

CORPORATE HEALTH AND SAFETY GROUP**NOTES OF MEETING HELD ON 6th AUGUST 2008**

- PRESENT:** Nigel Barnett (Chief Executives, Chair)
 Gareth Hardacre (Chief Executives)
 Emma Townsend (Chief Executives, Chair)
 Denise Llewellyn (Social Services)
 Phil Griffiths (Environment)
 Terry Phillips (Education/Leisure)
 Rob Lewis (Environment)
 Beth Kendrick (Chief Executives)
 Ian Martin (Chief Executives)
- APOLOGIES:** Tony White (Environment, Refuse/Recycling)
 Bleddyn Hopkins (Head of Planning and Strategy, Education/Leisure)
 Karen Rogers (Chief Executives, CHSU)
 Stephen Howells (Social Services)
 Keith Meredith (Chief Executives)
 Andrew Williams (Environment, Property Services)
 Lisa Rogers (Environment, Property Services)
 Andrew Young (Environment, Property Services)
 Paul Smythe (Environment, DLO)
 Donna Jones (Education/Leisure)

ACTION

1. **NOTES OF LAST MEETING**
- 1.1 Notes of the meeting held on the 21st May were revisited for accuracy and matters arising.
2. **MATTERS ARISING**
- 2.1 There was a query regarding the current position on Stress Management. Emma confirmed that she anticipates a draft of the Stress Management Pack being available for comment within a month.

CHSU

**3. CORPORATE CONTRACTOR
MANAGEMENT ARRANGEMENTS**

3.1 The draft Corporate Contractor Management Arrangements for Goods and Services and Construction Contracts were approved. The documents will now proceed to direct Union Consultation and to Corporate Health and Safety Committee. **CHSU**

4. NOISE AT WORK POLICY

4.1 The draft Noise at Work Policy and Corporate Management Arrangements on Noise at Work were approved. The documents will now proceed to direct Union Consultation and to Corporate Health and Safety Committee. **CHSU**

5. WAO REVIEW

5.1 Gareth confirmed that the report has now been received and will be initially discussed at CMT on Thursday. Gareth will be attending CMT the following Thursday for a fuller discussion. **GH**

5.2 The report findings were as expected and identified concerns around:

- the Authority's disjointed approach
- lack of identification and control of all risks
- structures and responsibilities
- finance – how risks are resourced.

5.3 It was acknowledged that the report was only a point in time snapshot as all areas were not visited. It is also recognised in the report that H&S has progressed since the initial review in 2004.

5.4 There will obviously be a need to progress the recommendations made by the WAO however no decision has been made as yet as to how to best progress. The report is likely to be circulated following CMT consultation and further discussions will take place in the Autumn.

6. BUILDING CONSULTANCY UPDATES

- 6.1 Asbestos Management – nobody from Building Consultancy was available due to staffing issues. To date approximately half of the A&B rated hazards work has been completed. The quality checks have not been carried out. There was a discussion regarding a recent asbestos incident at St Martins where ACM's were not identified on the type 2 survey. The HSE have been involved and quality checks are now required to be carried out urgently to allow us to evaluate the integrity of all type 2 surveys and decide on an appropriate course of action. **AY**
- 6.2 Glazing – information on the glazing quality checks has been e-mailed out to Senior Directorate H&S Officers and CHSU. Due to issues with interpreting the information it has been requested that Andrew Young will compare the original glazing surveys with the quality checks and advise on what further action is required. **AY**
- 6.3 External Fire Escapes – no further information on the checks including details of the premises surveyed and results has been provided. This information is needed, as it will allow for auditing to take place to ensure recommended works have been completed. **AW**
- 6.4 Electric heaters – details of the premises included and the outcomes have been sent to Senior Directorate Health and Safety Officers and to CHSU. **AW**
- Andrew was not present to provide an update on progress in terms of setting up a contract for maintenance.
- 6.5 16th Edition Electrical Testing – no report on the premises included as part of the quality check has been provided as yet. **AW**

6.6 Fire Risk Assessments – the contract is on hold pending the agreement of the 08/09 budget submission **All**

6.7 Legionella Assessment – Emma provide a quick update on the quality checks. 3 quality checks have now been completed on one assessment carried out by each of the 3 contractors. There are concerns about the assessments carried out by one of the contractors. Further quality checks are being arranged before a decision is made on how best to proceed. **LR**

7. **HSE UPDATE**

7.1 There was no information or update regarding HSE actions apart from their recent involvement in the Asbestos incident.

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

9.1 Emma provided a brief update on issues discussed which included: **All**

- Revised Risk Assessment Policy
- Contractor Guidance – H&S Evaluation Questionnaire and Risk Assessment and Method Statement Guidance
- Immunisation Protocol
- Audiometric Testing
- Training Packages – Risk Assessment and Accident Investigation
- Education SLA

10. **FEEDBACK FROM EXTERNAL MEETINGS/FORUMS**

10.1 Emma provided an update from the WLGA Manual Handling Sub-Group. Key issues discussed were: **All**

- composite reports on findings of recent manual handling inspections to be produced by HSE

- Review of All Wales Manual Handling Passport
- Revised document to include separate sections on people handling and object handling
- Passport to expand on standards for trainers, monitoring arrangements, frequency of refresher training, workplace training and evaluating workplace training.

10.2 Emma provided an update on the WLGA Corporate H&S Forum. Key issues discussed were:

All

- CDM and the use of CHAS for H&S vetting
- Immunisations
- Homeworking
- HSE intention to produce composite reports
- Social Services inspection on Violence and Aggression planned
- HSE considering looking at commissioning and control of contractors in Social Services
- Fatality involving a ceiling tracked hoist
- Emma to forward note to H&S Officers when received.

11. **ANY OTHER BUSINESS**

11.1 There was a query regarding the budget position. Gareth confirmed that the budget would be going to CMT on Thursday.

All

11.2 Terry informed the group that the parents involved in the recent bouncy castle case have won their appeal.

All

12. **DATE OF NEXT MEETING** – To be confirmed.

All