephone, Hot Work Permits and Risk Assessment for discussion. As not all Health and Safety Officers had read and commented it was decided to bring the guidance to the next meeting. Verbal Abuse over the Telephone was approved.

8.3 DRAFT CONTRACTORS POLICY – the policy was approved by the Health and Safety Professionals Group.

8.4 MANUAL HANDLING ACTION PLAN – the group discussed the manual handling action plan. There were concerns raised regarding the role and responsibilities of Directorate Health and Safety Officers under the action plan particularly regarding undertaking manual handling

**CHSU**

risk assessments. CHSU agreed to e-mail Rod with their concerns and Directorate Health and Safety Officers were also advised to e-mail Rod with any concerns as to the content of the action plan.

- 8.5 DRAFT CONSULTATION PROCEDURE – The Health and Safety Professionals Group approved the consultation procedure subject to the names of Officers being removed from the document. It was felt that staff turnover would make it difficult to keep up-to-date and posts rather than names would be more appropriate.

**CHSU**

9. **ANY OTHER BUSINESS**

- 9.1 Mini-bus Accident – Barry Miller provided the group with a brief update regarding the recent tragic mini-bus accident. The current police investigation is still ongoing and as a result very little information has been publicly released. Both the mini-bus driver and the owner of the company have been arrested and questioned by the police. The Authority issued a public statement to acknowledge that the driver of the mini-bus involved in the accident didn't hold the appropriate license and that all local authority contracts with the company involved have been cancelled.

- 9.2 Latex Policy – Emma reported that the HSE have commended the Authority on the recently approved Latex Policy. The HSE asked for permission to present the policy to the next WLGA All Wales Corporate Health and Safety Advisers meeting as an example of best practice.

- 9.3 Angela's Last Meeting – The group thanked Angela Wilcox for her hard work and commitment to improving health and safety across the Authority. The group are sorry to lose Angela's expertise but wished her success with her new position at Bridgend Council.

10. **DATE OF NEXT MEETING** – 13th July 2005 2.00-4.00.  
Council Chamber, Pontllanfraith.

**CHSU**