



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN  
ON THURSDAY, 6TH OCTOBER 2005 AT 10.00 A.M.**

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PRESENT:

Councillors:

P. Bevan, J.O. Evans, D. Hardacre (Substitute for Councillor L.R. Rees), A.J. Pritchard, G. Price, and A. Williams (Substitute for Councillor D.T. Wiltshire).

Together with:

S. Delahaye (Head of Public Protection), E. Townsend (Health and Safety Manager), P. James (Health and Safety Officer – Corporate Health and Safety Unit), J. Rowlands (Health and Safety Officer – Environment), T. Phillips (Health and Safety Officer – Corporate Health and Safety Unit), D. Llewellyn (Senior Health and Safety Officer- Social Services), H. Hortop (Occupational Health Nurse), D. Jones (Senior Health and Safety Officer – Education and Leisure) A. Young (Property Division), P. Neale (Health Safety and Welfare Officer), K. Rogers (Senior Health and Safety Officer), R. Ellis (Health and Safety Officer ), T. White (Refuse and Cleansing Officer) P. Griffiths (Senior Health & Safety Officer– Environment)and D. Phillips (Committee Services Officer).

### **Trade Union Representatives**

B. Barrowman, J. Poole, P. Jones and L.V. Horrocks.

### **APOLOGIES**

Apologies for absence were received from Councillors L.R. Rees and D.T. Wiltshire, R. Webb (Director of the Environment), M. Workman (Principal Commercial and Trading Standards Officer), B. Miller (Health and Safety Officer- Education and Leisure Directorate), P. Roberts (Back Care Adviser) and A. Morton (Trade Union Representative).

### **1. CHAIRMAN**

As the Chairman and Vice-Chairman had tendered their apologies it was resolved that Councillor G. Price would be Chairman for the meeting.

### **2. MINUTE SILENCE**

The Chairman referred to the tragic death of Mason Jones, a Deri Primary School pupil, who had recently died from E.Coli. Members and officers stood in silence as a mark of respect.

### **3. MINUTES**

RESOLVED that the following minutes be approved as correct records and signed by the chairman.

Corporate Health and Safety Committee held on 4th July 2005.

#### **(a) Matter Arising – Recent Health and Safety Updates (minute 6, page 2)**

A member raised a question on the progress of work to the reprographic and photocopying areas at Tredomen and was informed that Property Services have been instructed to carry out appropriate filtration works.

### **REPORTS OF OFFICERS**

Consideration was given to the following reports:-

#### **4. Accident Statistics**

The Committee noted a report that provided information in respect of the number and type of industrial accidents, which had occurred to staff of Caerphilly County Borough Council during the period 1st April 2005 to 30th June 2005.

A member raised a concern on the number of accidents reported from the Social Services Directorate in comparison with the other directorates and an officer responded that the directorate has training and risk assessment to attempt to reduce numbers. The numbers may appear to be high but all accidents are reported regardless of whether they result in an injury and also verbal abuse is recorded.

Mrs Townsend, Health and Safety Manager, referred to the procedure of accident investigation which at present can be carried out at various staff levels but this procedure will be tightened up in future so that the cause of the accident can be established and the risk assessment reviewed.

#### **5. Recent HSE Updates**

Consideration was given to an information report that informed the Committee of recent updates in Health and Safety information, advice and guidance.

During discussion of the Health and Safety Commission published national statistics a question was raised on comparisons with other local authorities and Mrs Townsend responded that the authority is presently compared as a service industry and it would be beneficial if there was a local authority comparison.

A member suggested that a year-by-year comparison of the council's statistics would be beneficial.

Mr Delahaye, Head of Public Protection, reported that 2 National Performance Indicators for Health and Safety would be published at the end of the year and would give a comparison with other local authorities.

**6. Revised Corporate Health and Safety Policy**

The report informed the Committee of the revised and redrafted Corporate Health and Safety Policy and a copy was attached as an appendix to the report.

Members discussed and endorsed the document with one amendment:

That the word 'minimum' at 2.3.1 should be deleted.

Subject to this amendment the committee approved the document for implementation across the authority.

**7. Fire Risk Assessment - Update**

Mrs Townsend outlined a report giving the current position on fire risk assessments across the Authority.

A rolling programme of fire risk assessments will be implemented and an external contractor appointed.

