

## HEALTH AND SAFETY LIAISON OFFICER GROUP

### NOTES OF MEETING HELD ON 16TH NOVEMBER 2005

**PRESENT:** Mike Workman (Chair, Environment)  
 Emma Townsend (Environment, CHSU)  
 Paul James (Environment, CHSU)  
 Karen Rogers (Environment, CHSU)  
 Keith Meredith (Chief Executives)  
 Tony White (Environment)  
 Phil Griffiths (Environment)  
 Debbie Bishop (Environment, Housing)  
 Donna Jones (Education & Leisure)  
 John Rowlands (Environment)  
 Philip Griffiths (Environment, Transport Manager)  
 Denise Llewellyn (Social Services)  
 Rhiannon Ellis (Social Services)  
 Terry Phillips (Education & Leisure)  
 Mike Meeson (Environment, Property Division)

**APOLOGIES:** Steve Delahaye (Environment)  
 Paul Neale (Chief Executives)  
 Sally Franks (Chief Executives)  
 Dayton Griffiths (Chief Executives)  
 Derek Price (Education & Leisure)  
 Paul Roberts (Chief Executives)  
 Hazel Hortop (Chief Executives)  
 Steve Porter (Environment)

#### ACTION

#### 1. NOTES OF LAST MEETING

1.1 Notes of the meeting held on the 19<sup>th</sup> October were revisited for action points and matters arising.

1.2 Mike Meeson was welcomed to the group. Mike will be attending as the representative from Property Services and will input and provide regular updates on Property related health and safety issues. Mike will also attend the Corporate Health and Safety Committee.

**MM**

#### 2. MATTERS ARISING

2.1 **GLAZING** – Glazing surveys are ongoing across the Authority. Property Services have agreed to provide CHSU with a monthly list of premises that have received a glazing survey. This information will be forwarded to Directorate Health and Safety Officers enabling remedial action to be taken and audits carried out to ensure compliance.

**Property Services**

**Directorate H&S  
Officers/CHSU**

2.2 **DRAFT POLICIES** – It was reported that there was a delay in policy approval due to ongoing discussions

regarding the need for draft policies to go to the HR Strategy Group for approval. It is anticipated some policies will go to the HR Strategy Group in late November (CHSU are awaiting clarification from Personnel Services). If the HR Strategy Group requires amendments to the draft policies this could lead to significant delays, as it will require further consultation with the Unions. The delay will also affect the programme for policy approval. It was recognised that the consultation process requires amending to take into account the change in the process and a redraft will be circulated shortly for comment.

All

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2.3 **MANUAL HANDLING PASSPORT UPDATE –**

Manual Handling training has commenced and meetings are ongoing between the Directorate Health and Safety Officers, the Backcare Advisor and the training providers to move forward Directorate Manual Handling Action Plans.

Backcare  
Advisor/Directorate  
H&S Officers

2.4 **EUROPEAN HEALTH AND SAFETY WEEK –** the week took place between 24th – 28th October. This year's topic was Noise. Displays were in place in the Civic Centre, Tredomen and Ystrad Fawr. Information was also posted on the Intranet and a global e-mail sent to all employees informing them of the week and giving out relevant information.

2.5 **HEALTH AND SAFETY POSTERS –** the group were shown the new Working at Height poster. This poster was not well received and it was decided to look for a suitable alternative. Several options had already been considered but were discounted due to copyright issues. The next poster to be developed would be a Violence and Aggression Poster to link in with the relaunch of the Incheck System. The aim is to link future posters with policies launches and training initiatives to ensure the maximum impact.

CHSU

2.6 **EVACUATION OF DISABLED PERSONS FROM PREMISES –** the group were informed that guidance on this issue has been sent to the H&S Professionals Group for comment. The group was informed that MONOTOR (the company carrying out Fire Risk Assessments on behalf of the Authority provide advice and assistance in developing evacuation plans as part of the Fire Risk Assessment process) and any guidance needs to link in with this. Guidance is still needed, as under the risk-prioritised programme of fire risk assessment some lower risk premises may not receive a formal fire risk assessment for almost 2 years.

