



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT COUNCIL OFFICES, PENALLTA HOUSE ON WEDNESDAY, 10TH FEBRUARY 2010 AT 10.00 A.M.

PRESENT:

Councillor P.J. Bevan - Chairman
Councillor C. Hobbs - Vice-Chairman

Councillors:

A.J. Pritchard

Together with:

D. Jones (Acting Health and Safety Manager), G. Hardacre (Head of People Management and Development), B. Hopkins (Assistant Director, Planning and Strategy), D. Griffiths (Insurance & Risk Manager), R. Thomas (Committee Services Officer)

Trade Union Representatives:

S. Brassinne (UCATT), N. Funnel (GMB), P. Jones (AMICUS), B. May (T&G), A. Morton (UNISON), J.W. Poole (UCATT), T. Hearme (GMB)

APOLOGIES

Apologies for absence were received from Councillors Mrs A. Collins and A.G. Higgs. Officers N. Barnett (Director of Corporate Services), M. Williams (Head of Public Services), K. Rogers (Senior Health and Safety Officer).

CHAIRMAN'S ADDRESS

The Chairman welcomed everyone to the first meeting of the Committee in 2010 and introduced Donna Jones who was covering for Emma Townsend, Health and Safety Manager.

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 11th November 2009 (minutes nos. 1 - 10, on page nos. 1 - 4), be approved as a correct record and signed by the Chairman.

MATTERS ARISING

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

Members were advised the training documentation and materials had been agreed and training would begin shortly.

4. Medicines in Schools (Minute No. 5)

Members raised concerns regarding funding arrangements and the available provisions for nurses in schools. The need for consistency across the authority was highlighted. Satisfaction was given that policies were in place, and that parents were involved. A Member asked that the opportunity be taken during ongoing discussions with LEA/LHBs to promote issues and that attention be given to prevention, in addition to cure.

5. CORPORATE H&S AUDIT HISTORY

The Chairman welcomed Mr Dave Dean and Mr Peter Jones of Collcom Ltd to the Committee.

The report informed Members, Management and Trade Union Safety Representatives of improvements made since the introduction of auditing by the Corporate H&S Unit and to discuss and agree proposed changes to the auditing process.

Members were reminded that the Corporate Health and Safety Unit commenced a formal program of health and safety auditing in January 2005, since that time considerable improvements have been achieved. As a result the unit are looking to streamline the audits and undertake a lower number of audits than previously, but also to ensure that these are undertaken using a more holistic approach. It is also proposed that the unit investigate links with the audit department and look at the possibility of joint auditing where crossover occurs. This will potentially increase the profile of H&S and increase management ownership.

Officers highlighted the proposed changes and a presentation on RAMIS (an on-line compliance risk management system) was given. Mr Dean, Managing Director of Collcom, demonstrated how the system could improve access to documentation (such as policies, audit information and legislation), send reminders and improve the authority's efficiency levels in respect to risk management.

Members thanked Mr Dean for his presentation and a full discussion followed. Clarification was given that the authority already had and paid an annual cost for RAMIS, and the proposal was to increase its functions, at no extra cost. It was however anticipated to reduce the need for other databases and therefore the licence fees paid to these. Officers confirmed the existing system was working well, and the expanded version could be operational in six months. Key performance indicators will be customised to CCBC's requirements.

Assurance was also given that although all data would be held at a central site, the system had a number of backups, on mirrored drives, to ensure no loss of service or data.

Members of the Committee discussed and agreed the new audit proposals.

6. ACCIDENT STATISTICS REPORT, OCTOBER - DECEMBER 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 October - December 2009.

Members discussed the report and a discussion followed, allowing officers to clarify the circumstances surrounding a number of incidents. Officers agreed to update members on the outcome of incident number 2926 before the next meeting of the committee.

Members of the Committee noted the contents of the report.

7. INFORMATION ITEMS

The following reports were received and noted:-

- (1) Health and Safety Executive (HSE) Action – Members discussed the report and asked for an update following the meeting with the HSE regarding the block repair and client responsibilities under CDM. The Committee noted the recent HSE involvement in CCBC activities, the advice received and the actions that were subsequently taken.
- (2) Health and Safety Executive Proposed Visits - The Committee noted the intentions, made by the HSE, regarding working relationships and HSE visits to Local Authorities.
- (3) Recent HSE Updates - Members discussed the report and it was acknowledged that CCBC was recognised as an authority that was aware of its legal responsibilities as clients for waste services. The Committee noted the recent updates in Health and Safety information, advice and guidance.
- (4) Health and Safety Audits - Members discussed the report and questioned the time difference between an audit and subsequent follow up action. Officers advised that the re-audits were risk based and carried out accordingly, within the constraints of the staffing resources available. It was also highlighted that the proposed system (RAMIS) would assist in this process. Members requested that future reports give details of high risk red rated issues, when identified by audit. The Committee noted the information regarding recent audits carried out by the Corporate Health and Safety Unit between 1st October and 31st December 2009.

8. DATE OF NEXT MEETING

2 p.m. on 12th May 2010 in the Ebbw Room, Penallta House.

The meeting closed at 11.41a.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 May 2010, they were signed by the Chairman.

CHAIRMAN