

CORPORATE HEALTH AND SAFETY GROUP**NOTES OF MEETING HELD ON 17th MAY 2006**

PRESENT: Steve Delahaye (Chair, Environment)
 Emma Townsend (Environment, CHSU)
 Karen Rogers (Environment, CHSU)
 Fiona Hook-MacKenzie (Environment, CHSU)
 Paul Neale (Chief Executives)
 Phil Griffiths (Environment)
 Terry Phillips (Education/Leisure)
 Derek Price (Education/Leisure)
 Graham Wright (Environment)
 Denise Llewellyn (Social Services)
 Debbie Bishop (Environment, Housing)
 Steve Porter (Environment)
 Hazel Hortop (Chief Executives)
 Sheryl Andrews (Chief Executives)
 Albert Heaney (Social Services)
 Tony White (Environment)

APOLOGIES: Donna Jones (Education & Leisure)
 Paul Roberts (Chief Executives)
 Sally Franks (Chief Executives)

ACTION**1. NOTES OF LAST MEETING**

- 1.1 Notes of the meeting held on the 19th April were revisited for accuracy and matters arising.
- 1.2 Steve introduced Fiona Hook-MacKenzie the new Health and Safety Trainer for the Authority.

2. MATTERS ARISING

- 2.1 There were no matters arising.

3. MANUAL HANDLING

- 3.1 Hazel provided an updated on behalf of Paul Roberts. There have been numerous enquiries regarding key handlers in Directorates and it is the responsibility of Directorates to establish who will be key-handlers and how the system will work in their Directorate. A Manual Handling

**Directorate Health
and Safety Officers**

sub-group has been established to discuss issues arising and the ongoing implementation of the All Wales Manual Handling Passport. With regard to the contracts to provide manual handling training there are some problems in Education/Leisure regarding getting delegates from schools to attend training sessions otherwise the training is progressing well and the contract is on target to complete by January 2007.

There was a discussion around recharging Directorates where delegates fail to attend training sessions without giving notice and the group agreed this in principle. Paul Roberts is in the process of drafting recharge guidelines which be approved by Gareth Hardacre and will also go to CMT for final approval. Albert expressed his concerns regarding the additional cost implications for Social Services.

Paul Roberts

The Manual Handling Policy was confirmed as being on track for approval in October.

Paul Roberts

There was some discussion as to whether the Manual Handling contract is currently on budget. CHSU agreed to meet with Paul Roberts and provide feedback to the next meeting on the Manual Handling contracts and also the Property Services contracts for fire risk assessments, glazing and asbestos surveys.

CHSU

4. AUDIOMETRIC TESTING UPDATE

- 4.1 Hazel confirmed that 120 employees have not yet received audiometric testing. She has experienced difficulty in getting hold of the provider to arrange alternative dates but is hopeful that the testing will be completed shortly.

Hazel Hortop

An interim report is available, however the final report will provide a statistical breakdown by Directorate and issues arising.

Hazel Hortop

It was highlighted that some employees are refusing to attend audiometric testing and definitive guidance is awaited from Personnel as to the implications of this. The feeling of the group was that the employees concerned are failing to meet their obligations under the Health

Personnel Services

and Safety at Work Act 1974 and as such should be subject to disciplinary action.

Hazel agreed to provide a further update at the next meeting.

Hazel Hortop

5. **STRESS**

- 5.1 Stress has been accepted as a module in the Management Development Training. The tendering process is ongoing with A2 being the preferred provider. A stress working group has been set up to oversee the content of the training. It was felt that the training was potentially sensitive and the training should allow managers the opportunity to express their opinions and to influence the content of both the stress policy and the Authorities stress strategy. Allowing Managers to influence the content of the revised policy and strategy will ensure that Managers buy-in to the policy.

**Stress Working Group
(Management Development)**

The stress policy has been redrafted and revised to ensure it is in line with current HSE recommendations and takes into account the stress management standards. The draft policy has also been subject to an Equalities Impact Assessment. The initial draft of the policy will be sent to the H&S Professionals shortly for comment. This policy will receive a wide consultation and will be brought to a future Corporate Health and Safety Group meeting for discussion. The group felt that it was important that managers' views expressed as part of the Management Development training as well as Occupational Health and Health and Safety viewpoints are reflected in the policy.

