

CORPORATE HEALTH AND SAFETY GROUP

NOTES OF MEETING HELD ON 15TH OCTOBER 2009

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

ACTION

1. **NOTES OF LAST MEETING**

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

2. **MATTERS ARISING**

- 2.1 There were no matters arising.

3 **STATUTORY MAINTENANCE UPDATE**

- 3.1 - Legionella issues broadly resolved. Some issues with review of assessments but not sufficient to terminate the contract. Contract to be subject to ongoing monitoring. **Building Consultancy /CHSU**
- Potential issues with single sourced type 2 asbestos surveys. HSE aware and have requested additional information. No issues with CCBC management/monitoring of the contract.
- Ongoing situation with void access for 22 primary schools being re-surveyed by Connaught. Main issues around high level access and surveying in voids (possibly unboarded). Impacting on planned insulation programme. **Building Consultancy /CHSU**
- 3.2 Concern was raised about the ongoing quality of contractor works around asbestos and legionella and it was agreed this should be raised with the HSE. It was also agreed to raise this with the WLGA. **ET**
- 3.3 There was a discussion around the possibility of carrying out more of the asbestos surveying works in-house (subject to training and a suitable technical background) in view of issues to date. Internal capacity particularly in Building Control will be explored. Consultants were the preferred option for initial surveys due to the number of surveys required in a relatively short timescale and the perceived benefits around transferring the risk. The

longer-term intention has always been to carry out an options appraisal with regard to whether it is feasible and more cost effective to undertake re-inspections in house rather than going out to consultants.

4. ELECTED MEMBERS H&S SEMINARS

4.1 The content was discussed and approved subject to minor amendments around:

- Amending the picture on the first slide
- Additional information of what action CCBC takes to reduce the risk and to defend claims
- Emphasis throughout on H&S being everybody's responsibility

CHSU

Emma explained that the slides would be supplemented by detailed explanations. The training will be delivered by the Corporate H&S Trainer supported by the Corporate H&S Manager.

4.2 The group were informed that despite agreement at Corporate H&S Committee it is not possible to make the sessions mandatory. CHSU will work closely with Members Services to promote and encourage elected members to attend these brief sessions.

CHSU

4.3 The leaflets from IOSH have not yet been received meaning training is unlikely to commence until early in 2010.

CHSU

5 HAV'S AND REDPLOYMENT

5.1 Mark S updated the group on discussions at the Directorate H&S Group around the difficulties of managing HAV's. Following assessment there is a requirement to introduce control measures such as job rotation which itself creates operational difficulties. The number of claims are increasing and a condition of settlement is often that the employee is no longer permitted to work with vibrating tools. As there is a limited pool of alternative jobs within the affected sections this is increasingly likely to create a corporate redeployment issue. This issue principally affects the Environment Directorate.

5.2 There was a discussion around the application of the ill-health regulations and options where redeployment is not possible.

5.3 It was agreed that there was no easy solution. The skills sets of the affected employees often make redeployment

or retraining difficult. Where employees are permanently affected by HAV's this is also a DDA issue. Personnel play a major role in working with and supporting Managers with redeployment issues. Gareth agreed to consider the Personnel implications.

GH

6. DRUG/ALCOHOL TESTING

6.1 The group discussed the benefits and practicalities of introducing random drug and alcohol testing.

6.2 The difficulties in terms of securing commitment and the need to set clear parameters for such a scheme was discussed. The view was that such a scheme could be beneficial for high-risk groups but further research should be undertaken and reported back to a future meeting.

CHSU

7. DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE

7.1 A report setting out the legal requirement, background and options for training delivery was circulated in advance of the meeting. The group were happy for the report to proceed to CMT for consideration.

MSW

7.2 The group discussed the scope of the requirements and which types of vehicles and services areas would be affected. There would also be a requirement to ensure that contract transport is complying with the requirements. The preferred option in terms of training would be in-house delivery if possible.

8. FEEDBACK FROM H&S PROFESSIONALS GROUP

8.1 The note was circulated in advance of the meeting. Group members noted the content.

All

9. ANY OTHER BUSINESS

9.1 There was a query regarding progress against the structural review and implementation of the WAO report. Gareth confirmed that work has commenced and is ongoing.

9.2 Adrian updated the group regarding recent discussions with Emma around the IOSH training report. The report is to be updated to include the provision of feedback from the pilot prior to the training being introduced across the Authority.

ET

9.3 Following on from the IOSH report Adrian also highlighted concerns raised in Social Services regarding the conflict

- between Managers 'day-jobs' and their H&S responsibilities. This was acknowledged to be a corporate issue but is a fundamental part of a Manager's role. Whilst some responsibilities can be delegated the Manager retains the overall responsibility for H&S management in their service area. **All**
- 9.4 Mark updated on progress in managing the Boiler Servicing Contract. He reported a significant improvement in accessing properties to complete the servicing and also in terms of implementing the no access procedures. **MW**
- 9.5 The group were informed that the draft Committee reports for consultation in preparation for November's meeting would be circulated by the end of the week. **ET**
- 9.6 Emma informed the group that it has now been confirmed that Steve Lewis will remain the HSE Inspector for CCBC. Steve will be visiting in early November to discuss Stress Management and progress against the HSE's Stress Management Standards.
- 10 **DATE OF NEXT MEETING**
- 10.1 To be confirmed. **All**