



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PENALLTA HOUSE ON WEDNESDAY, 12TH MAY 2010 AT 2.00 PM

PRESENT:

Councillor P.J. Bevan - Chairman
Councillor Mrs A. Collins - Vice-Chairman

Councillors:

D.T. Hardacre, A.J. Pritchard

Together with:

D. Jones (Acting Health and Safety Manager), K. Rogers (Senior Health and Safety Officer), N. Barnett (Director of Corporate Services), G. Hardacre (Head of People Management and Development), P. Gomer (Assistant Director, Community and Leisure), R. Thomas (Committee Services Officer)

Trade Union Representatives:

S. Brassinne (UCATT), J.A. Roberts-Garcia (UNISON), P. Jones (AMICUS), B. May (T&G), A. Morton (UNISON)

APOLOGIES

Apologies for absence were received from Councillors P.C.W. Bailie and A.G. Higgs, together with trade union representative J.W. Poole (UCATT) and officers A. Williams (Assistant Director, Resourcing & Performance), M.S. Williams (Head of Public Services)

1. DECLARATIONS OF INTEREST

There were no declarations of interest made at the beginning or during the meeting.

2. APPOINTMENT OF CHAIRMAN

Councillor P.J. Bevan was appointed Chairman of the meeting for the ensuing year.

3. APPOINTMENT OF VICE-CHAIRMAN

Councillor Mrs A. Collins was appointed Vice-Chairman of the meeting for the ensuing year.

4. MINUTES

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 10th February 2010 (minutes nos. 1 - 8, on page nos. 1 - 3), be approved as a correct record and signed by the Chairman.

MATTERS ARISING

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

Members were advised training was to commence on 3rd June 2010. There would be four sessions available with a senior officer from the Health and Safety team in attendance at each.

6. ASBESTOS MANAGEMENT

The report updated Members, Management and Trade Union Safety Representatives of the management arrangements with regards to asbestos management within CCBC buildings and provided information on Asbestos Training for Contractors, advice to contractors on quality issues with asbestos surveys in CCBC buildings, as well as progress on new asbestos management surveys.

Officers highlighted that previously contractors were required to attend mandatory asbestos training, but following legal advice this requirement had ceased. Training will now be assessed through contract tendering arrangements. Guidance on the asbestos training requirements will be issued by Health and Safety once agreed with the HSE. Guidance will also be given to contractors to advise them not to rely on surveys already undertaken.

Members sought clarification on the types of surveys required and examples of the types of work within each. Officers confirmed that following the receipt of defective surveys, the authority's legal services were progressing a claim for compensation, however this could be a lengthy process. Action by the HSE had halted and the matter was now with the insurers.

Members of the Committee noted the contents of the report and welcomed further updates.

7. ACCIDENT STATISTICS REPORT, JANUARY – MARCH 2010

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 January to March 2010.

Members discussed the report and a discussion followed, allowing officers to clarify the circumstances surrounding a number of incidents. Questions were raised regarding the categories used for defining accidents. Officers advised further information would be given where applicable in future.

Trade Union safety representatives raised concerns in regard to vehicles with tail lifts and the operator's ability to mount/dismount some vehicles used by the Environment Services. Officers confirmed this issue would be highlighted at an Environment Health and Safety meeting, to be held soon. Concerns were also voiced in relation to the format and content of the form that required completion following an incident. Representatives believed the form was unclear and time consuming. Officers advised training sessions are available, and agreed to consider the production of an aide memoir to assist completion of the forms.

Members of the Committee noted the contents of the report.

8. INFORMATION ITEMS

The following reports were received and noted:-

- (1) Health and Safety Executive Visits - The Committee noted the authority was to assume the client and designer role for CDM purposes following a meeting with the HSE and the proposed arrangements regarding asbestos management surveys (block repair).
- (2) Recent HSE Updates - Members discussed the report and the Committee noted the recent updates in Health and Safety information, advice and guidance.
- (3) Health and Safety Audits - Members were asked to note that all action plans had now been received and that there were no high risk red rated issues reported from January to March 2010. Officers confirmed they were carrying out a review of the way in which audits are conducted, as illustrated at the last meeting, using the RAMIS system. The Committee noted the information regarding recent audits carried out by the Corporate Health and Safety Unit between 1st January and 31st March 2010.
- (4) Corporate Health and Safety Group, minutes of meeting held on 8th March 2010 - Members sought additional information from officers regarding the Welsh Audit Office review and possible testing of employees for alcohol and drug misuse. The Committee noted the latest discussions that had taken place in the Corporate Health and Safety Group.

The meeting closed at 2.48 p.m.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 11th August 2010, they were signed by the Chairman.

CHAIRMAN