

**CORPORATE HEALTH AND SAFETY GROUP****NOTES OF MEETING HELD ON 17<sup>th</sup> JANUARY 2007**

**PRESENT:** Emma Townsend (Chief Executives, Chair)  
 Karen Rogers (Chief Executives, CHSU)  
 Denise Llewellyn (Social Services)  
 Keith Meredith (Chief Executives)  
 Bleddyn Hopkins (Head of Planning and Strategy)  
 Donna Jones (Education/Leisure)  
 Lisa Rogers (Environment, Property Services)  
 Tony White (Environment, Refuse/Recycling)  
 Sheryl Andrews (Emergency Planning, Chief Executives)  
 Adrian Williams (Social Services)  
 Nigel Beavan (Chief Executives, CHSU)

Apologies: Gareth Hardacre (Chief Executives)  
 Steve Delahaye (Environment)  
 Andrew Williams (Environment, Property Services)  
 Andrew Young (Environment, Property Services)  
 Phil Griffiths (Environment)

**ACTION****1. NOTES OF LAST MEETING**

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

**2. MATTERS ARISING**

2.1 Emma welcomed Nigel Beavan the new Corporate H&S Trainer to the meeting. Nigel took up post on 2<sup>nd</sup> January and will be focusing on middle managers H&S training.

2.2 An order has been placed for the Violence at Work Software. IT have indicated that they will be unable to install until the moves until the moves to Penallta House are completed.

**All**

2.3 Stress – Hazel has further updated the policy and will be sending the policy out for consultation shortly.

**HH**

A small cross-directorate stress sub-group has been meeting to develop the stress risk assessment documentation to be used across the Authority. The documentation will be sent to H&S Officers shortly for initial comment shortly.

**ET/HH**

All nominations have been received for the Stress Steering Group and the first meeting of the group is due to take place on Monday. The group will discuss how the Authority will implement the HSE's Stress Management Standards.

**ET/HH**

As soon as there is a decision on how the Authority will implement the Stress Management Standards an action plan will be developed and sent to the HSE.

**ET/HH**

### **3. ASBESTOS MANAGEMENT**

3.1 Asbestos Management Plans – the document has been updated following the meeting in November and is out for final comment. Information is awaited from Property as to the possibility of printing a summary of the key points for each premise from ENVACS allowing the plan to be bespoke to individual premises.

**CHSU**

3.2 Andrew Young is in the process of arranging for A&B rated asbestos hazards to be actioned. The high risk CLASP work in schools has now been completed.

**Property Services**

There was a discussion around funding high-risk works needed at YG Y Castell. The building is currently unoccupied but needs approximately £80,000 worth of high-risk asbestos works. The criteria for previously funding A&B work was discussed – this was originally funded at the time of initial survey out of a Corporate pot, since then responsibility has sat with individual managers and directorates. The work recently agreed to be funded was following HSE recommendations however all asbestos work is not routinely funded from the corporate health and safety budget. It was highlighted that the budget for next year is likely to be tight, subject to discussion and agreement Y G Castell could form part of the budget bid however the final decision would rest with CMT.

<p>Donna reported that a progress report has been sent to the asbestos management in CLASP construction schools. Emma requested a copy of the report.</p>	<p><b>Education/Leisure</b></p>
<p>3.3 A meeting to discuss progress on managing asbestos in council houses took place yesterday and there is a commitment to survey a % of premises in accordance with HSE expectations.</p>	<p><b>Housing</b></p>
<p>4. <b>PROPERTY SERVICES UPDATES – FIRE RISK ASSESSMENT, GLAZING AND ASBESTOS</b></p>	
<p>4.1 Glazing – there was no update on the quality checks.</p>	<p><b>Property Services</b></p>
<p>4.2 Asbestos Management – there was no update on the quality checks.</p>	<p><b>Property Services</b></p>
<p>4.3 Andrew Young has confirmed that there will be progress against the quality checks in advance of the next meeting. Emma again expressed her concern that the Authority is being put at risk as there has been a failure to act on concerns in a timely manner.</p>	<p><b>Property Services</b></p>
<p>5. <b>MANUAL HANDLING</b></p>	
<p>5.1 The HSE's are currently in the process of carrying out a Manual Handling inspection. SEN, Residential Care and Domiciliary Care have been completed and initial feedback is that the Inspectors are happy with arrangements and practises in this area.</p>	<p><b>All</b></p>
<p>Building Maintenance and NCS are in the process of being inspected.</p>	
<p>5.2 It was agreed at H&amp;S Professionals Group that any remaining MH budget would be used to purchase equipment identified as necessary during the inspection.</p>	<p><b>All</b></p>
<p>5.3 Emma informed the group that the existing Manual handling contracts for training provision have now been extended until the end of March 2008. There is no possible further extension. To date there has been no</p>	

