



CORPORATE HEALTH AND SAFETY COMMITTEE – 12TH APRIL 2006

SUBJECT: CORPORATE HEALTH AND SAFETY GROUP

REPORT BY: DIRECTOR OF THE ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the latest discussions that have taken place in the Corporate Health and Safety Group.

2. SUMMARY

- 2.1 The Corporate Health and Safety Unit is responsible for developing corporate strategies and policies to facilitate the effective management of health and safety across the Authority.
- 2.2 Each Directorate takes responsibility for managing their own health and safety and employs a Senior Health and Safety Officer, and a Health and Safety Officer, to provide advice and support to Managers.
- 2.3 The Corporate Health and Safety Group (formally the, Health and Safety Liaison Group) consists of the Corporate Health and Safety Unit, Directorate Health and Safety Officers and Managers. The Group meets on a monthly basis. The purpose of the group is to ensure consistency of advice and interpretation of legislation, to share information and develop coherent cross directorate strategies, to effectively manage health and safety risks within the Authority.
- 2.4 The notes of a recent meeting, held on 15th March 2005, are attached, as Appendix 1 for your information. The next meeting will take place on 19th April 2006.

3. RECOMMENDATION

- 3.1 That the contents of the report be noted

Author: Karen Rogers, Senior Health and Safety Officer, Ext 3763
Consultees: Steve Delahaye, Head of Public Protection Ext 5316
Mike Workman, Principal Commercial & Trading Standards Officer Ext 5221
Councillor Paul Ford, Cabinet Member
Health and Safety Professionals Group
Health and Safety Liaison Group

CORPORATE HEALTH AND SAFETY GROUP

NOTES OF MEETING HELD ON 15th MARCH 2006

PRESENT: Mike Workman (Chair, Environment)
Andrew Young (Environment, Property Division)
Karen Rogers (Environment, CHSU)
Paul Neale (Chief Executives)
Steven Porter (Environment)
Phil Griffiths (Environment)
Sheryl Andrews (Chief Executives)
Albert Heaney (Social Services)
Tony White (Environment)
Denise Llewellyn (Social Services)
Derek Price (Education & Leisure)
Barry Miller (Education & Leisure)
Heather Griffin (Environment)
Gemma Davies (Chief Executives)

APOLOGIES: Graham Wright (Environment)
Paul James (Environment, CHSU)
Donna Jones (Education & Leisure)
Steve Delahaye (Environment)
Hazel Hortop (Chief Executives)
Dayton Griffiths (Chief Executives)
Sally Franks (Chief Executives)
Paul Roberts (Chief Executives)
Mike Meeson (Environment, Property Division)

ACTION

1. NOTES OF LAST MEETING

1.1 Notes of the meeting held on the 15th February were revisited for accuracy and matters arising.

2. MATTERS ARISING

2.1 CORPORATE HEALTH AND SAFETY TRAINER –

The group was informed that only one individual attended the interviews scheduled for 20th February. Further interviews have been scheduled for 16th March.

2.2 **HEARING TESTS** – The group was informed that the Occupational Health Nurse is not currently available and will be asked to provide an update to the group on her return to work.

**Occupational
Health**

2.3 **H&S POLICY APPROVAL UPDATE** – The group was informed that the meeting planned for the HR Strategy group in March was cancelled. The group were due to review the Corporate H&S policies on violence at work, working from home and mobile phones and driving.

The next scheduled meeting for the HR Strategy Group is the 3rd April, which is after the cut off date of 29th March for reports to be submitted in preparation for the Corporate H&S Committee. Therefore the cancellation of the meeting will potentially impact on the approval process for some H&S policies as they will need to be submitted to July Corporate H&S Committee, three months later than planned.

2.4 **PROPERTY UPDATE, FIRE RISK ASSESSMENTS –**

The group was provided with an updated list as promised last meeting and a meeting has been arranged between CHSU, Property Services and Monitor for 29/03/06. The group were advised that Andrew Williams from Property Services is to receive training from Monitor with regard to the fire risk assessment software. CHSU are to contact property services in order to look at the training provision for H&S Officers and Managers.

CHSU

PAT TESTING – The group was informed that the PAT for Tir-y-Berth depot was being arranged via Tony White and has been scheduled for 20th March. Andrew Young requested one order, from the depot management team, that would cover all offices - Steve Porter is to arrange.

Steve Porter

FIRE EQUIPMENT – The group were informed that the servicing of fire equipment has been scheduled for 17th March.

- 2.5 **CORPORATE H&S COMMITTEE** – The group was informed that the violence at work policy report will be submitted subject to approval by HR strategy Group, the mobile phone and driving policy will be submitted in July. There are no changes to the other reports.

3. **H&S POLICY BRIEFINGS**

- 3.1 The group was informed that the CHSU are currently drafting briefing sessions to cover the Corporate H&S policies on lone working, DSE and contractor selection, management and monitoring. The sessions will cover the corporate policy requirements and provide details specifically related to managers responsibilities. The briefing sessions do not outline directorate and local arrangements that may be in place.

