



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PONTLLANFRAITH  
(COUNCIL CHAMBER) ON WEDNESDAY, 13TH FEBRUARY 2008 AT 2.00 PM**

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PRESENT:

Councillor D.T. Wiltshire - Chairman

Councillors:

P.J. Bevan, J.O. Evans

Together with:

S. Delahaye (Head of Public Protection), E. Townsend (Health and Safety Manager), K. Rogers (Senior Health and Safety Officer), B. Kendrick (Health and Safety Officer), R. Ellis (Health and Safety Welfare Officer), D. Llewelyn (Senior Health and Safety Officer), P. Griffiths (Senior Health and Safety Officer), D. Jones (Health, Safety and Transport Manager), P. James (Health and Safety Officer), T. White (Refuse and Cleaning Officer), H. Hortop (Occupational Health Nurse), A. Young (Property Division), N. Beavan (Health and Safety Trainer), A. Wigley (Health and Safety Officer)

Trade Union Representatives: P. Jones (AMICUS), A. Morton (UNISON), Ms. A. Stevens (ASCL)

### **APOLOGIES**

Apologies for absence were received from Councillors G.R. Price, L.R. Rees, A.J. Pritchard, Ms G. Taylor (UNISON), C. Vickers (NASUWT) and Officers K. Meredith, G. Hardacre, D. Price

### **CHAIRMAN'S ANNOUNCEMENT**

The Chairman advised this would be his last meeting of the Committee as he would not be standing for re-election in May 2008. He thanked Members and Officers for their support during his term as Chairman and noted the improvements made to Health and Safety across the borough.

### **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 10th October 2008 be approved as a correct record and signed by the chairman.

**3. MATTERS ARISING**

**(1) 6 - WLGA Occupational Health Document**

Members were advised whilst a balance had been struck between occupational health and health and safety officers, work on the document was currently in abeyance while the document was with the Welsh Local Government Association (WLGA).

**(2) 8(3) - Legionella System**

Officers informed Members that the trial of the automated system had been delayed due to contractual problems. This had been resolved and the trial would now be carried out before the end of the year. Roll out was expected to take 2 to 3 years. A report would be coming to the Committee at a later date, giving more information.

**4. VIOLENCE AT WORK POLICY**

The report advised Members of the proposed updated Violence at Work Policy. Officers explained the existing policy has undergone a review and significant changes made, mainly to ensure compliance with the Freedom of Information and the Data Protection Acts.

Members were informed the HR Strategy Group reviewed the policy earlier today and had approved the papers. Subject to the Committee's agreement, the policy would be sent to Cabinet for final approval.

Members discussed the policy and sought officers' clarification in regards to the type and allocation of personal attack alarms. Members commented on the need for the policy to be fully implemented and for checks/audits to be carried out (both scheduled and unscheduled).

Members of the Committee noted the contents of the report and accepted the updated Violence at Work Policy, subject to amendments based on the comments made, regarding page 30 of the report.

**5. CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT**

The report is to inform Members of the new Corporate Manslaughter and Corporate Homicide Act that is due to come into force on 8th April 2008, and to advise that Ms Gail Williams, Principal Solicitor and Deputy Monitoring Officer, would attend the next meeting of the Committee to respond to any questions or concerns.

Members were reminded a presentation had been given to the Committee on 18th October 2006, in which it was highlighted the Act has been introduced to address weaknesses in existing legislation, which made it extremely difficult for a medium or large organisation to be found guilty of corporate manslaughter.

Members of the Committee noted the contents of the report.

**6. ACCIDENT STATISTICS REPORTS, JULY - SEPTEMBER 2007 AND OCTOBER - DECEMBER 2007**

Officers reported agenda item numbers 3(3) and 3(4) together.

The reports informed Members of the numbers and types of work related accidents/incidents, which have occurred, during the period of July to September and October to December 2007. The Chairman noted the upward trend of accidents numbers, which Officers contributed to the new systems in place and staffs' increasing awareness of the procedures.

Members discussed the reports and attached appendices and asked if Appendix 3 could be altered to show a comparison with all category types over a more concentrated period. Officers confirmed they would present this at the next meeting, but asked members to be aware that this would mean data would be held over two pages. Members were happy to consider this.

General clarification was sought on the use of acrows (accident reference number 821) and non-reportable accidents to the Health and Safety Executive.

Members of the Committee noted the contents of the report.

**7. INFORMATION ITEMS**

- (1) Welsh Audit Office Review - the Committee noted the recent Welsh Audit Office review with regards to health and safety.
- (2) Corporate Health and Safety Group – Officers gave assurances that the sub-group developing the stress risk assessment documentation would incorporate managers views to ensure practices could be managed effectively. The Committee noted the latest discussions that had taken place in the Corporate Health and Safety Group.
- (3) Recent HSE Updates - Members asked if it were possible to view the Welsh figures as well as the UK figures. Officers agreed to review this request and to advise Members at the next meeting. The Committee noted the recent updates in Health and Safety information, advice and guidance.
- (4) Health and Safety Audits - Officers clarified the policy for non-completion of actions. Members asked for additional information regarding individual audits such as topic, time and place. Officers offered Members the opportunity to request audits and 'Lone Working' was suggested, together with compliance rates across the board. The Committee noted the information regarding recent audits carried out by the Corporate Health and Safety Unit between 1st July and 30th September 2007.
- (5) Health and Safety Executive Action - it was noted Stuart Bates, Chair of the working group, would be leaving on 14th February and a replacement would be required. The Committee noted the information within the report regarding recent Health and Safety Executive visits and associated actions.

**8. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday, 11th June 2008 at Sirhowy Room, Tŷ Penallta.

The meeting closed at 3.05 p.m.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 11th June 2008, they were signed by the Chairman.

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CHAIRMAN