



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

### **MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PENALLTA HOUSE ON WEDNESDAY, 13TH MAY 2009 AT 1.00 P.M.**

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PRESENT:

Councillors:

P.J. Bevan, D.T. Hardacre, A.G. Higgs, C. Hobbs, 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 (Building Consultancy Manager), G Richards (Senior Solicitor), G. George (Committee Services Manager)

Trade Union Representatives:

S. Brassinne (UCATT), G. Enright (Unison), B. May (T&G), P. Jones (AMICUS), A. Morton (Unison), J.W. Poole (UCATT)

#### **APOLOGIES**

Apologies for absence were received from M.S. Williams (Head of Public Services).

#### **1. APPOINTMENT OF CHAIRMAN**

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

#### **2. APPOINTMENT OF VICE CHAIRMAN**

Councillor C Hobbs was appointed vice chairman of the meeting for the ensuing year

#### **3. CHAIRMAN'S ANNOUNCEMENT**

The incoming chairman welcomed new Members to their first meeting of the Corporate Health and Safety Committee.

He paid tribute to the work undertaken by Cllr Les Rees, a former member of the committee and a letter would be sent to him thanking him for his contribution to the work of the committee.

**4. DECLARATIONS OF INTEREST**

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

**5. MINUTES**

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 11th February 2009 (minutes nos. 1 - 8, on page nos. 1 - 3) be approved as a correct record and signed by the Chairman.

**6. DRAFT ACCIDENT REPORTING AND INVESTIGATION POLICY AND CORPORATE MANAGEMENT ARRANGEMENTS**

The report outlined the revised and updated new Accident Reporting and Investigation Policy and associated Corporate Management Arrangements. The draft document had received full consultation with the relevant groups.

Officers advised the document had been treated as a new policy that set out the Authority's commitment to reporting and investigating work related accidents/incidents and also detailed individual responsibilities. The corporate management arrangements covered the practicalities of recording and reporting accidents and detailed the investigation process depending on the level of severity.

Members discussed the draft policy and asked that photographs of all accident scenes be taken at an early a stage as possible.

The Committee noted the contents of the report and agreed the policy and corporate management arrangements, subject to the above amendment and the documents would be communicated to managers and employees.

**7. ACCIDENT STATISTICS REPORT**

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 2009.

Members discussed the report and asked that details of the location of the accident be included in future reports.

Members of the Committee noted the contents of the report and asked that Directorates be reminded of the need to report all accidents.

**8. INFORMATION ITEMS**

The following reports were received and noted:-

- (1) Corporate Health and Safety Group, minutes of meeting held on 1st April 2009 - The Committee noted the latest discussions that had taken place in the Corporate Health and Safety Group. Another meeting had taken place on 6th May 2009 at which there had been full attendance.
- (2) Recent HSE Updates - The Committee noted the recent updates in Health and Safety information, advice and guidance.

- (3) Health and Safety Audits - The Committee noted the information regarding recent audits carried out by the Corporate Health and Safety Unit between January to March 2009.

**9. 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 & 16 of Part 4 of Schedule 12A of the Local Government Act 1972.

**10. ASBESTOS CONTRACT ISSUES**

The report provided Members with an update on the Type 2 asbestos surveys across the authority.

The Committee noted the officer's report; the interim arrangements on one of the contracts; and welcomed a further report when the HSE investigation was completed, but in the meantime the chairman and vice chairman and relevant officers progress the matter

**11. LEGIONELLA UPDATE**

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

The Committee noted the officer's report and welcomed further updates, together with details of the future arrangements for statutory maintenance contracts.

The meeting closed at 2.09 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 12th August 2009, they were signed by the Chairman.

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CHAIRMAN