



CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH APRIL 2007

SUBJECT: CEFN FFOREST PROHIBITION NOTICE

REPORT BY: DIRECTOR OF ENVIRONMENT – PROPERTY DIVISION

1. PURPOSE OF REPORT

- 1.1 To inform Members of a recent Prohibition Notice, issued by the HSE following roof works at Cefn Fforest Leisure Centre, and to report on agreed actions.

2. SUMMARY

- 2.1 The HSE served a Prohibition Notice on the Authority on the 16th January 2007, following work, by an appointed contractor, on a flat, single storey, roof at Cefn Fforest Leisure Centre without edge protection in place. A Prohibition Notice was also served upon the roofing contractor – Rhondda Asphalt Company.
- 2.2 Property Division acted as the client's agent on this particular reactive maintenance request, instructing Rhondda Asphalt to attend site on the 12th January 2007. Unfortunately it was not possible to engage the 'in-house' contractor (DLO) as they had finished operations for the day. Due to the adverse weather conditions, the appointed contractor was unable to attend that afternoon. The client was advised and it was decided to wait for a clear spell of weather and return to action a repair. The contractor duly returned on the 16th January 2007. As the work was of a short duration and not within 2 metres of the working edge, they perceived that edge protection was not required. The contractor's decision to proceed on the above basis was not acceptable to the HSE Officer who was using the Centres facilities at that time and thus the Prohibition Notice was served.
- 2.3 There followed a meeting on the 12th February 2007, between officers of the HSE, Corporate and Directorate Health & Safety Units and Property Division. The HSE identified a number of key issues that required addressing by the Authority, specifically:
- Improve the vetting of 'selected contractors'
 - Obtain method statements for contracted works
 - Improve management of contractors at local premises
 - Monitoring of contracts
 - Revise and update the Policy for the Management of Contractors.

Specific reference was made to items 1 – 4 inclusive; these should not await the revision of the policy to be implemented.

Following the meeting, the HSE decided not to take formal action but wrote to the Chief Executive, outlining the issues and their expectations.

- 2.4 As a result of the Prohibition Notice the council invoked its formal procedure whereby a cross Directorate Working Group has been established to ensure that appropriate actions are taken corporately to address the HSE concerns. This Working Group is chaired by Stuart Bates (Chief Property Officer) who has prepared a timetable and action plan to deal with issues identified by the HSE. The Group met on the 27th March 2007 and in a well-debated meeting, applied specific timescales to the prepared 'Action Plan'. The Group are due to reconvene on the 1st of May 2007.
- 2.5 Property Services is updating and reviewing its database of all contractors and service providers it engages on the Authorities behalf. This process has involved requesting that approximately 90 companies provide details on:
- Health and Safety Policies
 - Risk Assessments
 - Method Statements
 - Reported Accidents
 - Employee Training
 - COSHH Assessments
 - Insurance Cover
- 2.6 To date there has been a positive response and vetting will commence in conjunction with Corporate Health and Safety assistance.
- 2.7 It must be noted that a number of other service areas have also adopted Property Divisions initiative and will be writing formally to their contractors/suppliers.
- 2.8 Property Divisions actions will continue to operate outside of the 'Working Group' but performance and progress will be reported at each subsequent meeting.

3. RECOMMENDATION

- 3.1 That the content of this report be noted.

Author: Andrew J Williams, Client Manager, ext 5554
Consultees: Emma Townsend, Corporate Health and Safety Manager, ext 3708
Stuart Bates, Chief Property Officer, ext 5532
Phil Griffiths, Senior Health and Safety Officer, ext 3765
Michael Meeson, Building Consultancy Manager, ext 5573