

**HEALTH AND SAFETY LIAISON OFFICER GROUP**  
**NOTES OF MEETING HELD ON 17TH AUGUST 2005**

**PRESENT:** Steve Delahaye (Chairman)  
Mike Workman (Environment)  
Emma Townsend (Environment, CHSU)  
Terry Phillips (Environment, CHSU)  
Karen Rogers (Environment, CHSU)  
Paul James (Environment, CHSU)  
Rhiannon Ellis (Social Services)  
Andrew Young (Environment)  
Phil Griffiths (Environment)  
Paul Neale (Chief Executives)  
Keith Meredith (Chief Executives)  
Debbie Bishop (Environment, Housing)  
Derek Price (Education/Leisure, Parks)  
Paul Roberts (Chief Executives)

**APOLOGIES:** Gareth Porter (Environment)  
Tony White (Environment)  
Lindsay Williams (Chief Executives, Catering and Cleaning Services)  
Denise Llewellyn (Social Services)  
Barry Miller (Education & Leisure)  
Donna Jones (Education & Leisure)  
Dayton Griffiths (Chief Executives)  
Debbie Stamp (Chief Executives)

**ACTION**

1. **NOTES OF LAST MEETING**
- 1.1 Steve Delahaye welcomed Rhiannon Ellis, Health and Safety Officer, Social Services to the group.
- 1.2 Notes of the meeting held on the 13<sup>th</sup> July were revisited for action points and matters arising.
2. **MATTERS ARISING**
- 2.1 **GLAZING** – Steve informed the group that there was a request for clarification on the current position regarding glazing.

The Liaison Group agreed that the current position is that funding has been identified for all glazing surveys to be carried out, however funding of remedial works will need to be met by Directorates. The exception is Education/Leisure who have already secured some funding for remedial works.

**ALL**

Andrew Young informed the group that the glazing contract had not been let (due to annual leave commitments) however it is expected the contract will be let by the end of next week.

**AY**

Following the letting of the contract a meeting will be arranged with Directorate H&S Officers to discuss their role in the process. The glazing surveys are the starting point, and following the surveys, decisions will need to be taken in consultation with the Directorate H&S Officers and the Building Managers, as to how to manage glazing in premises. Options could include boarding up glazed areas, changing activities in certain areas or filming glazing.

**CHSU**

2.2 Union Issues – Emma reported that issues regarding Union consultation on draft policies have now been resolved. A meeting took place with the Unions on 22<sup>nd</sup> July regarding the outstanding policies on DSE, Lone working and Contractor Management and the policies have now received Union approval. A special meeting will now be set up with the Chair of the Corporate Health and Safety Committee to ensure prompt approval of the draft policies. The issue with the Union appeared to be one of understanding and an early meeting with the unions will allow problems to be ironed out at an early stage.

**CHSU**

2.3 HSE Inspection of Refuse/Waste – The group was informed that Mark Williams has been tasked with providing an action plan to the HSE to resolve issues identified during the inspection. Over the next 11 months the HSE will expect to see an improvement against the items identified on the inspection.

**MW**

2.4 Event Safety – There was discussion about the potential liability of the Authority regarding Events Safety and Events Management. Corporate Events are generally well managed and CHSU have recently produced guidance, which is available on the Intranet regarding the H&S considerations of organising events. Concern is primarily around Events which are not organised by CCBC but which take place on CCBC land/premises. It was felt that the number of events not organised by the Authority but which take place on CCBC land/remises has significantly increased. In some cases the Authority is not even informed about the Event until directly before the event takes place. The Liaison Group was clear that the purpose is not to stop events taking place but to ensure they are managed properly with health and safety given due consideration. Such events are often organised through partnership or have elected member involvement. To progress it was agreed that:

- CHSU will send out an e-mail to all users highlighting that H&S needs to be considered when organising events.
- Guidance would be produced setting out CCBC's expectations for events, which take place on CCBC premises, which clearly sets out roles and responsibilities.

**CHSU**

This would be agendered for further discussion at a future meeting.

2.5. Asbestos Training for Building Managers – A meeting has been agendered for September to discuss the scope and content of the training. This will consider whether the training should focus solely on asbestos

