

**CORPORATE HEALTH AND SAFETY GROUP**

**NOTES OF MEETING HELD ON 15<sup>th</sup> MARCH 2007**

**PRESENT:** Steve Delahaye (Chair, Environment)  
 Emma Townsend (Environment, CHSU)  
 Karen Rogers (Environment, CHSU)  
 Donna Jones (Education/Leisure)  
 Denise Llewellyn (Social Services)  
 Phil Griffiths (Environment)  
 Steve Porter (Environment)  
 Lisa Rogers (Environment, Property Services)  
 Paul Neale (Chief Executives)  
 Gareth Richards (Environment, NCS)

Apologies: Tony White (Environment)  
 Sally Franks (Chief Executives)  
 Graham Wright (Environment)  
 Debbie Bishop (Environment)  
 Derek Price (Education/Leisure, Parks)

**ACTION**

**1. NOTES OF LAST MEETING**

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

**2. MATTERS ARISING**

2.1 There was discussion around attendance at Corporate H&S Group. It was felt that this meeting was not given sufficient priority and that group members should review their commitments and ensure they give attendance at this meeting a high priority.

**All**

2.2 There was a brief discussion about the new No Smoking Policy. The policy has gone out as a Health and Safety Policy in schools. It was noted that there was very little health and safety involvement or input into the policy. It was noted that Personnel had faced tight deadlines due to the late publication of the Regulations. Initial discussion have taken place with Personnel around the need for more joint working, the policy is due to be reviewed in 6 months and will be subject to full H&S consultation with the view to implementing as a joint policy.

**Personnel**

2.3 It was noted that the Stress at Work Policy has been sent out for initial consultation and will be brought to a

**All**

future meeting once approved by the H&S Professionals Group.

- 2.4 Donna was congratulated on their Design and Technology H&S package that won national accreditation from IOSH. An article on this success appeared in a recent issue of Edlines. **All**
- 2.5 Further information was provided regarding the provision of information to the Fire Service. The group were informed that Risk Monitor produced CAD plans specifically for the Fire Services as part of the recent CCBC/Fire Services launch. It was also noted that the Fire Brigade is likely in the future to ask for information on presence of asbestos in CCBC premises allowing them to risk assess the situation and put in place controls to protect the firefighters. **All**
3. **ASBESTOS POLICY REVIEW AND ACTION PLAN**
- 3.1 The group were informed that H&S Professionals agreed not to reissue the revised Asbestos Policy. This is due to recent improvement notices issued on Cardiff, Newport and the Vale of Glamorgan Councils requiring premises specific Asbestos Management Plans. CHSU are liaising with those Authorities affected to ensure that the revised policy incorporates any HSE recommendations regarding Asbestos Management Plans. This is a change of approach from the HSE who have previously accepted an asbestos register supported by a good policy as sufficient to effectively manage asbestos. CHSU will clarify HSE expectations and amend the policy and practise accordingly. **CHSU**
- 3.2 Cardiff Council have also been issued with an improvement notice placing a requirement on them to provide information on ACM's to those liable to disturb them e.g. council tenants. A meeting has been arranged to explore how best to progress this in Caerphilly. It is recognised that a slow, carefully thought out approach is necessary involving full consultation and avoiding panic and public concern. A further update will be provided to the next meeting. **CHSU**
- 3.3 The group were informed that some domestic dwellings had not received an asbestos survey to cover communal areas. This is a clear gap and is being addressed as priority. It is possible the cost of these additional surveys will need to be **PG/AY**  
**CHSU**

of these additional surveys will need to be included in next year's budget submission.

