

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Amy Dredge
(Rhif Ffôn: 01443 863100 Ebst: dredge@caerphilly.gov.uk)

Dyddiad: Dydd Mawrth, 12 Chwefror 2019

Annwyl Syr/Fadam,

Bydd cyfarfod **Pwyllgor Iechyd a Diogelwch Corfforaethol** yn cael ei gynnal yn **Ystafell Rhymneyi, Tŷ Penallta, Tredomen, Ystrad Mynach ar Dydd Llun, 18fed Chwefror, 2019 am 10.00 am** i ystyried materion a gynhwysir yn yr agenda canlynol. Gall cynghorwyr a'r cyhoedd sy'n dymuno siarad am unrhyw eitem wneud hynny drwy wneud cais i'r Cadeirydd. Mae croeso i chi hefyd ddefnyddio'r Gymraeg yn y cyfarfod. Mae'r ddau gais hyn yn gofyn am gyfnod rhybudd o 3 diwrnod gwaith, a bydd cyfieithu ar y pryd yn cael ei ddarparu os gofynnir amdano.

Mae pob cyfarfod Pwyllgor yn agored i'r Wasg a'r Cyhoedd. Gofynnir i arsylwyr a chyfranogwyr ymddwyn gyda pharch ac ystyriaeth at eraill. Sylwer y bydd methu â gwneud hynny yn golygu y gofynnir i chi adael y cyfarfodydd ac efallai y cewch eich hebrwng o'r safle.

Yr eiddoch yn gywir,

Christina Harrhy
PRIF WEITHREDWR DROS DRO

AGENDA

Tudalennau

1 I dderbyn ymddiheuriadau am absenoldeb

2 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



I gymeradwyo a llofnodi'r cofnodion canlynol:-

3	Pwyllgor Iechyd a Diogelwch Corfforaethol a gynhaliwyd ar 19 Tachwedd 2018.	1 - 4
I dderbyn ac ystyried yr adroddiadau* Cabinet canlynol:-		
4	Blaenraglen Waith Iechyd a Diogelwch Corfforaethol.	5 - 8
5	Diweddariad ar Reoli Asbestos.	9 - 14
6	Diweddariad ar Ddiogelwch Tân.	15 - 18
7	Diweddariad ar Hyfforddiant Iechyd a Diogelwch.	19 - 22
I dderbyn a nodi yr eitem(au) gwybodaeth ganlynol		
8	Diweddariadau diweddar yr Awdurdod Gweithredol Iechyd a Diogelwch.	23 - 28
9	Adroddiad Ystadegau Damweiniau ar gyfer Hydref tan Ragfyr 2018.	29 - 36

* Os oes aelod o'r Pwyllgor yn dymuno i unrhyw un o'r Eitemau Gwybodaeth uchod i gael eu dwyn ymlaen ar gyfer adolygiad yn y cyfarfod, cysylltwch â Amy Dredge, 01443 863100, erbyn 10.00am ar ddydd Gwener, 15fed Chwefror 2019.

Cylchrediad:

Cynghorwyr C.J. Gordon, M.A. Adams, P.J. Bevan, D.T. Hardacre, D. Havard, A.G. Higgs, S. Kent a W. Williams

Cynrychiolwyr Undebau Llafur

A Swyddogion Priodol

SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar www.caerffili.gov.uk. ac eithrio am drafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu.

Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn ar ein gwefan <http://www.caerffili.gov.uk/Pwyllgor/Preifatrwydd> neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio griffd2@caerffili.gov.uk neu ffoniwch 01443 863028.



CORPORATE HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON
MONDAY, 19TH NOVEMBER 2018 AT 10 A.M.**

PRESENT:

Councillor D. Havard (Chair)
Councillor S. Kent (Vice-Chair)

Councillors:

M. Adams, P.J. Bevan, A G Higgs and W. Williams.

Together with:

R. Edmunds (Corporate Director – Education and Corporate Services), L. Donovan (Head of People Services), S. Richards (Head of Education, Planning and Strategy), Mark Williams (Interim Head of Property Services), D. Beecham (Electoral Services Manager), E. Townsend (Health and Safety Manager), A. Wigley (Health and Safety Officer) and A. Dredge (Committee Services Officer).

There were no Trade Union Representatives in attendance.

1. TO ELECT A CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR

It was moved and seconded that Councillor D. Havard be elected as Chair for the ensuing year. By a show of hands this was unanimously agreed.

2. TO ELECT A VICE-CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR

It was moved and seconded that Councillor S. Kent be elected as Vice-Chair. By a show of hands this was unanimously agreed.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor D. T. Hardacre.

4. DECLARATIONS OF INTEREST

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

5. MINUTES – 25TH JUNE 2018

RESOLVED that the minutes of the Corporate Health and Safety Committee held on Monday, 25th June 2018 be approved as a correct record and signed by the Chair.

REPORTS OF OFFICERS

Consideration was given to the following reports:

6. ACCIDENT STATISTICS REPORT FOR APRIL - SEPTEMBER 2018.

The report provided the Committee with the numbers and types of work related accidents/incidents that occurred during the period of April to September 2018 (inclusive). In accordance with legislation, the Council is responsible for the reporting of injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE) as well as implementing preventative and protective measures to prevent foreseeable workplace accidents occurring.

Members were advised that Officers are in the process of updating the accident/Incident Reporting and Investigation Policy. Although the policy currently includes near miss reporting this will allow Officers to review the process for near miss reporting.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require accidents which arise as a result of, or in connection with, work to be categorised and reported to the Health and Safety Executive (HSE). The Officer summarised the categories that include fatal accident, specified injury, accidents which cause an employee to be away from work, work related accidents and non-reportable accidents.

Details of all of the accidents that had been reported to the Health and Safety Division between April and September 2018 were appended to the report.

Having fully considered the report, Members noted its contents and thanked the Officers for responding to queries raised during the course of the debate.

7. RECENT HEALTH AND SAFETY EXECUTIVE UPDATES.

The Committee were updated in relation to recent Accidents, incidents and prosecutions across the UK, so that Members are kept informed of any matters that could impact on the management of Health and Safety within the Council.

Members were referred to paragraph 4 in the report that set out details of recent cases which led to successful prosecutions. The first case related to Bridgend Council which had been fined £300,000 and ordered to pay £29,228 in costs after a pupil was killed when he was hit by a minibus on school grounds. The hearing at Cardiff Crown Court on Friday 2nd November 2018 was told that the pupil's death could have been avoided. The second case related to Kent County Council which had been fined £200,000 after asbestos was disturbed at Lansdowne Primary School. The Health and Safety Executive (HSE) found that the flue and gasket rope were attached to a steriliser unit that was removed by the caretaker. The

investigation also found that neither the caretaker nor the head teacher had any asbestos management or awareness training. The council failed to effectively prevent exposure and failed to provide suitable training to those liable to be exposed to asbestos. The Council pleaded guilty to breaching Regulation 10 (1) of the Control of Asbestos Regulations 2012 and was fined £200,000 and ordered to pay costs of £21,500.

