

CORPORATE HEALTH AND SAFETY GROUP**NOTES OF MEETING HELD ON 22nd AUGUST 2007**

PRESENT: Steve Delahaye (Environment, Chair)
 Emma Townsend (Environment, CHSU)
 Graham Wright (Environment,)
 Beth Kendrick (Environment, CHSU)
 Denise Llewellyn (Social Services)
 Keith Meredith (Chief Executives)
 Terry Phillips (Education/Leisure)
 Ian Martin (Emergency Planning, Chief Executives)
 Brian Williams (Education/Leisure, Park Services)
 Steve Porter (Environment)
 Lisa Rogers (Environment, Property Services)

Apologies: Gareth Hardacre (Chief Executives)
 Tony White (Environment, Refuse/Recycling)
 Andrew Young (Environment, Property Services)
 Adrian Williams (Social Services)
 Donna Jones (Education/Leisure)
 Phil Griffiths (Environment)
 Dayton Griffith (Chief Executives)
 Karen Rogers (Environment, CHSU)
 Sheryl Andrews (Emergency Planning, Chief Executives)
 Paul Neale (Chief Executives)
 Ceri Hadley (Occupational Health)

ACTION

1. **NOTES OF LAST MEETING**
- 1.1 Notes of the meeting held on the 19th July were revisited for accuracy and matters arising.
2. **MATTERS ARISING**
- 2.1 Stress Management – Hazel informed the group the draft policy has gone out for comment and it is on the agenda for the next Professionals Meeting. There has been much feedback from teachers who want substantial changes to the policy including linking of PIR's, links to the HSE Stress Management Tool, case studies etc. It is likely the policy will be subject to a further redraft. The HSE are happy with work to date, including the introduction of a new stress booklet for Managers as the best way to proceed, ensuring all of those with strong views get the opportunity to input.

Hazel also informed the group that Stress Management Workshops are due to commence on 16th October covering topics such as Your Responsibilities as a Team Member and The Impact of our Behaviour.

3. **ASBESTOS MANAGEMENT**

3.1 Steve Lewis, HSE Inspector has approved the draft leaflet for tenants. Rob Lewis is working with Housing to finalise a training package for those who will respond to enquiries from tenants. Andrew Murphy has drafted an Asbestos Management Plan for Domestic Dwellings and Communal areas, which will be forwarded to the HSE for comment shortly.

CHSU

3.2 A copy of the report detailing outstanding A&B hazard rated asbestos has been circulated to all H&S Officers and was discussed at H&S Professionals Group. It was agreed at H&S Professionals Group that actioning A&B hazard rated asbestos was a priority. Andrew Young is in the process of preparing a detailed costing for outstanding works. The estimated cost is £40,000 - £50,000. It was agreed that, subject to CMT approval, the budget allocated to H&S should be reprioritised allowing the outstanding work to be carried out and reducing the potential civil and criminal liability.

There was a discussion around how the budget could be reprioritised. This will include:

- £10,000 - £15,000 originally allocated for a training room
- £5,000 through running Senior Managers Training over 2 financial years
- Consideration would also be given to which other projects could run over 2 financial years

3.3 A meeting was arranged for 21st August to discuss the draft asbestos management plan and agree the Authority's approach with the HSE. The meeting was rearranged to September 11th due to individuals' leave commitments.

CHSU

It was asked when the requirement to notify CHSU of Asbestos works would be introduced. Emma informed the group that this would be in the policy, which is currently on hold as it needs to link in with the Asbestos Management Plans.

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

- 4.1 Fire Risk Assessments – Emma met with Andrew to discuss. It was agreed that we should discuss at H&S Professionals Group and consider all options in terms of best value and building in internal expertise. RiskMonitor will be carrying out the 1st year re-assessments as agreed. Terry raised the point that Education/Leisure would like a decision as soon as possible as Fire Risk Assessments in schools are quickly becoming outdated. It was pointed out that the first years contract is running as agreed and schools are not part of the assessment programme until year 2.

