

CORPORATE HEALTH AND SAFETY GROUP**NOTES OF MEETING HELD ON 21ST MAY 2008**

PRESENT: Emma Townsend (Chief Executives, Chair)
 Denise Llewellyn (Social Services)
 Keith Meredith (Chief Executives)
 Andrew Williams (Environment, Property Services)
 Lisa Rogers (Environment, Property Services)
 Andrew Young (Environment, Property Services)
 Phil Griffiths (Environment)
 Donna Jones (Education/Leisure)
 Rob Lewis (Environment)
 Kelvin Brinkworth (Environment)
 Paul Smythe (Environment, DLO)

Apologies: Hazel Hortop (Occupational Health, Chief Executives)
 Gareth Hardacre (Chief Executives)
 Tony White (Environment, Refuse/Recycling)
 Bleddyn Hopkins (Head of Planning and Strategy, Education/Leisure)
 Karen Rogers (Chief Executives, CHSU)
 Stephen Howells (Social Services)

ACTION**1. NOTES OF LAST MEETING**

1.1 Notes of the meeting held on the 16th April were revisited for accuracy and matters arising.

2. MATTERS ARISING

2.1 The VAW Policy is still awaiting Cabinet approval.

2.2 Emma updated the group regarding asbestos management in council houses. The current position is that:

- Surveying is due to commence immediately
- Intention to use the domestic module of ENVACS to record information
- Working Group met last week to review position
- Asbestos Management Plan for domestic dwellings and communal areas is currently subject to consultation

**CHSU/Environment
 Directorate**

Emma also informed the group that there is an ongoing concern regarding the provision of asbestos information to employees and contractors for out of hours works. This applies to all out of hours works and not just to domestic dwellings and communal areas. Work is ongoing to address how this issue can be resolved.

CHSU

- 2.3 There was a brief discussion around the current position regarding the use of CHAS as first phase accreditation for construction contractors. This has been agreed in principle by both the Technical Panel and this group. The decision to use CHAS will be made by CMT however Mike Meeson has raised concerns regarding the time and expense involved in achieving CHAS accreditation. Subject to these concerns being resolved a report will be submitted to CMT.
- CHSU**
- 2.4 The lack of Management representation was noted. It is felt that this is essential to give the group credence and to be able to effectively progress key issues.
- All**
- 3. STRESS MANAGEMENT**
- 3.1 There was a discussion around the Stress Management Policy, which has been circulated to the group for comment The draft policy is due to go to HR Strategy Group for comment on 12th June.
- 3.2 Emma confirmed that work on the Stress Management pack will start shortly. The document will involve input from Occupational Health, Personnel, Health and Safety and Health Improvement.
- CHSU/OH/Personnel/Health Improvement**
- 3.3 Donna informed the group that the Managing Absence Teams in Education/Leisure are currently using the HSE Management Standards questionnaire. Emma requested details of anything currently in place or any comments on the draft approach (circulated in the presentation) to enable all relevant information to be considered at the drafting stage of the Stress Management Pack. The Policy will be formatted to take into account a title page, page numbers etc. Any further comments on the Stress Policy were also requested as soon as possible.
- All**
- CHSU**
- 3.4 The group were informed that the comments received from Managers during the Stress Management Training delivered by A2 have been received and incorporated into the Policy. Comments will also be incorporated into the Stress Management Pack.
- CHSU**
- 3.5 As requested at the last meeting an update on the position of stress management in the Authority has been drafted and is with Gareth awaiting approval.
- GH/ET**

4 **ACCIDENT/INCIDENT INVESTIGATION AND REPORTING POLICY**

4.1 The content of the policy was agreed however it was requested the policy be split into the Policy section and Corporate Management Arrangements in line with new H&S policies. It was pointed out that the policy was in the old format as it has been drafted over many months and that revising the format may mean the policy does not get to Corporate H&S Committee until September. As the Policy is already being followed across directorates it was requested that the format is updated to bring it in line with current H&S policies

CHSU

5 **ASBESTOS MANAGEMENT POLICY AND PLAN**

5.1 Both the Asbestos Management Policy and the Asbestos Management Plan were agreed and will go to Corporate Health and Safety Committee on June 18th.

CHSU

5.2 The documents will be supported by Managers' Policy Briefings where Managers will be asked to bring their Building Managers' files and will be given the new sections to be added.

CHSU

5.3 Where directorate structures mean that Building Managers do not fulfil all of the responsibilities set out in the Asbestos Management Plan the section of the plan will be amended to reflect the arrangements in place.

CHSU/Directorate H&S Officers

6 **PROPERTY SERVICES UPDATES**

6.1 Asbestos Management – Andrew Young informed the group that work is underway to address the A&B rated hazards and to date 7 jobs have been completed. The quality checks have not been carried out as yet and Andrew circulated a timeline for tendering and completion of the quality checks. As the quality checks have not yet been carried out, if they are to be taken into account when re-tendering this will affect the start date of the 2008/09 asbestos re-surveys. It was noted that CMT approved the budget for the A&B rated asbestos in September 2007 and the quality checks were requested in June 2007.

