



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PENALLTA HOUSE ON TUESDAY, 11TH NOVEMBER 2009 AT 10.00 AM

PRESENT:

Councillor P.J. Bevan - Chairman

Councillors:

Mrs A. Collins, D.T. Hardacre, A.G. Higgs, A.J. Pritchard

Together with:

E. Townsend (Health and Safety Manager), G. Hardacre (Head of People Management and Development), B. Hopkins (Assistant Director, Planning and Strategy), M. Williams (Head of Public Services), R. Thomas (Committee Services Officer)

Trade Union Representatives:

S. Brassinne (UCATT), G. Enright (UNISON), P. Jones (AMICUS), B. May (T&G), A. Morton (UNISON)

APOLOGIES

Apologies for absence were received from Councillor C. Hobbs and J.W. Poole (UCATT). Officers N. Barnett (Director of Corporate Services), A. Williams (Assistant Director, Resourcing and Performance).

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 12th August 2009 (minutes nos. 1 - 11, on page nos. 1 - 4) be approved as a correct record and signed by the Chairman, subject to correcting Mr Mark William's title to the Head of Public Services.

MATTERS ARISING

3. Elected Member Health and Safety Awareness Training (Minute No. 6)

Members were advised a training package had been approved but officers were awaiting leaflets from the Institution of Occupational Safety and Health (IOSH), before training was rolled out to members. This was now likely to take place in mid-January. Following advice from Legal Services, the training could not be made mandatory, but would have a strong emphasis placed on the need to attend.

4. WELSH AUDIT OFFICE REPORT

Copies of the Welsh Audit Office's draft report and the county borough's action plan to progress the report's recommendations were circulated at the meeting.

The report gave Members, Management and Trade Union Safety Representatives an update on the recently agreed action plan to implement the recommendations of the WAO draft report on health and safety.

Members were asked to note that whilst the report was still in draft form, work was in progress to implement the recommendations contained within it in and the accompanying action plan, which will result in a more robust health and safety structure and arrangements.

The Committee agreed to take the draft report and associated action plan away to review, and to contact Mrs. Emma Townsend, Health and Safety Manager, if they had any concerns and/or comments. Further updates, as required, were welcomed.

5. MEDICINES IN SCHOOLS

The report informed Members, Management and Trade Union Safety Representatives of the position regarding administering medicines in schools, following a discussion at the last Corporate Health and Safety Committee meeting.

Officers highlighted the approach adopted by the Education/Leisure Department is in line with WAG Policy. School admissions are screened to pick up any medical/special needs allowing any relevant risk assessments and/or special arrangements to be put in place prior to a placement being offered. Most children requiring medication at school are covered by the Disability Discrimination Act and as a result, Education/Leisure work closely with the Local Health Board and the school to ensure that staff have received appropriate training and a care plan is in place.

In some cases, where the child's complex needs border on care, the decision to administer medicines rests with the Headteacher and Board of Governors. However full support is provided allowing the school to feel confident in supporting the child.

Members commented that they had received positive feedback from Headteachers as to the current arrangements and agreed it was not feasible for a full time nurse to be present at each school. A general debate ensued and officers reiterated the work undertaken to liaise with headteachers and clarified action taken if a school were to refused to administer medicine.

The Committee noted the contents of the report.

6. ACCIDENT STATISTICS REPORT, JULY - SEPTEMBER 2009

The report informed Members, Management and Trade Union Safety Representatives of the numbers and types of work related accidents/incidents, which have occurred, during the period of July - September 2009.

Members were asked to note the total number of accidents indicated on appendix one should read 87. Members discussed the report and a brief discussion followed, allowing officers to clarify the circumstances surrounding a number of incidents.

Members of the Committee noted the contents of the report.

7. INFORMATION ITEMS

The following reports were received and noted:-

- (1) Corporate Health and Safety Group, minutes of meeting held on 15th October 2009 - The Committee noted the latest discussions that had taken place in the Corporate Health and Safety Group, and sought additional information from officers on some items. Officers confirmed details regarding the driver certificate of professional competence, acknowledged members concerns surrounding drug/alcohol testing and of the need to give explanations for abbreviations used.
- (2) Recent HSE Updates - The Committee noted the recent updates in Health and Safety information, advice and guidance. Members discussed report and received confirmation that although the 'First Aid at Work' training had been shortened to 3 days, it would not result in the reduced quality of the training delivered.
- (3) Health and Safety Audits - The Committee noted the information regarding recent audits carried out by the Corporate Health and Safety Unit between 1st July and 30th September 2009. Members were advised that all action plans had now been returned with the exception of 2 from the Environment Directorate and 3 from the Chief Executive (CE) (where the manager had been in hospital). Whilst members acknowledged that action had taken by the CE's department, in liaison with Health & Safety staff, concerns were raised that the paperwork had not been completed. Officers agreed to take this back to the manager concerned.

8. EXEMPT ITEMS

Members considered the public interest test certificates from the Proper Officer and concluded that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and it was: -

RESOLVED that in accordance with Section 100A(4) of the Local Government Act 1972 the public be excluded from the remainder of the meeting because of the likely disclosure to them of exempt information as defined in paragraphs 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

9. ASBESTOS CONTRACT UPDATE

The report provided Members with an update regarding the authority's asbestos contracts.

The Committee noted the officer's report and welcomed further updates.

10. ANY OTHER BUSINESS

Members were advised of the dates for further meetings of the committee as follows:

- 10th February 2010 at 10 a.m.
- 12th May 2010 at 2 p.m.
- 11th August 2010 at 10 a.m.
- 10th November 2010 at 10 a.m.

The meeting closed at 10.48 a.m.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 10th February 2010, they were signed by the Chairman.

CHAIRMAN