



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING IN PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON MONDAY, 20TH MARCH 2023 AT 10.00 A.M.

PRESENT:

Councillors: M. A. Adams (Chair), M. Chacon-Dawson, R, Chapman, S. Kent (Vice Chair), and J. Sadler.

Together with:

R. Edmunds (Corporate Director of Education and Corporate Services), E. Townsend (Health and Safety Manager), D. Beecham (Electoral Services Manager), S. Richards (Head of Education Planning and Strategy), M. Headington (Green Spaces and Transport Services Manager), J. Ollman (Centre Shift Supervisor), H. Hill (Asbestos Officer), and J. Lloyd (Committee Services Officer)

Trade Union Representatives: N. Funnell (GMB), and J. Garcia (Unison).

RECORDING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting would be live-streamed and a recording made available to view via the Council's website – [Click Here to View](#). Members were advised that voting on decisions would take place via Microsoft Forms.

1. APOLOGIES FOR ABSENCE

Apologies received from Councillors G. Enright and W. Williams.

2. DECLARATIONS OF INTEREST

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

REPORTS OF OFFICERS

Consideration was given to the following reports.

3. HEALTH AND SAFETY EXECUTIVE ASBESTOS MANAGEMENT VISITS.

The Health and Safety Manager introduced the report which informed the Committee Members of the outcome of recent asbestos management inspection visits by the Health and Safety Executive (HSE).

Members were advised that the HSE had released a bulletin in July 2022 to inform schools that HSE inspectors were going to assess the management of asbestos in schools by undertaking a programme of inspections to primary and secondary schools in England, Scotland and Wales from September 2022 onwards. The purpose of the inspections was to assess how schools are managing the risks from asbestos within the school estate and if they are meeting the 'duty to manage' (DTM) requirements under Regulation 4 of the Control of Asbestos Regulations 2012 (CAR).

Members were informed that HSE inspectors visited two CCBC schools on pre-arranged visits. St Cenydd Community Comprehensive and Maesycwmmwr Primary Schools were chosen by the HSE and visited on 14th November 2022. Members were advised that the HSE Officers were satisfied that asbestos was being well managed at both premises and that the schools were supported by the Authority on their management of asbestos including the provision of surveys, training, record keeping (changes in condition/abatement works) and asbestos management advice.

A Member sought clarification on the planned visits and timetable, and Members were advised that HSE are not proposing any more visits to schools but are planning future visits to non-school premises.

Following consideration of the report, the Committee noted the contents.

4. HEALTH AND SAFETY POLICY REVIEW TIMETABLE.

The Health and Safety Manager introduced the report which provided the Committee Members with a proposed timetable for the review of current Health and Safety policies and sought Members views and approval, to ensure that Members are kept informed and are able to influence the schedule of policy development.

Members were advised that the programme may be subject to change depending on issues that may become topical, for example any new HSE/Fire Service guidance and workload.

Members were also advised that where policies are subject to minor changes then one report summarising the changes will be brought to the Committee covering a number of policies.

A Member noted that the policies on display screen equipment and lone working would have been more apparent and affected throughout the Covid period. Members were advised that in relation to display screen equipment, the Health and Safety team provided a quick response during the pandemic for those staff who were working from home. New proposals going forward will now include self-assessments for staff for agile working, office, and other locations. A training video for staff is being produced for these self-assessments.

A Member sought clarification whether Health and Safety officers would visit staff at home. Members were advised that this would not normally occur, but the training video

would be available to staff, followed by further advice and guidance from the Health and Safety team to support staff if needed.

The Unison representative queried the terms of reference of the meeting, which had been referred to in the previous meeting. Members were advised that the Health and Safety Policy Review would cover this in the next Corporate Health and Safety Committee meeting in June.

Clarification was sought as to the process for adding items to the agenda for these meetings going forward, and reference was made to recent health and safety issues at a CCBC site, and whether this item should be brought before this Corporate Health and Safety Committee. Members were advised that any specific issues can be discussed directly with the Health and Safety team outside of the meeting, and that this Committee meeting would not have the capacity to include all the specific health and safety items currently ongoing within CCBC.

The GMB representative noted the commitment given by the HR team, following the last meeting, for a date to be agreed to meet with union representatives. Members were advised that this was in progress, in order to discuss the terms of reference of the Corporate Health and Safety Committee.

A Member questioned the number of policies due to be reviewed in November 2023, as shown in the timetable in the report. Members were advised that they would just receive notification of any changes to the policies listed and this could be subject to change if the capacity of the meeting agenda became too full. The Member also requested a summary of the policies for information for new Members. Members were advised that this could be arranged, and Members were also invited to contact the health and safety team direct, if they wished to discuss any policies outside of the meeting, prior to the next Corporate Health and Safety Committee meeting.

It was moved and seconded that the Committee discuss and agree the contents of the report and, by way of Microsoft Forms this was unanimously agreed.

RESOLVED that the contents of the report be approved.

5-6. INFORMATION ITEMS

The Committee noted the contents of the following information reports which had not been called forward for discussion at the meeting. Full details were included in the Officer's reports. The Chair reminded Members that information items on the agenda needed to be called forward for discussion, prior to the meeting.

1. Recent Health and Safety Executive Updates.
2. Accident Statistics Report for October to December 2022.

The meeting closed at 10.32 am.

CHAIR

