

## CORPORATE HEALTH AND SAFETY GROUP

### NOTES OF MEETING HELD ON 8 MARCH 2010

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)  
 Dayton Griffiths (Risk Manager)  
 Donna Jones (Corporate Services/Chief Executives)

	ACTION
<p>1. RAMIS PRESENTATION (DAVE DEAN &amp; PETER JONES)</p> <p>The group received a presentation on the proposed extension to the current information management system for fire risk. It is proposed that the system is extended initially to cover statutory risks including asbestos, legionella, gas and electrical safety. The System will hold CAD plans, statutory assessments and resulting action plans as well as the calendar for cyclical tasks for statutory compliance. In the longer term it's proposed that the system is extended to cover all statutory risks relating to the Council's portfolio of buildings. Other applications of the system may also be considered. Members of Group agreed with the proposal to extend the system, acknowledging that the management of statutory compliance would be greatly improved at no additional cost. The system will allow officers to measure legal compliance and report to Group/Committee etc. on a range of H&amp;S risks. The Chair requested that a business case plus implementation plan is presented at the next meeting.</p>	<p>D Jones</p>
<p>2. NOTE OF MEETING HELD ON 1 FEBRUARY 2010</p> <p>There were no matters arising</p>	
<p>3. STAFFING</p> <p>DJ advised the group that internal appointments had been made in staffing to cover maternity leave and retirement of a Senior H&amp;S Officer. Paul James, has been appointed as the Senior H&amp;S Officer covering the Environment and Terry Phillips has been appointed as the Senior H&amp;S Officer covering Education &amp; Leisure (Backfilling for Donna Jones who is covering the Corporate H&amp;S Manager post). Interviews for a Health and Safety Officer to back fill in Education and Leisure are planned. It was also noted that Social Services have a H&amp;S Officer on</p>	

<p>maternity leave and the administration officer is currently on sickness absence. DJ has put in arrangements with Social Services to support the Senior H&amp;S Officer.</p> <p>Keith Meredith, H&amp;S Officer for Chief Executives has been seconded to work on improvements in the Directorate of the Environment. Beth Kendrick, Corporate H&amp;S Officer will cover H&amp;S Issues for Chief Executives for the next six months.</p> <p>MSW requested an organisation chart to be issued due to the number of recent changes.</p>	<p>DJ</p>
<p>4. RE-ASSESSMENTS – FIRE RISK</p> <p>The Group noted the contents of the report submitted and concurred with the recommendations in the report. The re-assessment of sleeping accommodation and secondary schools will be subject to external tender via Procurement. Internal H&amp;S Officers using the RAMIS System will assess all other premises. Support from competent officers within other service areas to complete this work would be welcomed. By undertaking the work internally significant savings will be achieved.</p> <p>The Assessment of Fire Risk in residential flats will be undertaken by the Fire Safety Officer. A meeting has been held with the Head of Service to set standards for the assessments. The work will take approximately 4 months to complete assessments on 144 communal areas.</p>	
<p>5. PAT (NEW DIRECTION)</p> <p>The Group were advised that the arrangements for portable appliance testing are being redrafted. It has long been the view of H&amp;S Officers that the current arrangement of testing electrical equipment annually is over and above what is required under HSE guidelines. A report to be sent to Group Members and Corporate Services DMG to advise on the proposed changes and an example of cost savings likely to be achieved by a reduction in the testing regime.</p>	<p>DJ &amp; DG</p>
<p>6. STATUTORY MAINTENANCE GROUP – UPDATE</p> <p>Feedback was provided on the first meeting of the group which took place on 24<sup>th</sup> February 2010. The group will cover specifications for tender of statutory maintenance contracts and results of contractor quality checks. The group is chaired by Mark Williams, Building Consultancy Manager and will meet every two months. Updates will be provided to the H&amp;S Group following each meeting.</p>	

<p>7. HSE SITE VISIT (PRIVATE SECTOR HOUSING – BLOCK REPAIR)</p> <p>DJ provided verbal feedback from the meeting with regards to the HSE Visit to discuss the Councils role in connection with asbestos surveys of private houses prior to work commencing. The Council have agreed that due to the level of control over the contractor that in the legal sense we would assume client responsibilities on Group and Block Repair schemes. However the HSE confirmed in the meeting that this did not apply to individual Housing Grants. It was agreed that in order to protect members of the public, contractors and the Council the arrangements for undertaking an asbestos survey and sampling would be revised. It was agreed that the Council would undertake an asbestos survey and sampling on Group and Block Repair schemes once the homeowners had signed up to the grant. The information would be provided to the contractor before any work commenced on the building. The meeting was very positive and officers emphasized that the Council would wish to work closely with the HSE in future on such issues. Arrangements to be forwarded to the HSE for information.</p>	<p>DJ</p> <p>DJ</p>
<p>8. IOSH MANAGING SAFELY</p> <p>The Group acknowledged the contents of the report and agreed that the cost per candidate would be met centrally. It was agreed previously that the course will be piloted and a report submitted to CMT on the feedback from the pilot. AW emphasised the need to ensure that Social Services courses are tailored so content is relevant to candidates. It was agreed that the training would not be made mandatory for managers but should be a standard training requirement in Directorate Training plans for high-risk areas of the Council. This recommendation will be detailed in the future report to CMT.</p> <p>The group discussed the potential in the future for such training to be offered to external partners, other councils etc.</p>	<p>DJ &amp; AE</p>
<p>9. ASBESTOS TRAINING FOR CONTRACTORS</p> <p>DJ outlined the current arrangement in place for training external contractors in asbestos awareness prior to them working on CCBC buildings. The training is currently a mandatory requirement for at least one employee from each company at a cost of £25.00 per person. The group discussed the implications of continuing delivering the training and it was agreed that from 1 April 2010 we would no longer deliver mandatory asbestos awareness training to contractors. However through tendering arrangements we would require evidence that any contract staff working on the fabric of a CCBC building have a suitable level of asbestos training required for the work being undertaken. The</p>	<p>DJ &amp; MW</p>

<p>group agreed with this approach.</p> <p>10. WELSH AUDIT OFFICE REVIEW</p> <p>GH advised the group that Dr Catherine Gill had completed her review of H&amp;S and the report will be presented at a future meeting of the Group.</p> <p>11. Date of Next Meeting</p> <p>21<sup>st</sup> April @ 11.00 am – Meeting Room 4.1</p> <p>12. ANY OTHER BUSINESS</p> <p>MSW raised the issue of testing for Alcohol and drug misuse. The Group discussed the issues in particular employees driving CCBC vehicles. The Chair requested that we investigate arrangements in place in other public sector organisations and current products on the market. Any proposals for the monitoring of alcohol and drug misuse would involve H&amp;S, HR and Occupational Health.</p>	<p>GH</p> <p>DJ</p>
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