

**CORPORATE HEALTH AND SAFETY GROUP**

**NOTES OF MEETING HELD ON 16<sup>th</sup> August 2006**

**PRESENT:** Steve Delahaye (Chair, Environment)  
 Emma Townsend (Environment, CHSU)  
 Karen Rogers (Environment, CHSU)  
 Phil Griffiths (Environment)  
 Graham Wright (Environment)  
 Steve Porter (Environment, Building Maintenance DLO)  
 Gareth Richards (Environment, NCS)  
 Paul Roberts (Chief Executives)  
 Paul Neale (Chief Executives)  
 Andrew Williams (Environment)  
 Hazel Hortop (Chief Executives)  
 Debbie Bishop (Environment)  
 Derek Price (Education/Leisure)  
 Tony White (Environment)  
 Rhiannon Ellis (Social Services)

**APOLOGIES:** Albert Heaney (Social Services)  
 Dayton Griffiths (Chief Executives, Risk Management)  
 Denise Llewellyn (Social Services)  
 Mike Meeson (Environment, Property Services)

**ACTION**

**1. NOTES OF LAST MEETING**

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

**2. MATTERS ARISING**

2.1 Andrew Williams pointed out that he was present at the last meeting representing Property Services and not Andrew Young. Emma agreed to amend the note accordingly.

**ET**

2.2 Hazel provided an update on the requirement for employees to attend health surveillance. The personnel viewpoint is that this would class as a reasonable request from the employer therefore failure to attend should result in disciplinary action. Personnel were awaiting clarification of wording from Legal Services. It was agreed that this should be reflected in the draft Noise at Work Policy.

**Personnel**

**CHSU**

2.3 Rhiannon informed the group that Social Services in fact receive their Fire Risk Assessments from Property Services and not

**ET**

Assessments from Property Services and not direct from Monitor. Emma agreed to amend the note accordingly.

- 2.4 Steve has discussed with Gareth the need for Personnel Policies with H&S implication to be brought to this group for consultation. The issue is being progressed.

3. **HYGIENE INSPECTIONS IN SCHOOLS**

- 3.1 There were no new points arising. Remedial work is being undertaken where necessary.

**Education/Leisure**

4. **HEALTH AND SAFETY BUDGETS**

- 4.1 CMT have allocated a budget of £500,000 annually for Corporate Health and Safety issues. Following previous discussions at the Corporate Health and Safety Group the budget for 2005/2006 and 2006/2007 was allocated.

Discussions took place at the Health and Safety Professionals Group as to how this money should be spent for the next financial year. A corporate training facility was a common suggestion. Directorate Health and Safety Officers requested more time to consider priorities within their Directorates.

**Directorate Health and Safety Officers**

It was agreed that the money should target major corporate initiatives as Directorate specific initiatives should be funded by Directorates. This group will make recommendations as to how the money should be spent and this will form the basis of a report to CMT.

**ALL**

It was agreed that Officers would consider budget allocation and it would be agendaed for discussion at a future meeting.

5. **PROPERTY SERVICES UPDATES – FIRE RISK ASSESSMENT, GLAZING AND ASBESTOS**

- 5.1 Asbestos – the 3<sup>rd</sup> set of asbestos revisits to identify any changes from previous years are due to commence in September. The visits will be carried out on a geographical basis and it is anticipated they will be completed by the end of March 2007.

**Property Services**

Information on the 2<sup>nd</sup> set of visits undertaken is available on the ENVACS system.

It was confirmed that where the Contractor engaged to carry out the surveys identifies any issues they will be brought to the attention on Property Services who will investigate and action together with the Directorate Health and Safety Officers. As in previous years Property Services will send hard copies of the completed reports to the Directorate Health and Safety Officers for distribution to Building Managers.