The third case related to Comhairle Nan Eilean Siar, the Local Authority which covers the Western Isles, had been fined after a boy suffered chemical burns. An investigation by the Health and Safety Executive (HSE) found that due to the Council's failure to wash away the solution, or cordon off the area, the children were able to access the area. The investigation also found the risk assessment in place did not consider there was a risk to members of the public. The Council pleaded guilty to breaching Section 3(1) of the Health and Safety at Work etc Act 1974 and was fined £12,000 and ordered to pay a compensation order of £6,000. The fourth case related to Hull City Council which had been fined £185,000 and ordered to pay an additional £44,442.71 in costs after being prosecuted by the HSE for failing to control the risk of employees working ice at The Hull Ice Arena. An investigation by the HSE found there had been a number of previous incidents of employees slipping and falling on ice. Hull City Council pleaded guilty to breaching Section 2 (1) of the Health and Safety at Work etc Act 1974.

The final case related to a private company namely, Cambus Limited. A bus driver has been sentenced to 12 weeks imprisonment, suspended for 12 months, and ordered to pay costs of £2,000 after he lost control of the bus he was driving, injuring five of his passengers. An investigation by the Health and Safety Executive (HSE) found the driver was reading a time duty card whilst driving and therefore had no vision of the busway ahead nor did he have a grip of the steering wheel. The investigation also found he was driving at speeds of 52mph when the maximum recommended speed in that area was 30mph. The driver pleaded guilty to breaching Section 7(1) of the Health and Safety at Work etc Act 1974 that places a legal duty upon employees to take reasonable care for themselves and others who may be affected by their acts or omissions, and to co-operate with their employer to ensure their employer is able to comply with their own legal obligations (e.g. follow safety instructions and/or use safety equipment provided by their employer in the manner instructed and trained).

The Committee discussed the cases and were reassured that the Health and Safety Team will work with Senior Managers to review policies and processes related to any of the incidents detailed within this report. This will ensure that the Council is managing risk appropriately and that policies and procedures are fit for purpose.

Having fully considered the report, Members noted its contents and thanked the Officers for responding to queries raised during the course of the debate.

The meeting closed at 10.30 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 18th February 2019, they were signed by the Chair.

CHAIR

Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH FEBRUARY 2019

**SUBJECT: HEALTH AND SAFETY COMMITTEE FORWARD WORK PROGRAMME
2019-2020**

REPORT BY: CORPORATE DIRECTOR – EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to set out proposals for the work programme for the Committee for 2019-20 and consequently the reports to be received.

2. SUMMARY

- 2.1 The Corporate Health and Safety Committee is a legally required Committee under the Safety Representatives and Safety Committees Regulations 1977. The Committee have the function of reviewing the measures taken to ensure the health and safety at work of the employees. Establishing a work programme will enable a more thorough review of Health and Safety actions and will allow committee to prioritise areas they consider an organisational risk in a structured manner.

3. RECOMMENDATIONS

- 3.1 That the content of the report is discussed and the forward work programme is amended and agreed as required.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 For information only.

5. THE REPORT

- 5.1 The following table sets out the proposed Health and Safety Committee Reports for 2019/20:

June 2019	H&S Education SLA Update H&S Structure and Action Plan H&S Statistics (Standing Item) H&S Updates (Standing Item) SWFRS Presentation – Grenfell, What's Changed and What it Means for CCBC* Draft Timetable of Policies to Updated and Timescales
-----------	--

November 2019	H&S Annual Report Accident Reporting and Investigation Policy Risk Management – Claims Statutory Maintenance H&S Statistics (Standing Item) H&S Updates (Standing Item) Revised Draft Wellbeing Policy Provisional/Wellbeing Strategy
February 2020	Asbestos Update Fire Update Health and Safety Training H&S Statistics (Standing Item) H&S Updates (Standing Item) 20/21 – Forward Programme

* Subject to confirmation and the availability of South Wales Fire and Rescue Service

5.1.1 The work programme may be subject to change depending on issues that may become topical or that may require Committee to receive a report e.g. enforcement action.

5.2 Conclusion

The Health and Safety Committee forward work programme will allow Committee members to better review health and safety information across the Council and allow committee to prioritise areas they consider an organisational risk in a structured manner.

6. ASSUMPTIONS

6.1 No assumptions have been made regarding the information contained in this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 This report links to the Corporate Health and Safety Policy and other CCBC Health and Safety Policies e.g. Asbestos, Fire, Lone Working.

7.2 Corporate Plan 2018-2023.

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through affording H&S training opportunities both for our employees and for others across the borough which will support with developing skills and improving employability.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy and able to remain in employment.

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that the health risks associated with work are assessed, controlled and managed and ensuring that H&S policies and practises support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that our health and safety policies and practises are promote good health and well-being.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of H&S policies and practices, prevent any ongoing issues and ensure that H&S is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal H&S objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications within this report.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications within this report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications within this report.

12. CONSULTATIONS

12.1 All comments from consultees have been included in the report.

13. STATUTORY POWER

13.1 The Health and Safety at Work etc. Act 1974 and the Safety Representatives and Safety Committees Regulations 1977

Author: Emma Townsend, Health and Safety Manager, townsej@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director – Education and Corporate Services, edmure@caerphilly.gov.uk
Lynne Donovan, Head of People Services, donovll@caerphilly.gov.uk
Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk

Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE - 18TH FEBRUARY 2019

SUBJECT: ASBESTOS MANAGEMENT UPDATE

REPORT BY: CORPORATE DIRECTOR – EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Health and Safety Committee Members with the work of the Asbestos Team and of progress with regard to Asbestos management across the Authority's non domestic building portfolio during the period April 2017 to December 2018.

2. SUMMARY

- 2.1 In 2011, the Health and Safety Division developed an Asbestos Management Team to provide asbestos management and support to all departments in relation to the Authority's building portfolio of approximately 11,000 domestic and non domestic properties. This report updates on the work of the team from April 2017 to December 2018 and sets out some of the priorities moving forward.

3. RECOMMENDATIONS

- 3.1 That the contents of this report be noted.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To update the Committee with regards to the work of the Asbestos Team.

