

CORPORATE HEALTH AND SAFETY GROUP

NOTES OF MEETING HELD ON 21st JUNE 2007

PRESENT: Steve Delahaye (Chair, Environment)
 Emma Townsend (Environment, CHSU)
 Karen Rogers (Environment, CHSU)
 Phil Griffiths (Environment)
 Lisa Rogers (Property Services, Environment)
 Adrian Williams (Social Services)
 Rhiannon Ellis (Social Services)
 Keith Meredith (Chief Executives)
 Paul Neale (Chief Executives)
 Donna Jones (Education/Leisure)
 Ian Martin (Emergency Planning, Chief Executives)
 Andrew Williams (Property Services, Environment)

Apologies: Graham Wright (Environment)
 Dayton Griffiths (Chief Executives)
 Derek Price (Education/Leisure, Parks)
 Andrew Williams (Environment, Property Services)
 Brian Williams (Education/Leisure, Parks)
 Cheryl Andrews (Emergency Planning, Chief Executives)

ACTION

1. NOTES OF LAST MEETING

- 1.1 Notes of the meeting held on the 23rd May were revisited for accuracy and matters arising.

2. MATTERS ARISING

- 2.1 Stress – Steve expressed concern about the policy and the Authority's Stress Management approach. It was requested that Hazel be asked to bring a situation report to the next meeting including an action plan with dates and consultation arrangements.

HH

3. ASBESTOS MANAGEMENT

- 3.1 Asbestos Management in council houses. A second draft of the leaflet has been prepared. Housing need to prepare arrangements setting out the management strategy as a matter of

Housing

urgency e.g. number of house types to be surveyed, details of how the information will be recorded and communicated. A meeting is planned on Monday to progress. The approach and documentation will be agreed with Steve Lewis.

- 3.2 A draft of the Asbestos Management Plan has been sent out for initial consultation. The approach and documentation will be agreed with Steve Lewis prior to roll out. This will include discussion on how to deal with specific premises such as schools.

CHSU

- 3.3 Following a quality issue regarding an asbestos survey at a school it has been agreed that Property Services will arrange for 10 premises to be resurveyed as a quality check. This will include a cross-section of buildings.

Property Services

- 3.4 Andrew reported that surveys of communal areas of premises e.g. flats will commence next week. Housing plan to write out to those who will be affected by the surveys.

Property Services

Housing

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

- 4.1 Fire Risk Assessments – there was a query regarding the training on the online fire risk assessment software that Property Services agreed to provide. Information would be provided to the next meeting on numbers and timescales.

Property Services

Property Services were also asked to confirm at the next meeting whether the re-assessments of high-risk premises that are centrally funded has commenced as yet. This is part of a 5-year proposal for re-assessment of fire risk assessments submitted by RiskMonitor. Initial funding is only for one year although funding for future years will be included in the future budget submissions. As the first year is part of a 5-year proposal with only 1 year

Property Services

initially committed, Property Services were asked to check with RiskMonitor whether this would impact on cost.

4.2 Glazing Safety – Andrew and Emma have met to discuss concerns raised by Andrew regarding: -

- The comprehensiveness of the glazing surveys
- Whether glazing surveys are leading to Building Managers carrying out glazing risk assessments and arranging filming where necessary.

It was agreed that Andrew would arrange for a quality check of 10 premises initially to identify whether the glazing surveys are up to standard. Education/Leisure have experienced some problems with the action codes on the glazing surveys.

Property Services

In terms of Building Managers progressing the surveys this is clearly set out in CHSU guidance and is covered by the Building Managers training which is compulsory for all those who control/manage premises. CHSU agreed to send out the guidance and a reminder to Building Managers.

Building Managers

CHSU

CHSU are carrying out glazing audits as part of their audit programme and ensuring details are included on DMT reports where surveys have not been actioned. More frequent information can be provided if required. In addition Directorate Health and Safety Officers receive copies of all audit reports. CHSU will keep glazing safety high on their priority list for auditing.

CHSU

In addition to the legal requirement under the Workplace (Health, Safety and Welfare) Regulations 1992 glazing safety can also be an issue on terms of Occupiers Liability. This is particularly relevant for skylights and working at height. Skylights have already been

highlighted as an issue as they were not included in the initial assessment and funding has been identified in this year budget to progress.

Glazing safety remains an area of HSE priority and there is a need to ensure this is being properly addressed across the Authority.

4.3 Asbestos – discussed as a stand-alone item.

5. **LEGIONELLA**

5.1 Emma provided a brief overview of the current position regarding legionella management across the Authority. A copy of a report outlining the position is due to go to Corporate Health and Safety Committee on 11th Jul, see appendix 1.

5.2 A significant existing gap relates to the completion of actions identified as necessary following the legionella risk assessment. These actions are premises specific and can involve actions such as weekly temperature checks. There is a need to ensure somebody is trained to complete these action and that a record is maintained of any checks undertaken.

All

5.3 There was a discussion around the cost of remedial works following the completion of legionella risk assessments of premises that have not had an assessment. It was pointed out that this was a further priority and would need time and money to ensure we are fully in compliance with the HSE's Approved Code of Practice on Legionella Management.