- 5.2 There was an enquiry as to the development of the Property Services procedure setting out clear standards with regard to timescales and ensuring everybody is aware of what will be delivered and when. Andrew reported that this is still in development. Andrew also requested that he attends the next Health and Safety Professionals Meeting to ensure there was clarification on what information Health and Safety Officers require from Property Services to enable them to assist Managers in ensuring these issues are effectively managed and monitored. It was agreed that Emma would invite Andrew to the next meeting.
- Property Services**
- ET**
- 5.3 Glazing – the group were informed that Glazing surveys were now completed and hard copies were being sent to Directorate Health and Safety Officers. Property Services are able to send this information out via e-mail and it was requested that it was sent to all H&S Officers including CHSU. Directorate H&S Officers were also asked to review the glazing surveys to check for any anomalies/premises missed out and inform Property Services where necessary.
- Property Services**
- 5.4 Fire Risk Assessment – Andrew reported there have been some concerns regarding Monitor following a notice in the Western Mail stating that their creditors were reviewing them. Following enquiries it appears this is a financial practise and the company will be rebranded as 'RiskMonitor.' This will have no impact on service delivery. Andrew is liaising with Legal Services to ensure there are no legal/contractual issues as a result.
- Property Services**
- 5.5 Andrew reported the contract for fire risk assessments is 85% completed. Emma agreed to write out to Directorate Health and Safety Officers requiring them to submit the names of those requiring training on the online fire risk assessment system. It was requested that names be submitted
- ET**

as soon as possible.

- 5.6 Directorate Health and Safety Officers were reminded that as Monitor are still working on the contract for the Authority they will provide free advice and support in terms of ensuring compliance with the recommendations identified in the fire risk assessments. When the contract ends the access to the free advice will also end.
- Directorate Health and Safety Officers**

- 5.7 Andrew has arranged a meeting with Monitor following them writing to the Chief Executive expressing concerns and will report back to the next meeting. It was agreed that CHSU would be invited to this meeting. Emma has also contacted South Wales Fire and Rescue Service to arrange a meeting to discuss the CCBC approach to Fire Risk Assessment.
- Property Services**
- CHSU**

- 5.8 Andrew updated the group that the Health and Safety Post in Property Services has now closed and shortlisting will take place as soon as possible.
- Property Services**

## 6. **MANUAL HANDLING**

- 6.1 Steve reported that he met with Gareth Hardacre as a result of concerns raised at the last meeting. It was decided to transfer responsibility for implementation of the All Wales Manual Handling Passport from Occupational Health to the Corporate Health and Safety Unit. A report will be submitted to CMT seeking approval for the transfer and outlining the reasons. A date for transfer of responsibility has not get been agreed however a meeting is planned between Paul Roberts and CHSU next week to discuss operational requirements. Following transfer of responsibilities Paul would concentrate on providing clinics in line with the changing priorities and additional pressures placed on Occupational Health however would still play a part in the Manual Handling sub-group and provide ongoing clinical expertise. It was acknowledged that the transfer would put additional pressure on CHSU at a time when resources are already stretched. It was recognised that:
- PR/CHSU**

- clarification is still required on the

contracts for provision of manual handling training

- there is an existing risk assessment gap which needs to be addressed prior to the programmed HSE inspection
- the Manual Handling Sub-group will provide a lead on manual handling issues
- there is a need to respond to the initial gaps in current arrangements and also to address the longer term approach to Manual Handling.

## 7. **STRESS**

7.1. Hazel informed the group that only one Health and Safety Officer was not sent a copy of the initial draft policy and this has now been rectified.

7.2 There are currently 2 groups working on Stress across the Authority, a group dealing with the Management Development Programme and a group dealing with the policy draft. Once the draft policy has been approved it will go out for general consultation and will be brought to this group as part of the consultation process.

**HH**

7.2 In terms of the Counselling Service the contract has not yet been let. It is anticipated that a demo from the potential providers will be arranged shortly. Hazel informed the group that the current budget allocation for counselling services is likely to be inadequate to meet the organisational needs.

**Procurement**

7.3 Steve informed the group of a pilot in the Environment Directorate involving the HSE's Stress Management Standards. Employees are being asked to fill in a questionnaire; this will be followed by externally facilitated Stress Working Groups and result in the production of an action plan to tackle the Stress issues within the section. Further feedback would be provided to a future meeting.