5. THE REPORT

- 5.1 The Authority's Asbestos Team consists of one Team Manager (who also has responsibility for Fire Safety) and two Asbestos Officers with responsibility for carrying out asbestos surveys, providing advice on planned works and dealing with any asbestos issues within the non-domestic premises. For the Committee's information, the Council also employs three other Asbestos officers: two in Caerphilly

Homes who are responsible for arranging asbestos surveys, managing asbestos works, providing advice and dealing with asbestos issues for the domestic property portfolio and one in Building Consultancy who is responsible for undertaking asbestos surveys and advising on planned work arranged through Building Consultancy and Facilities Management. These 3 staff are managed directly by the service areas and do not form part of the Asbestos Team

5.2 The responsibility of the Asbestos Team is to ensure the Authority is compliant with relevant legislation i.e. Control of Asbestos Regulations 2012. Some of the work undertaken by the team to support this is detailed below

- To undertake full Asbestos Management Surveys, localised Refurbishment Surveys & Work on Fabric of building inspections/assessment
- To ensure the provision of professional support and advice
- To deliver a range of asbestos training and raise awareness
- To develop and implement the Authority's Corporate Asbestos Management Plan and Domestic Asbestos Management Plan
- To develop and implement the Authority's Asbestos Management Services Framework.
- To undertake Asbestos Condition Monitoring of Comprehensive Schools which were constructed under the Consortium of Local Authorities Special Programme (CLASP). This was a system of construction developed from 1950s to 1980s.
- To support Building Consultancy to commission and quality check large scale refurbishments and demolition surveys
- To plan, arrange and manage the asbestos abatement works of varying size works. With the largest project of all being the Asbestos In Schools project
- To undertake small scale abatement non license asbestos works
- To ensure that the Council's Health and Safety system (RAMIS) is kept up to date with regards to relevant asbestos information for non domestic properties.

5.3 The table below provides the Committee with statistics for some of the work undertaken by Asbestos Team during the period April 2017 to March 2018 and April 2018 to Dec 2018 for comparison:

Activity	April 17 to March 18	April 18 to Dec 18
Number of Asbestos Training Course delivered by the Asbestos Officer	79	60
Number of asbestos surveys within Non Domestic premises	122 (84 of are Industrial)	11 (4 are industrial units)
Number of completed "Work On The Fabric Of The Building" requests	441	365
Commissioned Refurbishment and Demolition Survey plus quality checking	0	6
Asbestos Abatement works	11	15
Non License Abatement work undertaken by AMT	17	3

Published Completion Packs	58	50
----------------------------	----	----

5.4 In recent months the team has been reduced from 3 to 2 Asbestos Officers due to the Council's Medium Term Financial Plan (MTFP). Also, 50% of one Asbestos Officer's time is allocated to training. However, this has provided the team with an opportunity to consider workload and priorities and to develop a work plan for the next year and continuing into future years (which is currently being produced). This plan will prioritise works such as:

- Undertaking Management Surveys for the 54 leased out premises that currently do not hold Management Surveys.
- Undertaking Management Surveys at the 35 premises that currently have Management Surveys by external contractors, as these cannot be managed as live data on RAMIS.
- Continued support to all areas of Authority with the provision of advice on day to day projects
- Continuation of asbestos condition monitoring within CLASP sites with the proposal that the Asbestos Team monitor more sites on a risk base approach.
- Review and the implementation of the Corporate and Domestic Asbestos Management Plans
- Develop and tender for the New Asbestos Management Services Framework and the ongoing management of this framework.
- Continued recording and management of all asbestos information.

5.5 **Conclusion**

The Council has invested considerable resources in asbestos management and has made significant progress in terms of addressing the risk. Although progress has been robust, this need to be maintained as considerable amounts of work is still required. There is a need to ensure that effective asbestos management remains a key priority for the Council and that this is supported at all levels throughout the organisation.

6. **ASSUMPTIONS**

6.1 No assumptions have been made regarding the information contained in this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 This report links to the Corporate Health and Safety Policy, Corporate Asbestos Management Plan, Domestic Asbestos Management Plan and other CCBC Health and Safety Policies e.g. Accident/Incident Reporting and Investigation, Fire and Lone Working.

7.2 **Corporate Plan 2018-2023.**

The report content contributes towards or impacts the Corporate Well-being Objectives as detailed below:

Objective 1 - Improve education opportunities for all. Through affording asbestos training opportunities both for our employees and for others across the borough which will support with developing skills and improving employability.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy whilst at work and able to remain in employment. Relevant, targeted and effective asbestos training contributes to this objective as does ensuring that the asbestos risks associated with CCBC premises are assessed and asbestos information provided to directly employed staff and contractors who may be undertaking work on the premises enabling safe working.

Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being. Through ensuring that CCBC housing stock is maintained in safe manner with due consideration of the asbestos risk. This ensures that CCBC premises can be worked on safely and occupied safely without compromising the health and safety of either our staff or residents.

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that the asbestos health risks associated with CCBC premises are assessed, controlled and managed. Also through ensuring that asbestos training raises awareness of risk and ensures that Managers, employees and others are aware of the H&S policies and practises that support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that asbestos training reflects our health and safety policies and practices which promote good health and well-being.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 This report contributes to the Well-being Goals which are:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of Health and Safety and Asbestos policies, practices and training, we will seek to prevent any ongoing issues and ensure that asbestos training and procedures are integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety objectives in line with the act. This will assist in safeguarding the Health and Safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications within this report.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications within this report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications within this report.

12. CONSULTATIONS

12.1 All comments from consultees have been included in the report.

13. STATUTORY POWER

13.1 Control of Asbestos Regulations 2012

Author: Richard Phillips, Team Manager, Asbestos and Fire,
phillr2@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director For Education & Corporate Services,
edmunre@caerphilly.gov.uk
Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk
Cllr Gordon, Cabinet Member for Corporate Services,
gordocj@caerphilly.gov.uk
Emma Townsend, Senior Health and Safety Manager,
townsej@caerphilly.gov.uk

Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE - 18TH FEBRUARY 2019

SUBJECT: FIRE SAFTEY UPDATE

REPORT BY: CORPORATE DIRECTOR – EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Health and Safety Committee Members with regards to the work of the Fire Safety Team and of progress with regards to Fire Risk Assessments across the Authority's non domestic building portfolio during the period April 2017 to December 2018.

2. SUMMARY

- 2.1 The Health and Safety Division is responsible for completing and reviewing Fire Risk Assessments for the Authority's non domestic premises. The team also supports managers with advice and guidance to ensure they progress any recommendations and are effectively managing fire risks.

3. RECOMMENDATIONS

- 3.1 That the contents of this report be noted.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To update the Committee with regards to the work of the Fire Safety Team.

5. THE REPORT

- 5.1 The Fire Safety Team currently consist of one Team Manager (who also has responsibility for Asbestos Management) and two part time Fire Officers with responsibility for undertaking and reviewing Fire Risk Assessments. The team also provide professional advice and support on all aspects of fire safety in the Council's portfolio, which can include domestic dwellings.
- 5.2 The frequency of Fire Risk Assessments varies across the property portfolio between annual to four yearly. The frequency of risk assessments is dependent on the risk

profile of the premises and takes in to account building construction, occupancy, use and management. Higher risk premises, for example, those with a sleeping risk are reviewed annually, where as a sports pavilion is only subject a formal re-assessment every 4 years.