CHSU

2.7 **LONE WORKING –** there was a brief discussion around lone working training. The training required will depend on the risk assessment as factors such as the nature of the job, equipment being used, fitness for

lone working etc must all be considered. Training is only one aspect of controlling the risk and should be used in conjunction with other control measures. In some cases formal violence and aggression training would be required. It was reported that Education and Leisure were using a company called Primus to provide violence/aggression training and the training has been very well received.

**ALL**

### 3. **FIRE RISK ASSESSMENTS – UPDATE AND REASSESSMENTS**

Mike Meeson informed the group that fire risk assessments are ongoing across the Authority. As part of the MONITOR fire risk assessment package Building Managers have to fill in a checklist which depending on the answers may generate the need for a formal reassessment. The package provided by Monitor is a web-based system allowing Managers to update their action plans and manage their fire risk assessment online. It was reported that where Monitor have carried out assessment to date they have been happy to discuss issues and develop solutions.

**Property Services**

Mike Meeson also provided an update on other property related health and safety issues being progressed by Property Services.

Asbestos – re-inspection of asbestos left in-situ have now been completed (subject to a small number of premises where there have been access issues). The 05/06 programme of inspections is on target for completion in May 2006.

Legionella – 95% complete subject to some access issues.

16<sup>th</sup> Edition Electrical Testing – 90% complete. Some ongoing issues regarding the cost of remedial works.

Mike agreed to bring a schedule of all statutory tests to a future meeting. He also pointed out that there are other tests that are good practise but are not a statutory requirement and these may need to be considered.

There was a discussion regarding the holding of records following statutory testing. It was agreed that copies of records should be held on site and by Property Services. This could be a problem in some unmanned sites e.g. pavilions and could also require further consideration for premises which do not have a Manager. There may be a training issue regarding ensuring that staff know where the records are kept and how to access them.

Mike updated the group regarding the new appointment in Property Services. The appointment

will not be of a Health and Safety Officer but a Health and Safety Contracts Officer. This will be a technical role and it will be the responsibility of the new appointment to oversee the management of contracts being dealt with by the Property Services Section.

#### 4. **HEALTH AND SAFETY TRAINING**

4.1 The group were informed that a report on the possible appointment of a part time health and safety trainer on a fixed term contract has been approved by the Corporate Health and Safety Committee. A report has now been submitted to the Corporate Management Team for approval prior to the post being advertised. The role of the trainer would primarily be to deliver premises related health and safety training to Building Managers. This has been highlighted as a key area for improvement following the Asbestos Management and Fire Safety Audits carried out by the Corporate Health and Safety Unit earlier in the year. The training package will be developed by the Corporate Health and Safety Unit together with Directorate Health and Safety Officers and the Property Services Division. **CHSU**

4.2 It is also hoped that the trainer will be able to deliver additional health and safety training across the Authority. This will depend on the capacity of the trainer and risk prioritised training needs. Risk Assessment and Accident Investigation training has already been highlighted as high priority.

4.3 CHSU are planning to develop generic health and safety training packages (in association with Directorate Health and Safety Officers). These packages will cover topics such as Risk Assessment, Accident Investigation and COSHH and will form the basis for Directorate specific training on these topics. These training packages will be available on the Intranet and will ensure a consistency in terms of the content of health and safety training across the Authority. **CHSU**

4.4 It has been recognised that briefings on new policies are needed to ensure that Managers are familiar with their role and responsibilities under the policies. CHSU are working to develop both summary sheets and briefing sessions on new policies. Briefings will be delivered in association with Directorate Health and Safety Officers. The option is currently being explored as to whether the briefing sessions on new health and safety policies can form part of the Management Development Training Programme. **CHSU**

#### 5. **INCIDENTS INVOLVING THE HSE - UPDATE**

5.1 Trinity Fields – Donna provided a brief update of the **DJ**

incident earlier in the year, which involved an autistic child being left behind following a school trip to Barry Island. An internal investigation and a HSE investigation has been carried out and a member of staff disciplined as a result. The HSE supports the actions taken post incident by the school and the Education/Leisure Directorate and has written to both the Director of Education/Leisure and the Chief Executive to confirm that no further action will result following the incident.