**SD**

## 8. **HSE UPDATE**

- 8.1 The group were informed that the HSE have informed the Authority of their intention to serve an improvement notice on Refuse/Recycling following a recent re-inspection. The notice relates to the provision of route risk assessments. An initial HSE inspection in 2005 identified the need for route risk assessments, which have since been produced. The HSE consider however that the risk assessments are not suitable and sufficient and as a result have chosen to issue a notice. There was discussion around the fact that no other Authority has in place route risk assessments containing the level of detail required by the HSE. It was felt that we should use the issuing of the notice as an opportunity to review our arrangements for dealing with the outcome of programmed inspections. CHSU are currently working on a procedure for actioning and sharing information following programme inspections and one learning point could be to invite the enforcing authority back to discuss actions 6 months after the initial inspection. It was acknowledged that the notice would have cross Directorate implications. Mark Williams has been informed of the procedure requiring the setting up of a working group to action the recommendations of the notice and to consider implications across all Directorates.
- CHSU**
- Mark Williams**
- 8.2 Work is ongoing to action the Improvement notice issued around the mini-bus fatality. A cross-Directorate meeting took place on 19<sup>th</sup> July to consider the implications of the notice and requirements. A further meeting is programmed for 5<sup>th</sup> October.
- Education/Leisure**
- 8.2 There was no update in the Cwrt Rawlin incident.
- 9 VIOLENCE AT WORK RELAUNCH**
- 9.1 The relaunch commenced on 14<sup>th</sup> August with wageslip inserts, ticker tape, an article on the Intranet and Management Briefing Sessions.
- All**
- 9.2 CHSU have run 5 Management Briefing sessions to date, with 59 Managers briefed. Attendance has been excellent with 89% of those programmed to attend turning up. 7 further sessions are scheduled.
- CHSU**

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| 9.3  | It was noted that Social Services have made attendance at the sessions compulsory for their Managers, which may result in further sessions being required.   | <b>CHSU</b>   |
| 9.4  | CHSU informed the group that there might be a need for them to limit the number of Management Briefing Sessions per Directorate for future policies. This is as the sessions have proved popular however are very resource intensive and CHSU have a number of other projects e.g. Building Managers Training, Manual Handling Passport which will also be resource intensive. CHSU are also likely to have a staff resource issue due to a recent resignation and leave commitments in September and October. CHSU will ensure that materials are passed to Directorate Health and Safety Officers allowing them to deliver additional sessions within their Directorate where necessary. | <b>CHSU</b><br><br><b>Directorate H&amp;S Officer</b> |
| 10   | <b>FEEDBACK FROM H&amp;S PROFESSIONALS GROUP</b>   |   |
| 10.1 | The Noise at Work Policy was approved subject to a few minor amendments. The policy would now go for Union Consultation and would also be brought to this group.   | <b>CHSU</b>   |
| 11.2 | Guidance on heat stress was approved and has now been placed on the Intranet.  | <b>ALL</b>  |
| 11.3 | There was a discussion around the terms of reference and membership of Health and Safety Committee. It was felt there was a need for more Management attendance and member involvement. It was decided a report was go to October's Committee to allow further discussion.   | <b>CHSU</b>   |
| 11.4 | Guidance on Child Car Seats was approved and is now on the Intranet. It was noted that there would be a change of law from 18 <sup>th</sup> September 2006.  | <b>ALL</b>  |
| 11.5 | There was a discussion around the Improvement Notice issued on Ynys Hywel earlier this year and cross-Directorate implications. The notice required a premises specific health and safety policy setting out arrangements and responsibilities for the centre. Education/Leisure produced a policy to comply with the notice, this has been amended to make generic and sent out to Health and Safety Officers for cross-Directorate use.  | <b>ALL</b>  |

12 **FEEDBACK FROM EXTERNAL MEETINGS/FORUMS**

12.1 There was no feedback from external meetings/forums to report.

13. **ANY OTHER BUSINESS**

13.1 Emma informed the group that Andrew Powell, H&S Officer in CHSU would be leaving at the end of the month. Although Andrew was not present his hard work was acknowledged.

**CHSU**

14.2 The group were also informed that a Health and Safety Trainer has now been appointed. There is no start date as yet.

15. **DATE OF NEXT MEETING** – Wednesday, September 27<sup>th</sup>, 2-4 in the Council Chamber, Pontllanfraith at 2pm.

**ALL**