5.3 The table below provides the Committee with the number of Fire Risk Assessments undertaken by the team during the period April 2017 to March 2018 and April 2018 to Dec 2018 for comparison:

	April 17 to March 18	April 18 to Dec 18
Number of Fire Risk Assessments completed	62	52

5.4 Following the tragic fire at Grenfell Towers in June 2017, fire safety has gained a much higher profile and is subject to greater scrutiny. National Fire Safety guidance is currently under review and local Fire Services responsible for enforcement are applying much more stringent standards to compliance than was previously the case

5.5 Some of the other work undertaken by the team and support provided is detailed below:

- Review of Fire Risk Assessments following the change to layout or use of a site
- Dealing with day to day queries as they arise from Building Managers, Health and Safety SLA Officers and Technical Divisions
- Liaising with Technical Divisions to establish lowest cost and legally compliant solutions
- Reviewing and updating the Council’s Fire Safety Policy and associated documents
- Supporting with the review and development of fire safety training
- Liaison with South Wales Fire and Rescue Service on key ‘grey’ issues to establish parameters for CCBC moving forward.

5.6 As fire safety has become more topical, this has resulted in a knock-on effect for the work of the Fire Safety Team, with an increase in requests for advice and support. This is positive in that Managers are seeking to engage and to implement strategies to manage the fire risk in the premises for which they have responsibility. This has, however, resulted in the team having less capacity to complete and / or review assessments at a time when this is a key priority. Consideration is currently being given to ways of working to support the Fire Officers and to minimise the impact of queries on their day to day workload e.g. setting up a Fire inbox for queries.

5.7 Due to the time and resource needed to complete a detailed fire risk assessment on large premises and the priority to review higher risk premises e.g. system built / CLASP schools, an external contractor has been engaged to complete assessments at 15 sites. This work is being completed by Risk Monitor, a Specialist Fire Safety Consultancy, and started in October 2018. A number of meetings have been held between the Council, Risk Monitor and South Wales Fire and Rescue Service to establish principles around key areas such as compartmentalisation of voids. This work will allow us to have a clear set of principles to work toward around fire safety in this type of constructed site moving forward.

5.7 **Conclusion**

Fire Safety is currently a key organisational risk. The Authority is committing considerable time and resource to reviewing existing assessments and to addressing the issues highlighted following the Grenfell Towers Fire. The work of the team builds on the assessments carried out previously and reflects the changing position following the Grenfell Towers Fire and any lessons learned. Fire Safety is likely to be remain a key priority for the foreseeable future.

6. ASSUMPTIONS

6.1 No assumptions have been made regarding the information contained in this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 This report links to the Corporate Health and Safety Policy, Fire Safety Policy and other CCBC Health and Safety Policies e.g. Accident/Incident Reporting and Investigation and Lone Working.

7.2 Corporate Plan 2018-2023.

The report content contributes towards or impacts the Corporate Well-being Objectives as detailed below:

Objective 1 - Improve education opportunities for all.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy whilst at work and able to remain in employment. It also supports continuity of employment through protecting work place.

Objective 3 - Address the availability, condition and sustainability of flats throughout the county borough and providing safer environment also providing advice to support to help improve people's well-being. Through ensuring that CCBC housing stock is maintained in safe manner with due consideration to fire safety. This ensures that CCBC premises are safer place to live and work for residents or staff.

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015.

Objective 6 - Support citizens to remain independent and improve their well-being.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 This report contributes to the Well-being Goals which are:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

- A globally responsible Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of Health and Safety and Fire Safety policies, practices and training, we will seek to prevent any ongoing issues and ensure that training and procedures are integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety objectives in line with the act. This will assist in safeguarding the Health and Safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications within this report.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications within this report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications within this report.

12. CONSULTATIONS

12.1 All comments from consultees have been included in the report.

13. STATUTORY POWER

13.1 The Health and Safety at Work Act 1974
 The Management of Health and Safety at Work Regulations 1999
 The Regulatory Reform (Fire Safety) Order 2005
 The Fire Safety and Safety of Places of Sports Act 1987

Author: Richard Phillips, Team Manager, Asbestos and Fire,
 phillr2@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director For Education & Corporate Services,
 edmunre@caerphilly.gov.uk
 Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk
 Cllr Gordon, Cabinet Member for Corporate Services,
 gordocj@caerphilly.gov.uk
 Emma Townsend, Senior Health and Safety Manager,
 townsej@caerphilly.gov.uk



CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH FEBRUARY 2019

SUBJECT: HEALTH AND SAFETY TRAINING UPDATE

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 The purpose of this report is to update Health and Safety Committee Members on the delivery of health and safety training across the Authority.

2. SUMMARY

2.1 Since 2009 the Health and Safety Division has provided a range of training programmes across the Authority to ensure legal compliance, develop best practice, and introduce considerable cost savings whilst safeguarding the organisation from prosecution and/or liability claims. This report updates on the current position regarding health and safety training.

3. RECOMMENDATIONS

3.1 That the contents of the report be noted

4. REASONS FOR THE RECOMMENDATIONS

4.1 For information only.

5. THE REPORT

5.1 The training team currently consist of 1 Senior H&S Training Officer, 2 Training Officers and 1 Technical Support Officer. The second Training Officer has recently been employed on a 12 month fixed term contract, with the post self funded through income generation. This will bring opportunity for further training delivery both internally and externally and increase income generation.

5.1.1 Portfolio

The team currently offers 27 standard courses, many of which are accredited: These are currently listed and advertised via our Training Directory. Some examples are shown below;

- IOSH Managing Safely
- IOSH Working Safely
- STA First Aid at Work
- STA Emergency First Aid at Work
- STA Paediatric First Aid
- UKATA Asbestos Awareness
- UKATA Non Licensed Asbestos Training
- UKATA Duty to Manage

- Risk Assessment
- Manual Handling

As well as the standard packages, the team support service areas with bespoke training. In May 2017 a Respiratory Protective Equipment (RPE) and Face Fit workshop was designed and delivered for Highways Operatives working with silica dust. In 2016, 2017 and 2018 a bespoke briefing seminar was delivered to School Crossing Patrol Officers.

In July 2018, the team were recognised for their asbestos training when awarded with the United Kingdom Asbestos Training Association (UKATA) Excellence in Workforce Development Award.

During April 2017 to December 2018 the following training was provided:-

Number of Courses/Workshops	Number Trained
200	1808

This has generated income to date of **£91,203.74** during this period.