The contractor, Monitor, will carry out Fire Risk Assessments on a risk-prioritised basis with high-risk premises being assessed first.

A member raised a question regarding the appointment of an external contractor and Mrs Townsend confirmed that the in house service would not have the capacity or expertise to carry out this work.

Members noted the report.

**8. Glazing – Update**

Members noted a report on the current position regarding glazing safety across the authority.

Glazing surveys will be carried out on a risk-prioritised basis with high-risk premises being assessed first.

All glazing surveys have been completed in the Education/Leisure Directorate and it is anticipated that 75% of remedial works identified in that directorate completed by the end of the financial year.

Members noted the report

**9. Building Managers Health and Safety Training**

Mrs Townsend outlined a report on the preferred option for delivering health and safety training for Building Managers across the Authority.

The Corporate Health and Safety Unit identified that there was a training need for Building Managers managing asbestos and fire safety in premises for which they have responsibility and a temporary part- time Health and Safety Trainer will be appointed for 12 months to cover this training.

A union member raised a question on providing other training for managers and gave two recent examples of concerns regarding a manual worker cutting a power cable and attending

a house to board up late at night and following a serious incident.

Mrs Townsend responded that the allocation of this funding is for specific training across all directorates. This training was identified as necessary and prioritised following Health and Safety Audits. It was acknowledged that there are other training needs across directorates and these need to be addressed within directorates.

However, an officer confirmed that 6 new CAT scans had recently been ordered and the Acting Chairman reported that he would investigate the other issue reported.

The report was noted.

#### **10. Health and Safety Annual Report**

The report provided an overview of the Health and Safety performance of the authority between April 2004 and April 2005. The report outlined corporate management of health and safety, statistical information, partnerships, joint consultation arrangements, occupational health arrangements, key achievements and monitoring, with a conclusion and development plan.

Mrs Hortop, Occupational Health Nurse, reported that the 8th paragraph at section 2 was not correct as some health assessments and screening are provided by her section.

A copy of the Health and Safety Annual Report for 2004-2005 was attached as an appendix to the report

The contents of the report were noted.

#### **11. Health and Safety Audits**

The report informed the Committee of the recent Health and Safety audits carried out by the Corporate Health and Safety Unit.

The corporate Health and Safety Unit commenced auditing in January 2005 with an annual target of 200 audits.

The report was noted

#### **12. Health and Safety Liaison Officer Group**

The committee received and discussed the notes of the Health and Safety liaison Officer Group meeting held on 17th August 2005.

It was reported that another meeting had subsequently taken place on 21st September 2005 when various issues including the revised Draft Terms of Reference for the Liaison Group and the revised Risk Assessment Forms were discussed.

#### **13. Draft Health and Safety Policies – Lone Working, DSE, Contractors, Mobile Phones and Driving**

Mrs Townsend outlined a report giving the latest position regarding the draft policies on Lone Working, Display Screen Equipment, Contractor Selection, Management and Monitoring and Mobile Phones and Driving.

It was reported that the draft policies on Lone Working, Display Screen Equipment and Contractor Selection, Monitoring and Management were approved following a further meeting with the Trade Unions. Mrs Townsend met with Councillor L.R. Rees (Chairman of the Committee) and the policies were approved under special powers of the committee. The policies will now go to Cabinet for final approval.

No agreement could be reached with the Trade Unions on the draft policy for Mobile Phones and Driving. As a result the policy will be subject to a report to Corporate Management Team for them to arbitrate on an approach for the Authority.

The report was noted.

#### **14. Draft Risk Assessment Policy**

The report informed members of the new draft policy on Risk Assessment Policy, a copy of which was attached as an appendix to the report.

The policy is required to ensure that the council meet legal requirements under Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and to prevent any criminal action or civil claims.

It was noted that there had been extensive consultation to this policy and it will now be subject to a Cabinet report prior to becoming an approved Council policy.

#### **ANY OTHER BUSINESS**

#### **15. E.Coli Outbreak**

It was reported that the Police were now involved in the outbreak and all departments will be liaising with them.

All schools are being given as much assistance as possible to help them through this difficult period.

A member inquired if staff were being informed of all developments and it was noted that an e-mail to all users and a report outlining development had been posted on the intranet.

The meeting closed at 11.00 a.m.

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CHAIRMAN