**CHSU/Property
Services**

It was also highlighted that Andrew Williams is still providing training on using the online fire risk assessment programme as requested.

- 4.2 Glazing – Andrew has been unable to complete the quality checks on the glazing surveys however has promised this will be completed in time for the next meeting. The group emphasised the importance of the checks being completed as soon as possible as there are concerns over the quality of glazing surveys carried out.

AY

- 4.3 Asbestos – no update on quality checks. Andrew Young has agreed to progress for the next meeting. The group emphasised the importance of these checks being carried out as soon as possible.

AY

- 4.4 Legionella Compliance

Education/Leisure – are trialling an automated system to undertake weekly/monthly checks and system purges with a view to introducing across all premises.

Social Services – £14,000 cost of extra checks to ensure L8 compliance.

Chief Executives – need to get a cost to cover weekly checks.

Environment – need to get a cost to cover weekly checks.

There was a discussion about the best way to progress. Depending on cost it may be more cost effective to employ somebody to carry out legionella checks although the practicalities of this approach will need further discussions.

Property Services could also look at including the extra checks as part of their SLA's, meaning the checks would automatically be completed and billed back to Directorates. It was agreed this should be placed on the agenda for the next meeting.

5. VAW STATS PROCEDURE

5.1 There is no further information from IT indicating when a breakdown of Directorates' use of the Violence at Work database will be available.

5.2 It was re-emphasised that this information is very important to allow Directorates to manage the risk. It was agreed to continue chasing with IT.

CHSU

6 MANUAL HANDLING UPDATE

6.1 Education/Leisure have appointed a Manual Handling Co-ordinator who is due to commence on 3rd September.

Education/Leisure

6.2 Social Services have decided to appoint and intend to have somebody in place to provide training by 1st January 2008.

Social Services

6.3 Environment are currently considering their approach however favour working closely with Social Services and Education/Leisure to ensure the training needed is delivered in house.

Environment

Chief Executives Directorate have very limited training needs, mostly refresher training for those already trained as trainers. It is expected this will be able to be delivered in house by either the Social Services or the Education/Leisure trainer.

Denise asked if some of the money allocated for Manual Handling Training could be used to assist funding for their trainer. Emma informed the group that each Directorate had an amount allocated for Manual Handling training based on their projected training needs until the end of the year. As it is currently only August it is impossible to project whether Directorates would book in their full allocation prior to the end of the contract. It was agreed to bring a budget update to the next meeting.

7 **HSE UPDATE**

Cefn Fforest Prohibition Notice – a sub-group meeting took place to discuss the guidance and to discuss Directorate action plans needed to action the HSE's recommendations. A further meeting of the working group is planned for September.

8 **FEEDBACK FROM H&S PROFESSIONALS GROUP**

8.1 Issues discussed included:

- Asbestos and budget reprioritisation
- Prescription Safety Glasses Tender
- Manual Handling
- VAW S29 Exemption
- Occasional Homeworking Guidance
- No Smoking Policy

9 **FEEDBACK FROM EXTERNAL MEETINGS/FORUMS**

None

10 **ANY OTHER BUSINESS**

10.1 The group were informed that this was Graham's last meeting, as he would be retiring shortly. The group thanked Graham for his support, commitment and hard work over the past 3 years and wished him all the best for the future.

The group were advised that Rob Lewis, Corporate Health and Safety Trainer has resigned to take up a 2 year fixed term contract with DLO/NCS. As there is only 6 months left on Rob's contract recruitment to fill the post is unlikely to be possible. This will have a significant impact on CHSU's ability to deliver middle management, risk assessment and accident investigation training. The group re-emphasised the importance of health and safety training and agreed that a trainer was still needed. As a result it was recommended that CMT authorise in advance £35,000 out of next years health and safety submission allowing this post to be advertised immediately on an 18 month fixed term contract.

11 **DATE OF NEXT MEETING** – Wednesday 19th September, 2 o'clock in the Conference Room, Pontllanfraith.