5.1.2 Service Area support with training

The Senior Health and Safety Training Officer has been working with other departments to look at opportunities for bringing training in house. This helps to reduce costs and also ensure training is fit for purpose and bespoke to the services we provide. We have recently worked with the Parks Department to obtain accreditation with LANTRA to deliver training for operational staff. The portfolio will include training for, brush cutters, hedge trimmers, clearing saws, leaf blowers, pedestrian and ride on mowers. Delivery is expected to commence in February 2019 and will provide an effective and cost saving in house training provision.

5.13 Joint Working

The Senior Health and Safety Training Officer worked with Property Services in 2018 to develop a Premises Managers Handbook and deliver training on Premises Managers responsibilities to staff with premises responsibilities. The sessions took place in the Council Chamber and after the success of the initial sessions were rolled out to Head Teachers. A mop-up session is planned for Head Teachers in February. Further courses will be run periodically dependant on demand.

Number of Courses	Number Trained
7	226

5.1.4 External Customer Provision

For Institute of Occupational Safety and Health (IOSH), UKATA and First Aid courses, our membership and training portfolio is listed publicly. This enables external companies and individuals to book onto our events thus broadening our customer base.

In addition, we offer training to neighbouring Authorities and currently deliver to Rhondda Cynon Taff, Merthyr Tydfil and Cardiff Councils.

Contractors that carry out work on our premises are also able to access our asbestos courses. This supports them in achieving the requirements of their tender agreement, ensures they receive relevant information about our building and asbestos procedures and brings in training income.

5.1.5 Key Priorities for 2019

- Set up Training Needs Analysis review meetings with Service Areas.
- Deliver Refresher Manual Handling training for Caerphilly Homes staff.
- Deliver IOSH Managing Safely Refresher to 200 Managers.
- Design and deliver workshops for noise and hand arm vibration.

Developing our external customer base is a key priority for 2019 however we recognise the need to balance this with ensuring that our internal health and safety needs are met.

5.2 Conclusion

Health and Safety training delivery appears to be working well, with the service well perceived and delivering value for money when compared to private training providers. Provision of well-planned, developed and delivered Health and Safety training helps the Authority in meeting its legal obligations in protecting the health and safety of employees and others.

6. ASSUMPTIONS

6.1 No assumptions have been made regarding the information contained in this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 This report links to the Corporate Health and Safety Policy and other CCBC Health and Safety Policies e.g. Asbestos, Fire and Lone Working.

7.2 Corporate Plan 2018-2023.

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through affording Health and Safety training opportunities both for our employees and for others across the borough which will support with developing skills and improving employability.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy whilst at work and able to remain in employment. Relevant, targeted and effective health and safety training contributes to this objective.

Objective 3 - Address the availability, condition and sustainability of homes throughout the County Borough and provide advice, assistance or support to help improve people's well-being. Through ensuring that CCBC housing stock is maintained in safe manner without compromising the health and safety of either our staff or residents through provision of health and safety training to both directly employed staff and contractors.

Objective 5 - Creating a County Borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that the health risks associated with work are assessed, controlled and managed and that health and safety training ensures that Managers and employees are aware of the Health and Safety policies and practises that support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that our health and safety training reflects our health and safety policies and practices which promote good health and well-being.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long term impact of Health and Safety policies, practices and training, we will seek to prevent any ongoing issues and ensure that Health and Safety training and

subsequent practise is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

12. CONSULTATIONS

12.1 All comments from consultees have been included in the report.

13. STATUTORY POWER

13.1 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulation 1999.

Author: Ali Rees Evans, Senior Health and Safety Trainer, evansa10@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services, edmure@caerphilly.gov.uk
Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk
Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk
Emma Townsend, Health and Safety Manager, townsej@caerphilly.gov.uk



CORPORATE HEALTH AND SAFETY COMMITTEE - 18TH FEBRUARY 2019

SUBJECT: RECENT HSE UPDATES

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 The purpose of this report is to inform the Committee about recent relevant accidents, incidents and prosecutions

2. SUMMARY

2.1 The report is provided as information for members of the Committee, to ensure that they are kept informed of any matters that could impact on the management of health and safety within the Council.

3. RECOMMENDATIONS

3.1 That the Committee note the contents of the report.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To keep the Committee up to date on any health and issues that may be relevant or may require further consideration.

5. THE REPORT

5.1 Local authority prosecution - Legionnaires' Disease

5.1.1 Tendring District Council has been fined after a member of public contracted Legionnaires' Disease having been a regular user of its leisure centre facilities.

5.1.2 Colchester Magistrates' Court heard how the member of public frequently used the showers at Walton Lifestyles when, in November 2016, he fell seriously ill and was taken to hospital where he remained for 18 days. He was diagnosed with Legionnaires' disease, sepsis, pneumonia and chronic kidney failure.

5.1.3 Water samples taken from the men's shower tested positive for the legionella bacteria. Legionella bacteria can proliferate in hot and cold water systems that aren't properly maintained or cleaned.

5.1.4 An investigation by the Health and Safety Executive (HSE) found Tendring District Council had failed to adequately manage the water systems at a number of leisure centres in the district. The significant failings included not having suitable and sufficient legionella risk assessments for the leisure facilities and not providing adequate control measures required for legionella control. Staff were not adequately trained and a lack of monitoring meant these failings went unnoticed for several months.

5.1.5 Tendring District Council, Essex, pleaded guilty to breaching Section 3(1) of the Health and Safety at Work Act 1974 and has been fined £27,000 and ordered to pay costs of £7,500.

5.2 Local authority prosecution – management of contractors

- 5.2.1 Darlington Borough Council has been prosecuted after a self-employed labourer was injured when a pack of roof trusses fell on him.
- 5.2.2 Newton Aycliffe Magistrates' Court was told how, on 5 October 2017, a self-employed labourer was working for two self-employed bricklayers sub-contracted to Darlington Borough Council. He was walking past the front of the building plot when a pack of roof trusses fell on him, trapping him by the head and arm.
- 5.2.3 The HSE found there was an overall failure to adequately monitor work activities at the site. Contributing factors to the incident included:
- Inadequate arrangements for the storage of roof trusses;
 - Failure to manage the amount of materials on site;
 - Failure to plan for parking of vehicles on site;
 - Poor housekeeping on site.
- 5.2.4 Darlington Borough Council pleaded guilty to breaching Regulation 13(1) of the Construction (Design & Management) Regulations 2015 (CDM) and was fined £28,000 and ordered to pay £1,648.45 in costs for failing to plan, manage and monitor the construction phase of a project in their capacity as principal contractor.