- 5.2 Ynys Hywel – Donna provided a brief update on the incident earlier this year involving a young girl with Downs Syndrome going missing from Ynys Hywel. Both the internal investigation and the HSE investigation are ongoing and Donna will report back with more information to a future Health and Safety Liaison Group meeting. **DJ**
- 5.3 Cwrt Rawlin Wall Collapse – Emma provided a brief update on a wall collapse at the Cwrt Rawlin Primary School. The incident took place in July and resulted in 3 contractors being taken to hospital. Both the internal investigation and the HSE investigation are ongoing and a more detailed report will be brought to a future Health and Safety Liaison Group meeting. **CHSU**
- 5.4 It was noted that an e-mail has been sent out to all Directorate Health and Safety Officers for circulation to Managers reminding them of the need to ensure that all accidents/incidents are reporting in accordance with the Accident Reporting Policy and that Directorate H&S Officers should be informed and involved to allow effective investigations. In particular any incident resulting in a HSE investigation should result in the Health and Safety Liaison Group and Corporate Health and Safety Committee being updated. New policies on accident reporting and accident investigation are being developed and will reflect these arrangements. In the interim CHSU will issue a guidance document relating to accident investigation. **ALL**  
**CHSU**
6. **INCHECK UPDATE**
- Paul James provided an update on the Incheck action plan. Work is ongoing in accordance with the action plan and CHSU will be carrying out training for users of the system in January. The relaunch will be publicised through wage slip inserts, an article in Personnel matters, ticker tape and e-mail. **CHSU**
- Paul informed the group that IT are currently working with Intec (the company who provide the system) and considering the introduction of a web-based system. **IT**

The relaunch of the system will be followed up by audits of usage carried out by CHSU to ensure that the system is effectively used across the Authority.

**CHSU**

## **7. FEEDBACK FROM PROFESSIONALS GROUP**

7.1. Most of the issues discussed at H&S Professionals Group had already been discussed at the Liaison Group Meeting. Emma informed the group that: -

- Specsavers would be attending the December Professionals meeting to discuss safety glasses. Procurement has already issued a tender for the provision of safety glasses and CHSU are working with Procurement to ensure that any scheme introduced meets the Authorities needs.
- Accident Reporting – there was a discussion around accident/incident forms not being filled in properly resulting in incomplete information being submitted to the HSE on F2508 forms. An initial e-mail is to be sent out to Managers reminding them of their responsibilities regarding the recording of this information.

## **8. FEEDBACK FROM EXTERNAL GROUPS /FORUMS**

8.1 Paul Roberts attended the launch of the new Corporate Health Standard. The standard is a national quality standard for health, safety and well being in the workplace. CCBC currently holds the silver standard and is due for re-assessment in Spring 2006 and hope to achieve either the gold or platinum standard. It was requested that Hazel Hortop be asked to provide an update on the Corporate Health Standard to the next Liaison Group meeting.

**HH**

## **9. ANY OTHER BUSINESS**

9.1 **E-Coli Update** – the group was informed that initial information from the Cleaning audits has been provided to the Education/Leisure Directorate. Caretaker training is being provided as a result of the audits and is being centrally funded. Plumbing issues were also highlighted as a cause for concern, and work is ongoing to address issues raised during the audits. Education/Leisure are hoping to carry out a further follow up inspection in February with the support of the EHO's and Health and Safety Officers. Denise reported that all Social Services homes had also been visited at the same time as the schools visits and training provided for anyone with Cleaning

**ALL**

responsibilities.

9.2 **Occupational Health/Accident Reporting Software**

– Mike Workman informed the group that due to problems following the contract being awarded to Tempus the contract has been terminated and will now have to go back out to tender. The IT section has indicated that due to workload they will be unable to commit any time to progressing this issue until the New Year. The group expressed concern at this delay. The project has been ongoing for over a year and a system is urgently needed for both health and safety and occupational health purposes.

**ALL**

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

**CHSU**