

**CORPORATE HEALTH AND SAFETY GROUP**

**NOTES OF MEETING HELD ON 22<sup>nd</sup> NOVEMBER 2006**

**PRESENT:** Steve Delahaye (Chair, Environment)  
Emma Townsend (Environment, CHSU)  
Paul Neale (Chief Executives)  
Tony White (Environment)  
Denise Llewellyn (Social Services)  
Andrew Young (Environment, Property Services)  
Karen Rogers (Environment, CHSU)  
Graham Wright (Environment)  
Hazel Hortop (Chief Executives)  
Phil Griffiths (Environment)

**Apologies:** Derek Price, Parks (Education/Leisure)  
Steve Howells (Social Services)

**ACTION**

**1. NOTES OF LAST MEETING**

1.1 Notes of the meeting held on the 26<sup>th</sup> October were revisited for accuracy and matters arising.

It was noted that Karen Rogers, Graham Wright and Hazel Hortop appeared on the present and the apologies lists. They were all present at the last meeting. It was agreed to amend the note.

It was confirmed that 5.3 made reference to the glazing surveys

Denise informed the group that Adrian Williams has been appointed to the post of Assistant Director, Resourcing and Performance. He will take up post in January and should be added to the circulation list.

**2. MATTERS ARISING**

2.1 The training away day has been scheduled for 25<sup>th</sup> January 2006. Invites have been sent to those who attend the Corporate Health and Safety Group. Jayne Haile will facilitate the day.

During this day the group will look at the Authority's Health and Safety training needs, how these should be prioritised, the method and delivery of health and safety training within the Authority, budget and resource implications.

- 2.2 Following the fire incident at Castle View Care Home, smoking arrangements are being reviewed within Sheltered Housing to ensure that a similar incident does not occur.

### 3. **HYGIENE INSPECTIONS IN SCHOOLS**

- 3.1 The group were informed that the Hygiene inspections within schools were ongoing with 2-3 schools left to receive an inspection. These will be completed before the end of the year. Donna Jones informed the group that there are some issues with the low level, low cost remedial works that have not been carried out by some schools. Donna is meeting with the Director of Education to look to resolve this issue.

**Donna Jones**

It was agreed to take this item off the agenda for future meetings unless there is specific new information/items for discussion however Donna would provide updates at future meetings as required.

It was emphasised that if there was any practical help or assistance required on this issue, Education only had to ask.

### 4. **HEALTH AND SAFETY BUDGETS**

- 4.1 The group were informed that a further meeting to discuss potential budget allocation has been scheduled for 4<sup>th</sup> December. The aim is to provide proposals to the Corporate Health and Safety Group in February so that a CMT report can be submitted prior to April.

**CHSU**

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

- 5.1 Fire Risk Assessments – Andrew Young informed the group that only 20 names have been received rather than the 120 noted. It was discussed that Social Services have minimal

**Directorate H&S  
Officers**

need and the Education and Leisure are using their Fire Officers to provide an overview of the system during the Fire Risk Assessment Training. Therefore requirements for training will only come from the Chief Executives and Environment Directorate. It was agreed that Directorate Health and Safety Officers would chase for a response within their Directorates and provide names to Property by the end of next week.

Property was asked to provide an update on the completion of the Fire Risk Assessments, as the monthly reports from Risk Monitor are no longer being received. It was raised that there are still considerable time lags before some Directorate Health and Safety Officers receive the completed reports from Property Services. This is causing concern and difficulty when disseminating this information to the Building Managers. It was discussed that if it is expected to take up to 9 weeks to get the report from Monitor to the building Manager then the reference to a 90 day notice should be extended. It was highlighted that there are workload issues within Property that is causing a delay in getting the cost schedules together.

It was suggested that Property Division pass on the fire risk assessments to Directorate Health and Safety Officers as soon as possible with a covering letter to explain that cost schedules will be provided directly to the Building Manager at a later date.

Andrew Young also highlighted that it is likely that the fire risk assessment project will go over budget by £20K.

- 5.2 Asbestos – The Property Division have recently received 80 asbestos surveys that will be passed out to Directorate Health and Safety Officers this week. Discussions took place regarding the fact that this is the first delivery of the 2006/07 inspections. It was agreed that Andrew Young would discuss delivery times with the contractor to prevent stockpiling.