- 3.2 The potential uptake from managers has been promising, with lists being provided or drawn together across all directorates. Rooms have provisionally been booked by CHSU for w/c 24 April and 1st May. CHSU will provide session details to Directorate H&S Officers for them to pass on to managers and arrange attendance.

**CHSU / Directorate
H&S Officers**

4. **MANUAL HANDLING UPDATE**

4.1 Paul Roberts was unable to attend the meeting however he provided an update, which was that there was no change since the last meeting, the training is still ongoing and that the Manual Handling Policy is being considered by various committees as part of the consultation process.

4.2 Questions were raised regarding feed back from the meeting of the manual handling sub group that met on 16th February. It was raised that notes from the meeting have not been received along with copies of the training manuals that were requested by the Directorate H&S Officers. It was also noted that the meeting requested for the end of March has also not been arranged. The group was informed that during the meeting discussions were held around the key trainer roles and responsibilities and the way forward with refresher training. Paul Roberts was asked to provide further clarification on re-training timescales and an outline of costs that could be passed onto managers for budgeting purposes for retraining that would be required during 2007-8.

Paul Roberts

4.3 Concerns were raised by the group that the draft manual handling policy is not readily available for review and that details have not been provided to enable managers to carry out manual handling risk assessments. It was agreed by the group that the CHSU would contact Paul Roberts and ask for an updated copy of the manual handling policy and place a copy onto their intranet site for review. It was also agreed that due to the time elapsed since the last review of the policy by this group that it should be agended for discussion at the next meeting.

CHSU/ Paul Roberts

4.4 Concern was also raised regarding the approval of the policy document and that the HSE re-audit date of January 2007 could occur without an approved policy in place. It was agreed by the group that managers should work to the draft policy in readiness for this inspection. Karen informed the group that the CHSU would be undertaking manual handling audits commencing in July to establish levels of compliance across that authority in readiness for the HSE inspection.

CHSU/ Paul Roberts

4.5 Steve Porter raised the issue that the Building Maintenance DLO still has 120 high-risk individuals to be scheduled for training. He has contacted both the training provider and Paul Roberts and has not received a reply.

5. **E-COLI IN SCHOOLS**

5.1 Re-inspections have been arranged for w/c 3rd April , CHSU and Environmental Health have offered their

Directorate H&S

services, can other officers please confirm their availability to Donna Jones by the end of the week.

- 5.2 CMT have received a report on the remedial actions required following the last inspections, which included a request for Directorate support during the re-inspection process.

6. VIOLENCE AT WORK REGISTER

- 6.1 The group was informed that following the last Corporate H&S group meeting an Incheck sub group meeting as held with a representative from the legal section. Gareth Richards attended to answer some of the questions and concerns around the data protection act and the requirement to inform individuals who are placed onto the register. Gareth will provide feedback to the subgroup on 23rd March.
- 6.2 IT are continuing with their development of a web-based system for read only users. CHSU have provided comments on their initial version and are looking to present the second version to H&S Professionals on 23rd March.
- 6.3 Due to the legal issues and the ongoing development of the web-based system, the proposed re-launch date of April 1st has been postponed. The exact date for re-launch will be determined when the legal issues have been resolved.

7. HSE UPDATE

- 7.1. Mini bus incident – Information was provided to the group informing them that the HSE has interviewed 3 officers with the Authority. Two officers were from Education and Leisure Directorate and one from the Licensing section. The HSE have indicated that there may be a need to interview further individuals.
- 7.2 The HSE are investigation is not only concentrating on the actual incident but is also looking at the contractor selection, monitoring and management. A further update will be provided at the next meeting.

8. FEEDBACK FROM H&S PROFESSIONALS GROUP

- 8.1 A meeting of the H&S Professionals group was held on 8th March. Discussions were held regarding the corporate and directorate H&S induction processes. Information was shared between individuals on content of inductions.
- 8.2 Noise guidance and Vibration guidance documents were reviewed and agreed subject to minor wording changes. These will be available shortly on the CHSU intranet site.

8.3 Discussions were also held regarding the audits that are to be undertaken by CHSU

9 **FEEDBACK FROM EXTERNAL MEETINGS / FORUMS**

9.1 Sheryl Andrew and Denise Llewellyn updated the group on the Flu Pandemic meeting that they attended at St Athan. A working group has been set up within the Authority and meeting have commenced with the local health board. Information is also available regarding bird handling on the intranet.

9.2 The group was updated on the discussions held at the WLGA Corporate forum. Discussions were held regarding the management of contractors, manual handling passport, and auditing. The WLGA has also arranged a seminar on 'transport in schools' for the 19th May, which will be attended by officers from both Education and Leisure Directorate and CHSU.

10 **ANY OTHER BUSINESS**

10.1 Andrew Young informed the group that the pilot ENVAC system for asbestos reports is on line. Feedback was requested within the next month before the system is made live and available to all.

10.2 As this is likely to be Mike's last meeting, he was wished all the best for his retirement and thanked for all his help and support.

12 **DATE OF NEXT MEETING** – Wednesday, April 19th, 2-4 in the Council Chamber Pontllanfraith at 2pm.