#### 4. **REMEDIAL WORKS FOLLOWING STATUTORY TESTING**

4.1 This issue had been discussed at H&S Professionals Group. It was felt that top slicing budgets for completion of works was not an option as Managers often would not have sufficient budget to progress works. There was an agreed need for all Directorates to monitor and report on outstanding high-risk statutory works allowing risk prioritised action plans to be developed and the risks to be effectively managed

4.2 The current position is that Education/Leisure monitor outstanding high-risk work and report to DMT, Social Services also report through Facilities to DMT. No reporting is done in other directorates meaning that it is the sole responsibility of the Building Manager to progress issues and Management Team are not made aware of high-priority issues which may require additional funding to address.

4.3 Property Services agreed they would provide information to Directorate Health and Safety Officers on high-priority works identified following 16<sup>th</sup> edition electrical testing. Directorate Officers would have a clear picture of issues requiring progressing when they have access to the statutory maintenance spreadsheets for their Directorate.

**Property Services**

4.3 It was agreed that Directorate Officers would monitor outstanding high-risk works and submit reports to their Directorate Management Teams as required.

**Directorate H&S Officers**

#### 5. **HEALTH AND SAFETY BUDGETS**

5.1 A copy of the updated budget submission had been sent out in advance of the meeting. It was highlighted that some detailed information was needed to support/justify some submission and that this information must be provided before the submission can be forwarded to CMT. The submission is likely to go with the note of this

**All**

meeting so timescales are tight.

- 5.2 It was agreed CHSU would prepare a brief covering sheet to go to CMT to support the budget submission. This would cover that money had been made available in previous years, how the money was spent last year and health and safety training needs. **CHSU**
- 5.3 A report summarising the findings of the training away day had been sent out to group members in advance of the meeting. It was agreed this report would not go to CMT but would remain as background information to support the budget items on training, this would allow CMT to request additional information if necessary. **All**
6. **PROPERTY SERVICES UPDATE – FIRE RISK ASSESSMENT, ASBESTOS & GLAZING**
- 6.1 Fire Risk Assessments – no update. Property Services have received 25 names of those requiring training on the online system. Donna highlighted a problem with accessing the CAD drawings online, as Building Managers do not have the necessary software. This is a potential issue as without the correct software those trained will be unable to link to the plans. It was requested that Property Services progress what access is required and any associated cost. **Property Services**
- 6.2 Glazing – all surveys have been completed. Directorate Officers were asked to inform Property Services ASAP if there are any premises in their Directorate, which had not received a glazing survey. Property Services noted they have experience some difficulties with Transformation Cymru, the company engaged to carry out the surveys. It was noted that Transformation did not receive building plans, which made completing a good survey difficult. It is essential that Directorate Officers work with Building Managers to ensure the work identified as necessary following the glazing surveys and risk assessments is completed. **Directorate H&S Officers**
- 6.3 Asbestos – all re-surveys for this year have now been completed with the exception of 9 outstanding school reports. Most updated surveys have now been distributed. **Property Services**

## **7 ACCIDENT REPORTING SYSTEM – UPDATE AND FORM**

- 7.1 Karen provided a brief update on the introduction of the new Accident Reporting System. All key users have now received training on the system and the system is currently being trialled across all Directorates and will go live on 2<sup>nd</sup> April. Work is ongoing with Warwick to progress any system issues prior to the launch.
- All**  
**CHSU**
- 7.2 The new system will be supported by a new form split into 2 parts covering all reporting and investigation. The level of investigation required will depend on the severity of the incident. A guidance document is being produced to support the new form and briefing sessions will also be provided. Work is also ongoing with IT to enable the form to be filled in electronically. The new form will be rolled out through an e-mail to all Directors and Heads of Service, ticker tape and briefing sessions.
- CHSU**
- 7.3 The new system will allow greatly improved reporting on accident statistics. This will allow identification of trends and risk based targeting of health and safety resources. We will also be able to measure our performance against the HSE's Revitalising Health and Safety Agenda.
- CHSU**

## **8 MANUAL HANDLING**

- 8.1 Emma provided a brief update. The policy is currently out for consultation and any comments should be forwarded as soon as possible. Union consultation on the policy has been arranged for the end of March and it is hoped the policy will go to Corporate Health and Safety Committee in April.
- All**
- 8.2 A Manual Handling Sub-Group meeting is scheduled for 21<sup>st</sup> March. No date has been confirmed for the HSE inspection as yet.
- CHSU**

## **10 HSE UPDATE**

10.1 Refuse/Recycling Improvement Notice – work on the notice is ongoing and progressing well. The HSE have approved the format for route risk assessments and the date for ensuring compliance with the notice has been extended until June 2007.