Hazel Hortop

There was a discussion over whether the stress policy should be a personnel or a health and safety policy. The main concern is that schools have an option regarding the implementation of personnel policies however implementation of health and safety policies is mandatory. The possibility of the policy being badged as a joint personnel and health and safety policy was discussed. It was agreed that this issue requires close working between Occupational Health and Health and Safety.

CHSU/Occupational Health

Hazel updated the group that the contract for

stress counselling is currently out to tender. It is hoped the stress helpline will operate outside of normal office hours to allow easier access for shift workers. The means of referral will remain the same and the service will remain confidential. There was discussion as to the effectiveness of the service and feedback provided from those who access the service. Currently all feedback comes via the service provider however Hazel agreed to consider the feedback process and whether it would be more appropriate for feedback to come via Occupational Health. There was also discussion as to the statistical information provided by the service provider, this is currently patchy however improved feedback whilst respecting the need for confidentiality would be provided as part of the new contract. It was agreed that information of feedback and trends regarding stress would be useful for Managers.

Hazel Hortop

A meeting has been arranged between Occupational Health and CHSU to ensure joint working on this issue. It was agreed to agenda this item for the next Corporate Health and Safety Group.

CHSU/Occupational Health

6. CORPORATE H&S TRAINING – BUILDING MANAGERS

- 6.1 The group was informed that Fiona is in the process of developing the Building Managers training package. Directorate Health and Safety Officers and Property Services will have the opportunity to comment and influence the content of the training. A Building Managers handbook is also being prepared to support the training. It is anticipated the first training session will take place on 13th June and Directorate Health and Safety Officers are required to provide CHSU with names of those requiring the training.

CHSU

There was a discussion around whether the training should be mandatory. The group agreed that they would recommend that CMT support making this training compulsory as the training covers areas where CCBC have faced previous enforcement action e.g. asbestos and

CHSU

glazing.

7. **HYGIENE INSPECTIONS IN SCHOOLS**

- 7.1. All follow-up hygiene inspection on schools have now been completed and it was reported that there was a significant improvement in standards between the first and second inspections. A letter will now be sent to all schools reflecting their position and giving them specific advice based on the findings of their inspection. Some ongoing issues remain where the inspections identified works requiring major funding.

**Education/Leisure
Directorate**

Social Services reported that they have also completed follow-up hygiene inspections on all homes and were satisfied with the outcome.

In light of the forthcoming e-coli investigation and recent e-coli cases in Merthyr it was agreed to keep Hygiene on the agenda for future meetings.

CHSU

8. **SUN SAFETY POSTER**

- 8.1 The new safety poster was circulated to group members. The poster is based on one issued by the Corporate Safety Unit but has been updated to reflect the bi-lingual requirements. 500 posters have been ordered and should be available shortly for widespread distribution. Guidance is in the process of being developed.

CHSU

9 **H&S COMMITTEE REPORTS**

- 9.1 The group agreed the following reports would be presented to July's Corporate Health and Safety Committee: -

- Violence at Work – presentation and report
- Quarterly accident statistics
- Note of Corporate Health and Safety Group
- Health and Safety Audits
- Policy Briefing Update
- Mobile Phones and Driving Policy
- Working from Home Policy (subject to agreement by HR Strategy Group in June)

CHSU

- Young Persons and Work Experience Policy (subject to agreement by HR Strategy Group in June)
- CHSU Annual Report

It was also agreed at the Health and Safety Professionals Group that Directorate Health and Safety Officers would be required to submit an annual report on their performance to the Corporate Health and Safety Committee. Education/Leisure would commence by providing a report to the July meeting.

Directorate Health and Safety Officers

9.2 It was recognised that the terms of reference and membership of the Corporate Health and Safety Committee require reviewing. The objective is to make Corporate Health and Safety Committee more interactive with more questions and involvement. The introduction of presentations has been positively received and it is hoped the review will lead to a more proactive committee.