5.3 Local authority prosecution – asbestos awareness training

- 5.3.1 Kent County Council has been prosecuted after a school in Sittingbourne, Kent, failed to heed recommendations from a survey to remove asbestos disturbed by its caretaker 18 months earlier.
- 5.3.2 Environmental health officers from the council were carrying out a routine food inspection of the school's kitchen when they found asbestos rope hanging from the ceiling.
- 5.3.3 An investigation by the HSE found that the school's caretaker, on the apparent instructions of the then Head Teacher, had disturbed an asbestos flue pipe and an asbestos rope gasket while removing an air steriliser in May 2013 to make way for a freezer.
- 5.3.4 The HSE served a prohibition notice, closing the kitchen. The notice said: "You have failed to prevent the exposure of employees to asbestos so far as reasonably practicable, in particular the partial steriliser flue and sealant in the school kitchen."
- 5.3.5 Licensed contractors removed the remaining asbestos containing materials and a deep clean was carried out before the kitchen reopened.
- 5.3.6 Canterbury Crown Court was told that an asbestos survey in July 2013 ahead of planned building works graded the exposed flue as a medium risk. The report stated: "Item not due to be disturbed by proposed works but requires safe removal due to potential damage exposure."
- 5.3.7 There was no evidence that this was ever brought to Kent County Council's attention. However, neither the Caretaker nor the Head Teacher had any asbestos management or awareness training. Though the council did have policies on providing asbestos training, it had failed to check and monitor that they were being properly followed.
- 5.3.8 In March 2010 an HSE asbestos management inspection programme found that Head Teachers were not ensuring that Caretakers attended asbestos awareness training and that reporting to the Council was inconsistent.
- 5.3.9 On the HSE's advice, Kent County Council made asbestos awareness training mandatory for all relevant school staff.
- 5.3.10 Kent County Council pleaded guilty to breaching Regulation 10(1) of the Control of Asbestos Regulations at Canterbury Crown Court, and fined £200,000, and ordered to pay full costs of £21,501.

5.4 **District council censured over fire safety failures and Legionnaires' risk**

- 5.4.1 A West Sussex local authority has been issued with a regulatory notice for failing to assess fire and legionella risks in properties it is responsible for maintaining.
- 5.4.2 In the notice, the UK's Regulator of Social Housing said that up until 2016 Arun District Council risk assessed its housing stock on a reactive basis only, after issues had been reported. "*This means that Arun District Council cannot provide assurance that all of the relevant properties had a risk assessment in place until very recently,*" it said.
- 5.4.3 The social housing regulator added that, though the council has since risk assessed its entire property portfolio, it has not yet completed the actions highlighted in the assessments.
- 5.4.4 Arun District Council was also been criticised over water safety.
- 5.4.5 Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the council has a statutory duty to identify and assess the risks of legionella exposure and to implement measures to control them.
- 5.4.6 However, as with fire safety, the Regulator of Social Housing said that until recently the council had only carried out risk assessments in response to concerns raised.
- 5.4.7 Due to the seriousness of these issues and the lack of urgency to address them, the regulator concluded that Arun District Council had breached part 1.2 of the Home Standard "*and caused the potential for serious detriment to [its] tenants*".
- 5.4.8 In May the results of an external review commissioned by the council reported that there were "significant weaknesses" in its safety and health management system.

5.5 **Prosecution following a fatal fall of vulnerable person from moving minibus**

- 5.5.1 A healthcare company has been fined after a vulnerable patient suffered fatal injuries during a minibus journey.
- 5.5.2 Nottingham Crown Court heard how, on 16 March 2014, a vulnerable patient was fatally injured when returning from an out of hours GP appointment at Nottingham Emergency Medical Centre in a minibus. Samantha Barton died after opening a door and leaping from a minibus which was travelling at speed on the A52, just outside of Nottingham.
- 5.5.3 An investigation by the HSE found that Elysium Healthcare (Farndon) Limited failed to have systems and procedures in place, including risk assessments, information, instruction and training which would have made sure the minibus doors were appropriately secured by the (fitted) child locks, so that passengers could not leave the vehicle until staff opened the doors from the outside.
- 5.5.4 Elysium Healthcare (Farndon) Limited pleaded guilty at Nottingham Magistrates' Court to breaching Section 3(1) of the Health and Safety at Work etc. Act and fined £500,000 and ordered to pay costs of £67,500.

5.6 **CONCLUSION**

Health and Safety remains a key priority for Local Authority consideration. Although the HSE are less proactive than previously, they will investigate and prosecute if there are health and safety failings. Ensuring that health and safety is considered and risks assessed and controlled, assists the Authority in meeting its legal obligations, in protecting the health and safety of employees and others.

6. **ASSUMPTIONS**

- 6.1 No assumptions have been made regarding the information contained in this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 This report links to the Corporate Health and Safety Policy and other CCBC Health and Safety Policies e.g. Asbestos, Fire, Lone Working.

7.2 **Corporate Plan 2018-2023.**

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through ensuring that case law and relevant Health & Safety updates are communicated. This allows relevant information to be included in CCBC H&S Training which is afforded to employees and other across the borough.

Objective 2 - Enabling employment. Through provision of up to date H&S information which assists CCBC in ensuring that CCBC employees and others affected by our work activities are kept safe and healthy and able to remain in employment.

Objective 5 - Creating a County Borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that any relevant information on health risks associated with work is communicated allowing the risks to be assessed, controlled and managed and ensuring that Health & Safety policies and practises support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being
Through ensuring that relevant health and safety information is communication and can considered. This assists in ensuring that our health and safety policies and practises can be reviewed and updated as appropriate and continue to promote good health and well-being.

8. **WELL-BEING OF FUTURE GENERATIONS**

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of Health & Safety policies and practices, prevent any ongoing issues and ensure that Health & Safety is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health & Safety objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. **EQUALITIES IMPLICATIONS**

9.1 There are no equalities implications

10. **FINANCIAL IMPLICATIONS**

10.1 There are no financial implications.

11. **PERSONNEL IMPLICATIONS**

11.1 There are no personnel implications.

12. CONSULTATIONS

- 12.1 If any consultee expresses views which differ from the recommendations, the author must include them in this section and as part of the main body of the report state whether the author is of the view that they have been addressed satisfactorily in the report, whether they can/should be incorporated in the recommendation and if not incorporated into the recommendation then why not.

13. STATUTORY POWER

- 13.1 The Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.

Author: Andrew Wigley, Principal Health and Safety Officer, wiglea@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director for Education & Corporate Services,
edmunre@caerphilly.gov.uk
Lynne Donovan, Head of People Services,
donovl@caerphilly.gov.uk
Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk
Emma Townsend, Senior Health and Safety Manager, townsej@caerphilly.gov.uk

Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH FEBRUARY 2019

SUBJECT: ACCIDENT STATISTICS REPORT FOR OCTOBER – DECEMBER 2018

REPORT BY: CORPORATE DIRECTOR – EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the numbers and types of work related accidents/incidents that occurred during the period of October to December 2018 (inclusive).

2. SUMMARY

- 2.1 The report provides accident statistics for October to December 2018 (inclusive). Accident statistics are produced for each quarter and presented to the members of the Health and Safety Committee for information.