**Andrew Young**

Work has been ongoing within the Authority following the receipt of an HSE circular with

regard to the possibility of Asbestos Containing Materials within CLASP constructed classrooms. Current indications are that there are 3 affected schools out of a possible 25.

- 5.3 Glazing – Electronic surveys have been sent to all Directorate Health and Safety Officers. Andrew Young has received hard copies this week and will provide these to Directorate Health and Safety Officers for dissemination to Building Managers.

**Property Division &  
Directorate H&S  
Officers**

Discussions were held on the fact that the surveys are not easy to follow. It was advised that the contractor could be called onto site to go through the survey with the Building Managers as part of the contract. It was agreed that before re-surveys take place the format of the reports need to be reviewed to ensure that they are easier to understand and follow.

- 5.4 Property Services Protocol – A draft copy of the Protocol was not provided as agreed at the last meeting. The Group was informed that a meeting to discuss the draft protocol had taken place between Property and Corporate H&S following the last meeting. Concern was raised that the protocol has still not been produced, as Property Services are key players in improving health and safety standards across the Authority. It was agreed that a document outlining Property's role, responsibilities and expectations is urgently need and that a draft protocol be produced for consideration at the next meeting.

**Property Division**

- 5.5 Health and Safety Officers access to the shared drive with statutory testing records – Details have been provided to Property of those requiring access, no other update available.

**Property Division**

- 5.6 CDM Compliance – Emma updated the group that she had received information from Mike Meeson. The update explained that the report was being re-drafted and had raised 3 main areas of concern. One of these was with regards to the formal handover from clients of their responsibility under client/ agent agreements. It was noted that this does not seem to happen on a formal basis when clients

appoint Property to act on their behalf, therefore should anything go wrong the client would still be held legally responsible.

It was agreed that when the final report is received that Mike Meeson be invited to attend the group to provide an update. Also as other areas within the Authority undertake CDM works it was agreed that these areas should be invited to attend this update to ensure that learning points are incorporated across the Authority.

**Property Division**

There was a discussion about the potential benefits of top slicing budgets to ensure statutory health and safety inspections are carried out on a periodic basis. It was agreed to invite Stuart Bates to the next meeting to discuss.

## 6. **MANUAL HANDLING**

6.1 The group were informed a report with regards to the formal handover of responsibility for Manual Handling was due to go to CMT this week. This has been delayed until 7<sup>th</sup> December and Steve Delahaye has been asked to attend.

**CHSU**

6.2 Manual Handling Sub group - A meeting of the subgroup was held on 21<sup>st</sup> November. Various items were discussed including the new manual handling forms, terms of reference and membership of the group, HSE inspection. The Directorate Health and Safety Officers were asked to consider their ongoing training needs within their directorates and how this need is going to be addressed.

**CHSU**

It was agreed to attach the note of the meeting to those for the Corporate Health and Safety Group.

6.3 Discussions were held with regards to the train the trainer course. It was clarified that this course will not only enable individuals to become a trainer, but also to undertake manual handling risk assessments and to supervise and monitor manual handling activities. It was discussed that some resistance has been

**All**

experienced due to people taking on extra responsibilities with regards to Manual Handling. It was agreed that those who have completed the training need help and support from Managers and Health and Safety Officers to ensure that they complete manual handling risk assessments. It is essential this is carried out as the planned HSE inspection will focus on manual handling risk assessments, monitoring and equipment.

## **7 H&S MANAGEMENT POLICY BRIEFINGS**

- 7.1 The group was informed that Health and Safety Policy Briefings for Managers have been ongoing since April.

12 Sessions were held covering the H&S Policies on Lone working, Display Screen Equipment and Contractor Management. 158 managers attended.

16 sessions have been held on the Violence at Work Policy and Register. To date 182 managers have attended with one further session scheduled for 29<sup>th</sup> November.

Briefing sessions are being planned to cover the H&S policies on Working from Home, Mobile Phones and Driving and The Control Of Substances Hazardous to Health (COSHH) these are scheduled for January.

## **8 OCCUPATIONAL HEALTH / ACCIDENT REPORTING SYSTEM**

- 8.1 The group were informed that work is ongoing to configure the new system by both Occupational Health and Health and Safety Officers. The First Occupational Health configuration demo is due in December.

