

CORPORATE HEALTH AND SAFETY GROUP
NOTES OF MEETING HELD ON 13TH JULY 2009

PRESENT: Nigel Barnett (Corporate Services, Chair)
 Bleddyn Hopkins (Education/Leisure)
 Mark Williams (Environment, Head of Public Services)
 Adrian Williams (Social Services)
 Mark Williams (Environment, Building Consultancy Manager)
 Emma Townsend (Corporate Services/Chief Executives)

APOLOGIES: Gareth Hardacre (Corporate Services/Chief Executives)

ACTION

1. NOTES OF LAST MEETING

1.1 The note of the meeting held on 3rd June 2009 was agreed.

2. MATTERS ARISING

2.1 Adrian informed the group that he and Emma will be meeting to discuss the IOSH proposals and their implications for Social Services.

AW/ET

3 BUILDING CONSULTANCY UPDATE

3.1 The group were updated regarding the current asbestos and legionella issues:

- Meeting with Councillor Hobbs, Building Consultancy and Legal Services took place on 22nd June to agree on Statutory Maintenance Proposals and to review progress on asbestos and legionella.
- Report on Statutory Maintenance to be taken to CMT with recommendations and costs.
- Offer received from Connaught Compliance (previously National Britannia) regarding re-surveying 22 primary schools.
- No progress regarding Facciata – Legal to send a letter of intent.
- Shortlisting on Asbestos contract to take place July 16th.

MW

Legal

**Procurement/
 Health &
 Safety/Building
 Consultancy**

4. WAO REPORT – ACTION PLAN

4.1 Postponed until the next meeting when Gareth will be available. It was agreed that Emma would obtain a copy of the report from Jeanne and circulate to the group.

ET

5 CORPORATE HEALTH AND SAFETY POLICY - REVISED

- 5.1 There was a discussion around the extra section on elected member responsibilities and reporting to Directors on Audit outcomes. The group requested minor order amendments and the inclusion of extra hyperlinks to the policy. The policy was approved and will be introduced subject to Corporate Health and Safety Committee approval. **ET**
- 5.2 Emma confirmed that in September members would receive copies of the IOSH Elected Member H&S guidance and be offered H&S workshops. This will be subject to a Corporate Health and Safety Committee Report in August. **CHSU**
- 6. STRESS POLICY AND MANAGEMENT PACK**
- 6.1 It was agreed to defer these documents pending the current review of numerous personnel policies which will impact on the policy and management pack. The documents are currently available on the Intranet as guidance.
- 6.2 There was a brief discussion around the need to ensure the documents are introduced prior to the HSE's planned visit to monitor progress on Stress Management, which is planned for the end of the year.
- 7. CONTROL OF VIBRATION POLICY AND CORPORATE MANAGEMENT ARRANGEMENTS**
- 7.1 The documents were approved and will continue through the approval process. **CHSU**
- 8. FIRST AID – REVISED TRAINING RECOMMENDATIONS**
- 8.1 The HSE's revised First Aid Training recommendations were discussed. The HSE now strongly recommend half day refresher training for first aiders in addition to the 3 yearly refresher training requirement.
- 8.2 There was a query over whether we could provide e-training. Emma thought this would be unlikely but agreed to look into. **ET**
- 8.3 Rough numbers of first aiders per directorate were considered along with the estimated annual cost of providing this training for all first aiders. It was felt that in the current economic climate this non-mandatory requirement represented an additional cost which the Authority cannot current meet. It was agreed that Emma would draft a report for CMT to consider. **ET**
- 9 HSE UPDATE**
- 9.1 CCBC has received a prohibition notice (now lifted) preventing the use of scaffolding at Llanbradach Pavilion (scaffolding sub-standard erected by a sub-contractor). An investigation is **ET**

ongoing and a Working Group has been set up in accordance with the CCBC procedure to consider the cross directorate implications. Nigel requested a briefing note.

- 9.2 The HSE has written to the Chief Executive outlining concerns with CCBC's legal compliance regarding Grant Work particularly around Client and Designer duties under the Construction, Design and Management Regulations 2007. A meeting is planned for July 22nd with Dean Baker, HSE Inspector to discuss. **ET**
- 10 **FEEDBACK FROM EXTERNAL MEETINGS/FORUMS**
- 10.1 Emma circulated a summary of issues discussed at the recent WLGA Corporate Health and Safety Forum. **All**
- 11 **ANY OTHER BUSINESS**
- 11.1 Mark (Public Services) asked the group to consider whether fleet and transport management issues should also be considered by this group. There is currently not a corporate forum to consider issues and strategy and there are increasing requirements from the Traffic Commissioner which could have a significant impact on the Authority. **All**
- 11.2 The group agreed to consider and requested that Mark brings some further information on how this would work e.g. Standing Item on agenda, who would attend etc. **MW**
- 11.3 There was a query regarding the CCBC policy on CRB checks.
- 10 **DATE OF NEXT MEETING** –3rd September, Room 1.3, Penallta House. **All**