change on the previous position that Directorates need to put in place their own arrangements for manual handling training from April 1<sup>st</sup> onwards.

**All**

- 5.4 The group were informed that the All Wales MH Passport is in the process of being reviewed and feedback to date indicate that there will be less focus on manual handling training. The passport is expected to follow the NHS model and move away from annual or two yearly training instead relying on effective monitoring and refresher training in the event of a problem, new equipment etc. It was agreed this would be discussed at MH sub-Group.

## **6 VIOLENCE AT WORK**

- 6.1 The policy has now been subject to Management and Union consultation and will go to Corporate H&S Committee in February.

**CHSU**

The group were informed that the policy has been updated following consultation to include specific instructions with regards to information from third parties and dealing with employees who are violent or aggressive whilst acting as a member of the public. These additions have been undertaken in consultation with Legal Services and the Information Unit.

## **7. CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT**

- 7.1 Emma informed the group that the new act will come into force on 8<sup>th</sup> April 2008. A report will go to Corporate Health and Safety Committee in February. An information sheet will be circulated with the note of the meeting.

## **8. PRESCRIPTION SAFETY GLASSES TENDER**

- 8.1 Karen informed the group that work has been ongoing with a subgroup consisting of H&S Officers, Procurement and Union Safety Representatives to put into place a formal arrangement for the provision of prescription safety glasses.

There is currently no formal arrangement in place, but an add hoc agreement with Bargoed Sight Centre.

The new contract will be awarded to Darlington's Optician, which provides us with costs savings. Examples of savings are £21.80 per standard set of safety glasses and £8.00 per eye test.

The subgroup are finalising the paperwork system. The group were provided with an overview of how the system is likely to work.

## 9. **LEGIONELLA**

9.1 The costs of weekly and monthly checks, excluding schools is estimated to be £407,140 per year. This can be broken down to £79,380 per year for the monthly checks and £327,760 for the weekly checks. It was agreed that due to the high costs alternative options will be explored and that a report outlining options and costs will be written and submitted to the group.

**CHSU**

9.2 Directorate specific quality checks arranged in Education/Leisure have identified some issues. Discussions occurred about undertaking further checks across the Authority in high-risk premises. It was agreed that the legionella contract quality checks would be included in next year's budget submission.

## 10 **HSE UPDATE**

10.1 Contractor Management – work is ongoing to ensure practices and directorate arrangements reflect the concerns raised by the HSE. A review of contractor selection arrangements is also underway. Further meetings of the Cefn Fforest Working Group and Sub Group have been arranged.

10.2 Stress –an update on the Authority's approach to Stress Management will be forwarded to the HSE shortly.

10.3 The HSE's work plan for 2008/09 has not yet been finalised. Details will be provided to the group as soon as possible.

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

- 11.1 MEETING WAS HELD ON 10<sup>TH</sup> JANUARY AND ISSUES DISCUSSED INCLUDED:
- Manual Handling
  - Legionella
  - Stress
  - Violence at Work

Hydraclean then attended to provide to the group an overview of what is contained within their Legionella Risk Assessment Documents.

12 **FEEDBACK FROM EXTERNAL MEETINGS/FORUMS**

12.1 Postponed until the next meeting.

13 **ANY OTHER BUSINESS**

13.1 There was no other business.

14 **DATE OF NEXT MEETING** – Wednesday 20<sup>th</sup> February, 2 o'clock in the Council Chamber, Pontllanfraith.

**All**