A considerable amount of work is required to configure the accident reporting and investigation system, this is ongoing with the plan to go live with both parts of the system on April 1<sup>st</sup>. The accident investigation system will be reviewed 6 months after implementation with regards to expanding the inputting of accidents

from Health and Safety Officers to Managers.

The system works closely with The HR system Trent and imports personnel information over. This will enable reporting from HR, Occupational Health and Health and Safety to follow similar formats.

## 9 HSE UPDATE

- 9.1 Refuse/Recycling Improvement Notice – a further meeting of the working group had taken place this week. The HSE will be approached at the beginning of next month to request an extension for the improvement notice until the end of June 2007. By the end of November 50-60 route risk assessments will have been completed for the refuse collection activities. There are approximately 60 other routes to assess across green waste collection, recycling and farm collections.

**Environment  
Directorate**

The area has currently 2 people undertaking these assessments on a full time basis in order to comply with the notice. A report will be submitted to the Corporate H&S Group in January to update of progress.

A meeting has been scheduled for January to review progress and to pass out information to other directorates so that they can action any common learning points. This has arranged to take place prior to the Corporate Health and Safety Group meeting and Directorate Officers were asked to ensure that the applicable Officers from their Directorate attend.

**Directorate H&S  
Officers**

- 9.2 Hafordrynys Minibus Accident Improvement Notice – An additional meeting of the working group took place last Friday and the Authority is on target to meet the requirement of the improvement notice. Bleddyn Hopkins is sending a response to the HSE. It is envisaged that the work carried out within Caerphilly will be rolled out nationally and used as best practice.

**Education/Leisure  
Directorate**

- 9.3 Planned Inspection of Schools Transport Management – A report has been received from the HSE, and a report has been sent to CMT

**Education/Leisure  
Directorate**

which will shortly go to cabinet regarding the improvement required and the associated resource implications. It is proposed to appoint a project manager on a two year fixed contract to co-ordinate school transport management issues. A response will be provided to the HSE.

- 9.4 Cwrt Rawlin Wall Collapse – A brief update has been provided by Property Services, which indicated that the contractor had not followed his method of works and hence this caused the wall to collapse. Property has asked the HSE for comments on any learning points for the Authority. It was agreed that Property would provide an update when a response is received.

## **Property Division**

- 9.5 HSE Meeting – A meeting has taken place between the HSE Inspector, Steve Delahaye and Emma Townsend. Discussions were held regarding the Policy framework of the Authority and it was made clear that Caerphilly would be progressing the policy route, as were other Local Authorities. Discussions were also held over the HSE enforcement policy and the need for consistency between Local Authorities. The HSE inspector reiterated the need for Managers within the organisation to own health and Safety and to Manager H&S as they do other aspects of their work. It was emphasised that Managers should Manage H&S and the H&S Officers should provide advice and support. Discussions were also held regarding how H&S should be integrated into the authorities actions and decision-making process.

## **10 FEEDBACK FROM H&S PROFESSIONALS GROUP**

- 10.1 Meeting of the Health and Safety Professionals group was held on 15<sup>th</sup> November 2006 the following items were discussed:

Property Division and the concern over the time between the surveys being carried out for Fire, asbestos, glazing etc and receipt of the documentation

The Asbestos policy was reviewed and changes agreed. Guidance on LOLER, LEV and Legionella was agreed.



Discussion occurred regarding the Building Managers Handbook and the Building Managers Training. The Building Managers Training is scheduled to commence on 7<sup>th</sup> December. Discussions took place regarding the Corporate Health Standard. It was agreed that Corporate H&S Unit would provide information on H&S for the submission document and Corporate Evidence. Directorate H&S Officers agreed to provide lists of evidence to the Corporate H&S unit, with the evidence documents as required to be submitted prior to Christmas. This will enable the Corporate H&S Unit to provide all Documentation to Occupational Health by 5<sup>th</sup> January as requested.

**11 FEEDBACK FROM EXTERNAL MEETINGS/FORUMS**

11.1 No feedback to be given as Social Services Forum was cancelled.

**12 ANY OTHER BUSINESS**

12.1 Discussions were held regarding the Smoking Ban and potential implications with the Authorities Buildings.

**13 DATE OF NEXT MEETING** – Thursday 14<sup>th</sup> December, 2 o'clock in the Council Chamber, Pontllanfraith.

**ALL**