3. RECOMMENDATIONS

- 3.1 That the Committee note the contents of the report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The recommendation is made to keep the Committee up to date with regards to accidents/incidents reported within the stated time period.

5. THE REPORT

- 5.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require accidents which arise as a result of, or in connection with, work to be categorised as follows and reported to the Health and Safety Executive (HSE):

- Fatal accidents
- 'Specified injury' (formerly referred to as a 'major injury'), including a fracture, other than to fingers, thumbs and toes; amputation of an arm, hand, finger, thumb, leg, foot or toe; permanent loss or reduction of sight; crush injuries leading to internal organ damage; serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs); scalpings (separation of skin from the head) which require hospital treatment; unconsciousness caused by head injury or asphyxia; and any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

- Work-related accidents involving members of the public or people who are not at work (including pupils) if the injured person is taken from the scene of the accident directly to hospital for treatment to that injury.

5.1.2 The term 'non reportable' accident or incident, refers to any accident or incident that is not included in point 5.1 and therefore is not reportable to the Health and Safety Executive. Most of these accidents result in minor injury. Accidents in this classification are reported to the Health and Safety Division only if they affect:

- Employees while they are at work.
- Pupils, clients and members of the public who are injured as a result of work activity while they are on Council premises or using the facilities.
- Any persons who are injured as a result of any work activity carried out by or on behalf of the Authority.

5.1.3 Appendix 1 provides details on all of the accidents for the Authority that have been reported to, and recorded by, the Health and Safety Division between October to December 2018 (inclusive). These are categorised by accident severity type, e.g. minor, over seven consecutive days' incapacitation, and 'specified' (formerly referred to as a 'major') injury.

5.1.4 Appendix 2 details the RIDDOR-reportable accidents per directorate between October to December 2018 (inclusive), and details those accidents that occurred to members of the public that were reported.

5.1.5 There were no RIDDOR-reportable accidents in this period in the Communities Directorate.

5.1.6 There were 4 RIDDOR-reportable accidents in this period in the Social Services and Housing Directorate.

5.1.7 There were no RIDDOR-reportable accidents in this period in the Education and Corporate Services Directorate

5.1.8 For the purposes of reporting, staff who are working for the Authority via an agency are treated as employees.

5.1.9 It should be noted that when making comparisons with last years' report there has been a change in the management structure within the Authority, with certain service areas now falling under different Directorates.

5.2 **Conclusion**

The above figures are one third of those for the same period of the previous year. This is encouraging and demonstrates the positive benefits of interventions of Health and Safety Officers regarding audits of workplaces and work activities, and the provision of health and safety related training.

6. **ASSUMPTIONS**

6.1 No assumptions have been made regarding the information contained in this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 The report links to the Corporate Health and Safety Policy and Accident/Incident Reporting and Investigation Policy.

7.2 **Corporate Plan 2018-2023.**

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through using accident/incident statistics to affording Health and Safety training opportunities both for our employees and for others across the borough which will support with developing skills and improving employability.

Objective 2 - Enabling employment. Through collating and reviewing accident statistics and using the information to assist with ensuring that CCBC employees and others affected by our work activities are kept safe and healthy and able to remain in employment.

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that information on work related ill-health is recorded and reviewed thereby ensuring that the health risks associated with work are assessed, controlled and managed and ensuring that Health and Safety policies and practises support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that our health and safety policies and practises are promote good health and well-being.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will review accident statistics and will use then when we seek to consider the long-term impact of Health and Safety policies and practices, prevent any ongoing issues and ensure that Health and Safety is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications within this report.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications within this report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications within this report.

12. CONSULTATIONS

12.1 All comments from consultees have been included in the report.

13. STATUTORY POWER

13.1 The Health and Safety at Work etc. Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. .

Author: Andrew Wigley, Principal Health and Safety Officer, wiglea@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director For Education & Corporate Services,
edmunre@caerphilly.gov.uk
Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk
Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk
Emma Townsend, Senior Health and Safety Manager, townsej@caerphilly.gov.uk

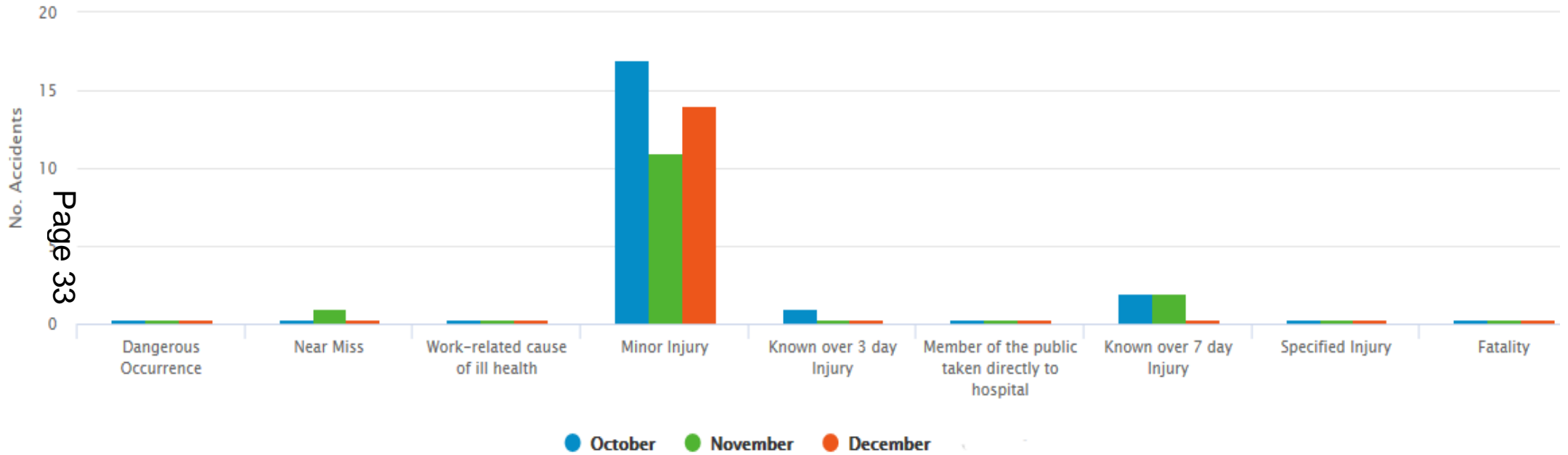
Appendices:

Appendix 1 All accidents by type for the Authority between October - December 2018
Appendix 2 Reportable accidents by type and Directorate between October – December 2018
Appendix 3 All accidents by type for the Authority between October – December 2017
Appendix 4 Reportable accidents by type and Directorate between October – December 2017

Appendix 1 - All accidents by Type for the Authority between October - December 2018

