



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, DYFFRYN HOUSE ON WEDNESDAY, 11TH JULY 2007 AT 10.00 AM**

---

---

**PRESENT:**

Councillor D.T. Wiltshire - Chairman

**Councillors:**

P.J. Bevan, G.R. Price, J O Evans, A J Pritchard

**Together with:**

S. Delahaye (Head of Public Protection), E. Townsend (Health and Safety Manager), K. Rogers (Senior Health and Safety Officer), K. Meredith (Health and Safety Welfare Officer), P. Neale (Health and Safety Welfare Officer), D. Jones (Senior Health and Safety Officer), G Lever (Health and Safety Support Assistant), T. Phillips (Health and Safety Officer), P. James (Health and Safety Officer), R Ellis (Health and Safety Officer), P Griffiths (Senior Health and Safety Officer), P James (Health and Safety Officer), D Griffiths (Insurance and Risk Manager), T. White (Refuse and Cleaning Officer), and G George (Committee Services Manager).

Trade Union Representative: B Barrowman (GMB). P. Jones (Amicus).

### **APOLOGIES**

Apologies for absence were received from Councillor L.R. Rees. A. Morton (UNISON) G Hardacre (Head of People Management) Ms A Stevens (ASCL), H. Hortop (Occupational Health Nurse), A. Young (Property Division).

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the beginning or during the meeting.

### **2. MINUTES**

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 18th April 2007 be approved as a correct record and signed by the chairman.

Arising therefrom Occupational Health Forum – min 6.

The Committee were concerned at the delay in reporting this item and asked that every effort be made to bring it forward to the next meeting in October.

### **3. EMPLOYERS LIABILITY CLAIMS**

The Chairman welcomed Mr Dayton Griffiths, the Councils Insurance and Risk Manager to the meeting to give a presentation on Employers Liability Claims. He gave an overall county borough view and did not deal with specific claims.

He stated that because of the Limitation Period being three following an incident resulting in personal injury and for diseases three years following diagnosis his section saw claims well after the event. He how claims were categorised by cause description, injury description, and mentioned claim handling standards and the Claim Handling Charter. He stressed the importance managers carrying out good quality risk assessments that could be used in a defence possible future claims. As a result of efficiencies and other measures the section had been able to contribute very substantial sums back into the authority. Claim numbers had reduced from 58 in 2000 to 19 in 2006 and the authority was foremost in Wales for its procedures in dealing with claims both genuine and spurious.

The Chairman thanked him for the informative presentation.

### **4. PROPOSED ACCIDENT STATISTICS REPORT**

The purpose of the report was to consult with members, management and trade union safety representatives on the format and type of information that they wish to receive relating to the numbers and types of work related accidents/ incidents.

The committee currently received quarterly statistics reports regarding the number and type of work related accidents/ incidents that have occurred to staff of Caerphilly County Borough Council. The introduction of the new accident reporting software system had allowed more in-depth reports to be compiled.

The Committee welcomed the layout and content and noted that future reports would contain information on follow up action and statistical information broken down by directorates.

### **5. INFORMATION ITEMS**

- (1) The committee received the following information items.
- (2) Asbestos Management – the committee noted current initiatives relating to asbestos management.
- (3) Construction Design and Management Regulations 2007 - presentation to inform Members, Management and Trade Union Safety Representatives of recent changes brought about by the introduction of the Construction (Design and Management) Regulations 2007 and outlined the main implications for the Authority.
- (4) Legionella Compliance - the committee noted the Authority's position regarding Legionella Management and compliance with the approved code of practice on Legionella Management known as L8.
- (5) Corporate Health and Safety Relocation - the committee noted recently approved report, which will lead to the relocation of the Corporate Health and Safety Unit.
- (5) Accident Statistics - the committee noted the numbers and types of industrial accidents which have occurred to staff of Caerphilly County Borough Council during the period 1st January to 31st March 2007.

- (6) Corporate Health and Safety Group - the committee noted the latest discussions that have taken place in the Corporate Health and Safety Group.
- (7) Recent HSE Updates - the committee noted recent updates in Health and Safety information, advice and guidance.
- (8) Attendance Corporate Health and Safety Group - the committee noted the position regarding attendance at Corporate Health and Safety Group.
- (9) Health and Safety Audits - the committee noted recent audits carried out by the Corporate Health and Safety Unit between 1st January and 31st March 2007.

**6. DATE OF NEXT MEETING**

The next meeting would be held on 10th October 2007 to which representatives of the South Wales Fire and Rescue Service would be invited.

The meeting closed at 11.20 a.m.

---

CHAIRMAN