CHSU

10 PROPERTY SERVICES UPDATE – FIRE RISK ASSESSMENT, GLAZING AND ASBESTOS

10.1 The group expressed concern that nobody from Property Services was present to provide an update.

Property Services

10.2 It was requested that Property Services provide a written update on the above issues which will be circulated to all group members.

Property Services

10.3 It was highlighted that some Directorate Health and Safety Officers were still not receiving copies of completed glazing and asbestos surveys. Due to the high priority of these issues it was agreed that all completed reports should be sent out as soon as possible, allowing any issues to be progressed. CHSU agreed to follow up with Property Services.

CHSU

11 HSE UPDATE

11.1 Karen informed the group that there had been a recent fatality on the cycle track at Cwmcarn. The incident involved a cyclist who fell 20ft down an embankment, this took place on land which is owned by the Forestry Commission but

jointly managed by the Council. The HSE conducted an accident investigation and made minor recommendations regarding improving signage. The HSE recognised the inherently risky nature of such activities and the need for sensible risk management. The outcome of the investigation is being shared across the Council to ensure that any recommendations are implemented on any cycle trailed owned or managed by the Council.

CHSU

11.2 Sian Clayton, HSE Inspector had indicated she intends to visit the Authority before September to follow up on last year's waste/refuse inspection.

11.3 Sian Clayton, HSE Inspector will also be visiting the Authority to carry out a school transport inspection. This inspection is part of the HSE's priority programme and had previously been postponed due to HSE's involvement in CCBC incidents e.g. Ynys Hywel and Minibus accident.

11.4 The HSE investigation involving the Minibus accident is ongoing.

11.5 The HSE investigation involving the Cwrt Rawlin wall collapse is ongoing however the HSE have indicated their report should be complete by the end of the month.

11.6 Sian Clayton, HSE Inspector will attend October's Corporate Health and Safety Committee to give an overview of the HSE's expectations regarding Local Authorities health and safety performance.

12 **FEEDBACK FROM H&S PROFESSIONALS GROUP**

12.1 The group were informed that the Contractors guidance and the latex policy have now been updated with the most current versions posted on the Intranet.

CHSU

12.2 The Health and Safety Professionals agreed changes to the asbestos log book. A meeting has been arranged to ensure that Property Services have the opportunity to input and comment.

CHSU

- 12.3 Information was provided on CCBC's Careline System which is being trialled as a lone workers system. Health and Safety Officers were invited to submit areas wishing to participate in the trial. The system appears to be a cost effective solution that could form part of the risk control measures for a lone worker. Feedback on the trial will be provided to a future meeting.

CHSU

13 FEEDBACK FROM EXTERNAL MEETINGS/FORUMS

- 13.1 Hazel provided the group with an update from the All Wales Occupational Health Forum. The Occupational Health Forum has produced a guidance document setting out the criteria for Occupational Health in local authority. The document covers issues such as the function of occupational health, supervision and confidentiality and also links to key health strategies such as Health Challenge Wales, Better Health Better Wales and the Corporate Health Standard. This document will go to the HR Strategy group.

Hazel Hortop

The Occupational Health forum is now working on transfer of occupational health records between local authorities and the standardisation of health surveillance forms.

14 ANY OTHER BUSINESS

- 14.1 The group were informed that the health and safety statistics show a significant increase in the number of major injuries per 1,000 employees. This figure has previously been recorded as a statutory performance indicator (it is no longer a statutory indicator). The rate for April 2005 – April 2006 was 0.933 major accidents per 1,000 employees compared to a target of 0.358. It was noted that the figures reflect a relatively small number of accident (8) therefore any increase has a significant effect on targets. Each major injury is being investigated to consider root causes and ensure any action points are addressed. CHSU are seeking information on major accident rates from other Welsh Local Authorities allowing us to benchmark performance.

CHSU

DATE OF NEXT MEETING – Wednesday,
June 21st, 2-4 in the Conference Room,
Pontllanfraith at 2pm.