|      |   |             |
|------|---|-------------|
|      | management or extend to other building management considerations e.g. glazing and fire safety. The meeting will also discuss the best way of delivering the training to ensure its effective and value for money.   | <b>CHSU</b> |
| 2.6. | Audiometric Testing – Hazel would be asked to provide an update at the next meeting.  | <b>HH</b>   |
| 3.   | <b>DRAFT ASBESTOS POLICY</b>  |             |
| 3.1  | The draft asbestos policy was approved by the H&S Liaison Group.  |             |
|      | Emma agreed to meet with Andrew Young separately to discuss some minor wording issues.  | <b>CHSU</b> |
| 4.   | <b>MANUAL HANDLING PASSPORT UPDATE</b>  |             |
| 4.1. | Paul Roberts informed the group that the procurement of Manual Handling Training is ongoing, however a decision as to the training provider should be made shortly and it is expected the training will closely follow the timescale set out in the action plan sent to the HSE.  | <b>PR</b>   |
| 4.2  | The Manual Handling Policy is in the process of being redrafted and will go to H&S Committee in October. Paul will send the group the current draft of the policy for comment.  | <b>PR</b>   |
| 5.   | <b>DRAFT TERMS OF REFERENCE – HEALTH AND SAFETY LIAISON GROUP</b>   |             |
| 5.1  | There was discussion around the draft terms of reference for H&S Liaison Group. It was acknowledged there is a need to ensure that Managers are adequately represented whilst ensuring numbers remain manageable and the group remains workable. It was decided that the terms of reference would remain flexible and would require Directorates to nominate appropriate Managers to attend meetings; the Managers who attend could vary from meeting to meeting depending on the agenda. A number of changes were agreed to the terms of reference, CHSU will make the changes and recirculate the terms of reference for comment.   | <b>CHSU</b> |
|      | It was recognised that the new terms of reference will need to go to CMT for approval.  | <b>CHSU</b> |
| 6    | <b>RISK ASSESSMENT FORM</b>   |             |
| 6.1  | There was discussion around the new draft risk assessment form. It was agreed that there was a need for a new form to ensure a consistent standard and approach across the Authority and to address concerns with the old form. The introduction of a new risk assessment form would not require managers to replace existing assessment with the new form, instead the new form should be used for new risk assessments. The group discussed the numerous scoring systems used across the Authority and the benefits of using a 3x3, 5x5 or high, medium and low scoring system. It was agreed that CHSU would add in an additional column reflecting whether the risk equated to high, medium or low and would add asbestos to the list of hazardous substances. The new form would then be circulated for introduction across the Authority. | <b>CHSU</b> |

## 7. FEEDBACK FROM H&S PROFESSIONALS MEETING

- 7.1 Feedback was provided on the last H&S Professionals Meeting, which took place on 27th July 2005.

There was a discussion around the parameters for accident investigation. The H&S Professionals agreed parameters, which would set out when Managers, H&S Officer and CHSU should investigate accidents. This will form part of the proposed Accident Investigation Policy.

**CHSU**

There was some debate as to the need for a policy on Accident Investigation or whether guidance was adequate. CHSU felt that currently accidents are inadequately recorded and investigated which could leave the Authority at risk of criminal and civil proceedings. It was agreed to bring the draft accident investigation policy to a future meeting for discussion.

**CHSU**

The H&S Professionals group discussed draft guidance prepared by CHSU on New and Expectant Mothers, Event Safety, Fire Safety Checklists and an update information sheet on changes to the COSHH Regulations. Subject to minor amendments all were approved and are now available on the H&S pages on the Intranet.

**ALL**

## 8. FEEDBACK FROM EXTERNAL MEETINGS/FORUMS

- 8.1 Emma updated the group on the WLGA Corporate H&S Forum, which took place on 15th July. There were discussions around the WLGA Manual Handling Sub-group which was originally a sub-group of the Social Services Forum set up to look at implementation of the All Wales Manual Handling Passport. It was agreed to continue the group but to extend the remit from implementation of the passport to Manual Handling and Musculoskeletal Disorders generally. Attendees would be the Backcare Adviser or equivalent from each Authority. H&S Liaison Group agreed that Paul Roberts should attend on behalf of CCBC and should provide future updates as necessary.

**PR**

Violence and Aggression Passport – there was some discussion around the possibility of Local Authorities adopting the NHS Violence and Aggression Passport, which is structured in a similar way to the All Wales Manual Handling Passport. There were some concerns as to the cost of implementing another passport scheme. Stuart Charles from the HSE would be invited to attend the next WLGA Corporate H&S Forum to brief the group on the proposed Violence and Aggression Passport. CHSU will update the group as more information becomes available.

**CHSU**

The HSE presented on managing latex in the workplace and commended the CCBC Latex policy as one of the best in Wales.

Auditing – Cardiff Council are currently doing work to develop H&S auditing software for Managers and will report back to a future meeting. CHSU will update the group as more information becomes available.

**CHSU**

The WLGA are looking to develop some new health and safety performance indicators in association with the Local Government Data Unit. CHSU will update the group as more information becomes available.

**CHSU**

**9. ANY OTHER BUSINESS**

9.1 Draft Policy on Mobile Phones and Driving – this policy failed to secure Union approval due to the Unions wishing to introduce a higher standard and prohibit the use of all mobile communications including hands-free kits whilst driving. There was a discussion as to the position of the H&S Liaison Group and it was decided to endorse the current draft policy which is in line with legislation and allows hands-free kits if justified by a risk assessment and subject to certain provisions e.g. ensuring the driver can use the equipment safely and keeping calls as short as possible. It was felt that a complete ban on the use of hands-free kits could lead to an increase in the use of hands-held phones when driving. It was agreed to follow the approach adopted by Personnel when unable to agree a policy with the Union and a report setting out both options would be prepared for CMT who would make the final decision as to the approach.

**CHSU**

9.2 Auditing – the group was informed that the CHSU would be sending reports to Directors on the outcome of the audits carried out within their Directorate between April-July 2005. The report will identify audits completed, outstanding action plans and any significant issues.

**CHSU**

9.3 Andrew Young informed the group that Property Services intends to appoint a H&S Technical Officer.

**Property Services**

9.4 Mike updated the group on the current position with the Occupational Health/Accident Reporting software. The contract was awarded however it appears the company who won the contract are unable to meet the standards set out in the tender documentation. As a result the contract has been suspended and alternatives are being actively pursued. The group would be updated at the next H&S Liaison Meeting.

**CHSU**

10. **DATE OF NEXT MEETING** – 21st September 2005 2.00 p.m. - 4.00 p.m. Council Chamber, Pontllanfraith.

**CHSU**