AY

6.2 There was a discussion around the annual asbestos surveys, which are funded directly by CMT. Concern were raised that the surveys pull up the same issues year on year and that Building Managers fail to address the issues – this was reflected in the £30,000 that was re-prioritised last

year to fund A&B rated works. Emma informed the group that she has had discussions with Building Consultancy regarding moving toward a risk prioritised programme of Asbestos surveys in the same way as the re-assessments of fire risk assessments. Mike Meeson has indicated that he'd like one more year of blanket re-surveying, which may be with a new contractor as the contract is due for renewal shortly. There was general support for the move toward a risk-prioritised programme. Concerns was raised around the amount of H&S responsibility that falls to Building Managers – this differs depending on the directorate set up e.g. Facilities Management for Corporate Buildings and Social Services Buildings. Building Managers will continue to be reminded of their responsibilities and supported in ensuring they are able to discharge these responsibilities. This has been consolidated through the Building Managers H&S training. Donna informed the group that Education/Leisure are considering bringing their quarterly asbestos checks in-house as opposed to relying on Building Managers.

All

The Asbestos Policy and Asbestos Management Plans will be issued shortly however there is an intention to move to the web-based version of ENVACS with the associated implication around resources and training. It is anticipated that the move to using the web-based version of ENVACS will ensure that up to date information is available promptly.

CHSU

Building Consultancy/CHSU

6.3 Glazing – Andrew Young will e-mail out the information requested at the last meeting on the glazing safety quality checks.

AY

6.4 External Fire Exits – Andrew Williams reported that 29 surveys have been completed and the reports forwarded to the Directorate H&S Officers. To date 3 requests for work have been received. Emma requested further information on the checks including the premises surveyed and results, as this will allow for auditing to take place to ensure recommended works have been completed.

AW

6.5 Electric heaters – Andrew Williams informed the group that the inspections have highlighted the need for maintenance contracts for electric heaters. A tender document is in the process of being drawn up and maintenance of electric heaters will be included on the maintenance spreadsheet send out to clients.

AW

- Andrew emphasised that any serious issues were dealt with immediately. Reports will be forwarded to Directorate H&S Officers shortly. **AW**
- Emma requested a further breakdown of the premises inspected and the findings. Andrew emphasised that the inspection concentrated on high risk premises and a further submission is included in the 2008/09 budget bid. **AW**
- 6.6 16th Edition Electrical Testing – quality checks have been carried out with no issues identified however Andrew Williams has not had time to prepare a report as yet. Andrew will bring further detail to the next Corporate H&S Group Meeting. **AW**
- 6.7 Fire Risk Assessments – the contract is on hold pending the agreement of the 08/09 budget submission. Andrew Williams informed the group that Risk Monitor have already completed 20 primary schools as they understood that authorisation has been granted. The need for prompt budget approval was highlighted so that work can progress in accordance with plans. As a significant number of re-assessments are planned for 08/09 early notification to Risk Monitor is necessary to ensure all work can be completed within timescales. **All**
- 6.8 Legionella Assessment – Andrew Williams updated on the quality concerns at Risca Leisure Centre – a meeting with Aquastat identified the problem as one engineer who has now ceased employment with Aquastat. Andrew confirmed that Risca Leisure Centre has been reassessed and all other premises assessed by Aquastat would be revisited and reassessed. Additional controls include ensuring the engineers sign the logbooks when they visit the site and appointing a Clerk of Works to carry out a programme of checks. It was agreed that the programme of checks would be forwarded to H&S Officers for information. **AW**
- Andrew informed the group that a Contractor has been appointed to carry out the quality checks deemed necessary following the concerns raised at Risca Leisure Centre and the quality checks should be completed in approximately 2 weeks. Andrew will bring a further update to the next meeting. **AW**

7 **CONTRACTOR POLICY**

7.1 The Contractor Management Policy was agreed and is due to go to Corporate Health and Safety Committee on 18th June.

CHSU

7.2 There was a query around sub-contractors, which is covered under section 6.10 of the policy There is a clear responsibility on the Authority to ensure that where contractors sub contract work they apply the same standards for selection of sub-contractors as we apply to the selection of contractors.

All

8. **HSE UPDATE**

8.1 There was no information or update regarding HSE actions.

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

9.1 No meeting has taken place since the last Corporate H&S Group Meeting. The next meeting is planned for June 4th.

10 **FEEDBACK FROM EXTERNAL MEETINGS/FORUMS**

10.1 Beth provided an update from the WLGA DLO Forum. The forum is currently under review due to the lack of DLO specific issues. Issues discussed included:

- Kerblaying – new advice issued 6th May.
- Bonus schemes and links to job evaluation
- Waste Industry Safety and Health Group to be become more formal and strategic

Environment Directorate

10.2 Donna proved an update from the WLGA Education Forum. Key issues are:

- Hygiene standards in schools. Education/Leisure have provided information on checks introduced since e-coli case.
- Traffic Management. Case studies on good practice have been requested and Education/Leisure to submit YGG Caerffili as a good practise example.

Education/Leisure

11 **ANY OTHER BUSINESS**

11.1 There is no update on the WAO report.

- 11.2 The group were provided with a copy of the recent decision to overturn the prosecution of the Headteacher following a pupil fatality at a school in North Wales. Donna informed the group that guidance had been issued to CCBC Headteachers at the time of the prosecution. There was also a discussion around the recent case involving a bouncy castle with the potential implications for liability. Donna informed the group that in leisure centres the cost of hiring a room and a bouncy castle now include provision for supervision by centre staff. **All**
- 11.3 Emma informed the group that the reports to be presented to the Corporate Health and Safety Committee on 18th June include: **All**
- Accident Reporting and Investigation Policy
 - Asbestos Management Policy
 - Asbestos Management Plan
 - Note of Corporate Health and Safety Group
 - H&S Audits
 - Lone Working Audits
 - H&S Updates
 - Accident Statistics January – March 2008
 - Contractor Management Policy
- 12 **DATE OF NEXT MEETING** – Wednesday 18th June, 2 o'clock in the Council Chamber, Pontllanfraith. The location is subject to change. **All**