**Environment  
Refuse/Recycling**

10.2 Hafordrynys Minibus Accident – the HSE have conformed they are happy with work to comply with the notice and as a result the notice has now been lifted. This item will now be removed from the agenda.

10.3 School Transport Inspection – Sian Clayton has recently visited the Authority to discuss progress against her recommendations. A strategy has been agreed and an action plan developed to progress issues. 130 staff have been trained by Education/Leisure to carry out traffic risk assessments and Sian has indicated she is happy with progress to date.

**Education/Leisure**

10.4 Cefn Fforest Leisure Centre Prohibition Notice – an action plan has been developed and work is in progress to action the recommendations made by the HSE. A cross Directorate working group meeting is planned for March 27<sup>th</sup> to discuss and to share best practise.

**Property Services**

10.5 The HSE recently visited Social Services to follow-up on documentation relating to an accident when an elderly gentleman fell from a shower chair. The HSE were principally concerned with documentation and made recommendations regarding the need to review OT assessments to ensure there has been no changes which may affect the validity of the assessments, this issue is now being progressed. The HSE were happy with the approach adopted regarding the key handlers in the work place who can monitor and supervise manual handling practise. The HSE closed their investigation and will report back to the Care Standards Inspectorate Wales.

**Social Services**

10.6 The group were informed that the HSE are undergoing a review meaning that Sian Clayton will no longer be the HSE Inspector covering Caerphilly CBC. A meeting is planned for March

30<sup>th</sup> where they will plan workload and allocated responsibilities for 2007/08. Following this meeting it is expected that we will be allocated a new inspector and will be provided with clarification on planned inspection for the coming year.

## 12 FEEDBACK FROM H&S PROFESSIONALS GROUP

12.1 Emma provided a brief overview of the issues discussed which included:

- Asbestos Policy and Plan
- Top slicing budgets
- Budgets
- Manual handling
- Accident report and investigation form

**All**

The next meeting is scheduled for April 4<sup>th</sup>.

**CHSU**

## 13 FEEDBACK FROM EXTERNAL MEETINGS/FORUMS

13.1 A brief update of the recent WLGA Corporate H&S Forum was provided. Issues discussed included:

- The provision of profiling beds where people have to be moved in bed.
- Asbestos Management, 4 practical guidance notes to be provided by the HSE setting out what they expect.
- The Role of Occupational Health Services in Local Authorities, guidance prepared by the Occupational Health Forum was discussed
- Stress part of HSE work programme
- Legionella guidance document from HSE, possible regional legionella workshops
- Review of WLGA H&S forums meaning the Social Services and Occupational Health Forums will cease to exist as most of the issues are dealt with at the Corporate forum
- A meeting took place with representatives from the 3 Welsh Fire Authorities to outline concerns regarding fire risk assessments and the need for consistency.

A copy of the minutes will be sent out to all H&S

**All**

Officers when they become available.

14 **ANY OTHER BUSINESS**

- 14.2 The group were informed that a new H&S Officer has been appointed in CHSU and it is hoped he will be in post shortly.

**CHSU**

CHSU have also appointed an admin Officer to support the implementation of the passport and training delivery. This is a one year fixed term contract.

- 15 **DATE OF NEXT MEETING** – Thursday 19<sup>th</sup> April, 2 o'clock in the Council Chamber, Pontllanfraith.

**ALL**