All Accidents by Type for the Authority

October to December - 2018

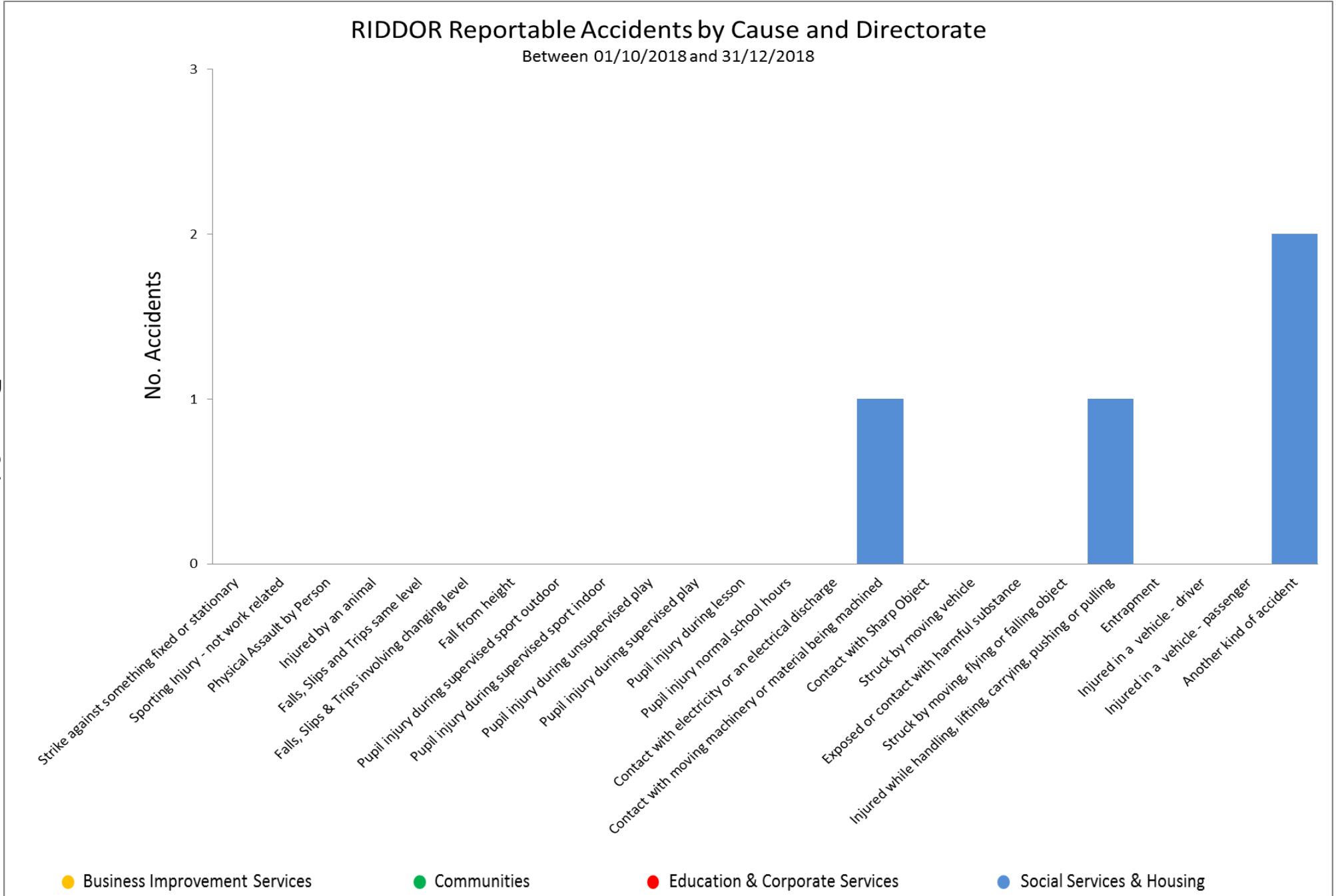


Appendix 2 – Reportable accidents by Type and Directorate between October – December 2018

RIDDOR Reportable Accidents by Cause and Directorate

Between 01/10/2018 and 31/12/2018

Page 34



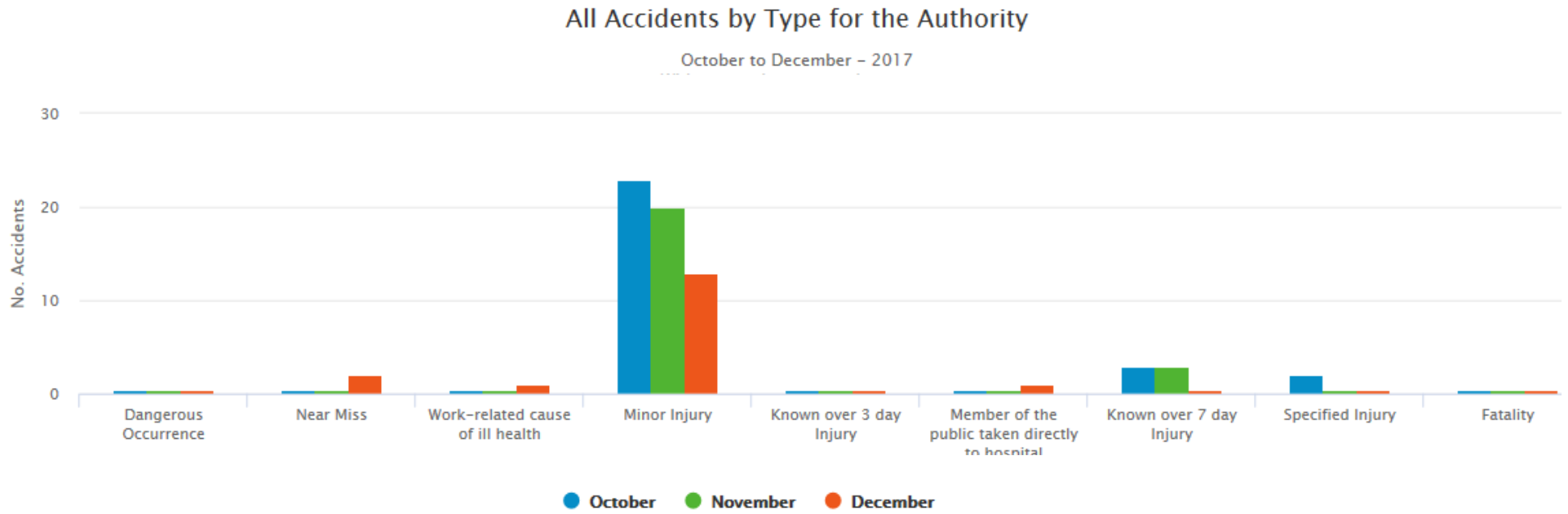
● Business Improvement Services

● Communities

● Education & Corporate Services

● Social Services & Housing

Appendix 1 - All accidents by Type for the Authority between October - December 2017



Appendix 2 – Reportable accidents by Type and Directorate between October – December 2017