All

6 **VAW STATS**

6.1 Karen provided a breakdown of usage of the Violence at Work Database. The system shows that an average of 127 searches are carried out daily by an average of 17 users. 900 users have access to the system and 624 have

- access to the system and 634 have logged into the system since the relaunch. This identifies a significant number of users who have never accessed the system. It was identified there remains an access issue in schools which is part of a bigger IT issue. Emma agreed to follow up with Neil Rich. **ET**
- 6.2 It was requested that more detailed statistics be produced to allow Directorates to establish which areas are using the database and to identify possible gaps. This information can be obtained and has been requested from IT. IT are currently unable to allocate a timescale to providing this information at the moment as they are concentrating on the move to Tredomen and Penallta House. Adrian emphasised that violence at work is a high-risk and this information **IT**
- 6.3 There was a discussion around 17 users on average accessing daily. Without a more detailed breakdown it is impossible to discuss whether the system is being used properly. Directorates can set up access to enable one person to run all searches for a number of areas which may explain the relatively low number of users accessing daily.
- 6.4 It was agreed to agenda for discussion at a future meeting when a more detailed statistical breakdown is available. **CHSU**
- 7 MANUAL HANDLING UPDATE**
- 7.1 Cabinet agreed the draft Manual Handling Policy on 19th June. A copy of the policy will be circulated to all Directors and Heads of Services early next week. **All**
- 7.2 Management Policy briefings on the new Manual Handling Policy have commenced with 96 Managers briefed to date. 2 further sessions are planned. **CHSU**
- 7.3 Work is ongoing through the Manual Handling Sub-group to progress the

framework agreement for the provision of manual handling training.

CHSU

8 HSE UPDATE

- 8.1 Cefn Fforest Prohibition Notice – A further meeting of the working group chaired by Stuart Bates is due to meet on July 13th. Steve Lewis, HSE Inspector will attend to clarify his expectations. Actions from the last meeting required Directorate H&S Officers to scope the way and means for engaging contractors within their Directorates. The policy is delayed subject to the restructure in Property Services as this could affect roles and responsibilities.

All

In addition to the Corporate Working Group a Directorate Working Group is progressing the issues within the Environment Directorate. There is a clear issue regarding the competency of individuals specifying contracts. The client has clear responsibilities under health and safety law and under the Construction Design and Management Regulations 2007 if applicable. A major problem is that the client often lacks the necessary expertise and does not engage the correct expertise to specify and manage contract works safely. Ideally all tendering would go via Procurement and all Technical work via Property Services. They would prevent clients letting contracts without the correct health and safety checks in place.

Environment Directorate

This is an Authority wide issue and needs to be considered as part of the current restructuring. Following the next meeting of the Working Group it may be necessary to submit a report to CMT outlining the issues and possible corporate solutions.

- 8.2 Refuse/Recycling Improvement Notice – sample route risk assessments have been sent to Steve Lewis. Work is going well and the notice will be complied with in the agreed timescale.

Refuse/Recycling

8.3 School Transport Management – work is on target to meet the recommendations made by the HSE following the schools transport inspection. A twice yearly focus group involving Highways has been set up to discuss approach and to review progress.

9 FEEDBACK FROM H&S PROFESSIONALS GROUP

9.1 Issues discussed included:

- Asbestos Training course
- VAW protocol and letter
- Accident Investigation
- Provision of Prescription Safety Glasses
- Legionella
- Vibration

10 FEEDBACK FROM EXTERNAL MEETINGS/FORUMS

10.1 Emma provided a brief update on the recent WLGA Corporate Health and Safety Forum.

- HSE to provide a list of which areas are covering which areas and work programme for 2007/08
- HSE concerned with Violence and Aggression whilst transporting services users in Social Services after a number of reportable incidents. This could also be applicable to Education. Violence at Work now to be included in HSE's inspection programme.
- Manual Handling. Reduced HSE target of 50% of LA's to be subject to a Manual Handling inspection in 2007/08. Profiling beds are considered by the HSE as a manual handling aid where there is a need for handling in bed. HSE expect to see a plan and intend to write to all Local Authorities.
- National Performance Measures – WLGA working group to look at

All

PI's and management information.

- 10.2 Education/Leisure reported they are reviewing the processing regarding transport requests and developing processes to deal with the health and safety risks in a sympathetic manner. **Education/Leisure**
- 11 **ANY OTHER BUSINESS**
- 11.1 Donna informed the group of a recent issue in a school involving the removal of a partition wall attached to a ceiling containing asbestos. A full investigation has been carried in conjunction with the HSE and the issue is currently dealt with. **Education/Leisure**
- 11.2 Andrew reminded everybody that artex is still a significant risk regarding asbestos management. Although this work no longer requires a license the HSE guidance must still be followed and suitable precaution taken. Also type 2 surveys have limitation in that are non destructive and give no indication of what may be behind panels etc. All work affecting the fabric of the building needs to be properly managed and controlled to avoid any potential asbestos exposure. **All**
- 11.3 Donna informed the group of work being done in Education/Leisure to develop a caretakers handbook and a half-day workshop for caretakers. Workshops are planned for August/September and Directorate Health and Safety Officers will be able to take advantage of any spare places.
- 11.4 The group were informed that Education/Leisure intend to appoint a Manual Handling Trainer/Assessor for people handling. The individual appointed will be required to hold an Occupational Therapist qualification. The role will enable Education/Leisure to address the lack of OT assessment and Manual Handling Assessment in Education/Leisure. The appointed individual will also provide Manual

Handling training for school transport contractors.

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| 11.5 | Steve informed the group that the transfer of the Corporate Health and Safety Unit to Corporate Services would take place shortly. At this time Steve will cease to chair the meeting and Gareth Hardacre will take over the chair. Steve was thanked for his hard work and commitment to improving health and safety standards across the Authority. | All |
| 12 | DATE OF NEXT MEETING – Thursday
19 th July, 2 o'clock in the Council Chamber, Pontllanfraith. | All |



CORPORATE SAFETY COMMITTEE – 11th JULY 2007

SUBJECT: LEGIONELLA COMPLIANCE

REPORT BY: DIRECTOR OF THE ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the Authority's position regarding Legionella Management and compliance with the approved code of practice on Legionella Management known as L8.

2. SUMMARY

- 2.1 Current activities to ensure the risks associated with legionella in premises owned or occupied by Caerphilly County Borough Council are organised through the Property Division. Typically Building Managers engage the Property Division to carry out a legionella risk assessment including water testing and cleaning. This service level agreement for legionella compliance has been taken up by approximately 70% of clients across the Authority. The Property Division have in place 2 contracts for this work.
- 2.2 The gap in these arrangements relate to the coverage of the contacts as 30% of clients have either made alternative arrangements or have no arrangements in place to ensure the risks associated with legionella are effectively managed.
- 2.3 There is also a gap regarding works identified as necessary following the legionella risk assessments. In rare instances Building Managers would not commission the work identified as necessary following the legionella risk assessment and this was not flagged up or monitored across the Authority.
- 2.4 The final gap in arrangements relates to the requirement for testing which fell outside the scope of the contract e.g. weekly/monthly water temperature tests. This was typically identified by the legionella risk assessment and in most cases not followed up by the Building Manager.

- 2.5 The existing contracts for legionella management are in the process of being updated and renewed and it is expected that 3 companies will be appointed to carry out legionella risk assessments and testing across the Authority.
- 2.6 The Property Division will ensure that all premises of which they are aware has a legionella risk assessment, cleansing/disinfection and schematic diagrams as required under L8. Although this will still fall under the service level agreement, the Property Division will ensure that this work is done in all cases. There will be no option to make alternative arrangements.
- 2.7 The Property Division are responsible for ensuring suitable Contractors are selected to carry out legionella management in accordance with legal requirements and L8 guidance. The Property Division will also ensure that the work of the Contractors appointed is monitored and quality checked and will flag up any issues promptly.
- 2.8 CHSU has met with the Property Division to discuss arrangements for ensuring the Authority is effectively managing legionella. The Property Division are committed to ensuring that details of Building Managers who do not commission remedial works as required under the legionella assessments are notified to Directorate Health and Safety Officers and CHSU. This will enable monitor processes to be introduced and Directorate Management Teams to be informed of any risk areas. The Property Division are developing a written procedure to ensure this happens in all cases.
- 2.9 There remains a gap regarding additional testing identified as necessary under the legionella risk assessment. This will vary depending on the premises but may include weekly water temperature checks, monthly checks etc. Each Directorate will need to consider how they intend to address the shortfall. To date Education/Leisure are piloting an automated system in the Cwrt Rawlin Primary School and Social Services have requested costs from Property Services for these tests to be carried out by an external contractor.
- 2.10 Sheltered Housing does not come under the Legionella contracts managed by Property Services. The housing service has a separate contract managed by Housing Technical section. The original Contractor has however recently gone out of business and Housing Technical have made alternative arrangements for another contractor to continue the contract. The previous contract in place was L8 compliant with legionella risk assessments carried out, water testing, cleansing/disinfection and schematic drawings. The contract also covered additional testing identified by the legionella risk assessment e.g. weekly/monthly temperature checks. To date no remedial work has been identified as necessary following the legionella risk assessments however any works that are required would be arranged immediately by Housing Technical. Housing Technical have systems in place to ensure that the work of the Contractor appointed is monitored and quality checked and will attend to any issues promptly.
- 2.11 Legionella risk and it's management is covered by the Corporate Health and Safety Unit as part of the mandatory Building Managers Health and Safety Training day. This provides Building Managers with an understanding of the risks and their responsibilities. Auditing on legionella management will also be carried out by the Corporate Health and Safety Unit as part of their annual work programme and reports on shortfalls will be provided to Directorate Management Teams as necessary.

3. RECOMMENDATION

3.1 That the contents of the report be noted.

Author: Emma Townsend, Health and Safety Manager, Ext 3708
Consultees: Steve Delahaye, Head of Public Protection Ext 5316
Councillor David Poole, Cabinet Member