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For all enquiries relating to this agenda please contact Sharon Kauczok
(Tel: 01443 864243 Email: kaucz@caerphilly.gov.uk)

Date: 11th November 2014

Dear Sir/Madam,

A meeting of the **Corporate Health and Safety Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Monday, 17th November, 2014** at **10.00 am** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

- 1 To receive apologies for absence.
- 2 Declarations of interest
Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

- 3 Corporate Health and Safety Committee held on 16th June 2014.

To receive and consider the following reports/presentations:-

- 4 Results of Audiometric Screening Programme (Presentation).

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



- 5 Statutory Maintenance - Overview (Presentation).
- 6 Education Health and Safety Inspection Update.
- 7 Driver Certificate of Professional Competence Training Update.
- 8 Fire Safety in Schools.

To receive and consider the following information items*:-

- 9 Recent HSE Updates.
- 10 Accident Statistics Report for April - September 2014.

** If a member of the Committee wishes for either of the above information items to be brought forward for discussion at the meeting please contact Sharon Kauczok, Tel. 01443 864243 by 10.00 am on Friday, 14th November 2014.*

Circulation:

Councillors M.A. Adams, P.J. Bevan, D.T. Hardacre, D. Havard (Chair), A.G. Higgs, G. J. Hughes and S. Kent (Vice Chair)

Trade Union Representatives.

And Appropriate Officers



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN,
ON MONDAY, 16TH JUNE 2014 AT 10.00 AM

PRESENT:

Councillors:

M. Adams, D. Havard, A. Higgs, G. Hughes and S. Kent.

Together with:

D. Jones (Service Manager, Health, Safety and Welfare), G. Hardacre (Head of HR and Organisational Development), T. Phillips (Health and Safety Manager), R. Phillips (Asbestos Team Manager), S. Hawkins (Community Leisure Officer), E. Townsend (Deputy Health and Safety Manager), M.S. Williams (Head of Community and Leisure Services), T. Maher (Assistant Director Planning and Strategy, Education) and E. Sullivan (Democratic Services Officer).

Trade Union Representatives:

S. Brassinne (UCATT).

1. APOLOGIES

Apologies for absence had been received from Councillors P.J. Bevan, Mrs C. Forehead and D. Hardacre.

2. APPOINTMENT OF CHAIR

Councillor D. Havard was appointed Chair of the Committee for the ensuing year.

3. APPOINTMENT OF VICE-CHAIR

Councillor S. Kent was appointed Vice-Chair of the Committee for the ensuing year.

4. DECLARATIONS OF INTEREST

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

5. MINUTES

Subject to the inclusion of Cllr D. Havard in the list of apologies for absence it was

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 17th February 2014, be approved as a correct record and signed by the Chairman.

REPORTS OF OFFICERS

Consideration was given to the following reports.

6. ANNUAL HEALTH, SAFETY AND OCCUPATIONAL HEALTH REPORT - PRESENTATION

Donna Jones, Service Manager, Health, Safety and Welfare presented an outline of the Health, Safety, Occupational Health and Risk Management Annual Report for 2013-2014 and a copy of the report was circulated to Members. The presentation detailed Health and Safety Achievements and Performance for 2013/14, Carefirst Services, Health and Safety Training, Civil Claims and the Priorities for 2014-15.

The key Health and Safety achievements were highlighted and reference made to the changes to the Specsavers Eye Care Scheme; the introduction of Health and Safety vetting of Contractors; the development and implementation of a Corporate Asbestos Management Plan; Fire Safety in Residential Homes; Design and Technology/Radiation Sources in Schools and a new Health and Safety handbook for Park Services.

In relation to the Specsavers Eye Care Scheme, the Officer confirmed that staff non-attendance at appointments had led to an issue with unredeemed vouchers. As a result an e-Voucher system had been implemented which allowed any unused vouchers to be reissued. It was noted that since the scheme launched in November 2012, 274 vouchers had been issued.

Members were advised that from 1st January 2014 all construction contractors wishing to work for the Authority must be accredited to one of the Safe Systems in Procurement (SSIP) schemes. This would ensure a consistent approach to Health and Safety pre-vetting to a set standard.

The Corporate Asbestos Management Plan had been further developed in 2013 to support Building Managers and Head Teachers in the management of any materials containing asbestos within their premises. Briefing sessions had been held with 300 employees attending to date. It was noted that the session had been tailored to reflect either school or business management needs.

Following issues identified as a result of the fire service industrial action, residential homes were visited and individual Personal Emergency Evacuation Plans implemented to complement the overall evacuation plan which had also been reviewed and updated. A training programme specific to each individual homes evacuation plan was then delivered to staff.

In relation to Design and Technology Departments in schools specialist external Health and Safety training had been facilitated bringing a further 10 members of school staff to a nationally recognised accredited standard. In addition to this audits had been undertaken with all schools that hold radiation sources required for the delivery of A Level Physics and training sessions held for Heads of Science Departments to raise awareness of good working practices.

Finally working with Park Services risk assessments and procedures were reviewed, updated and streamlined and a new health and safety handbook produced and circulated to Parks employees.

In terms of performance, Members were advised of the work being done by Occupational Health Services in relation to the screening of school caretakers, this had identified a number of staff with symptoms of vibration induced disease. In most cases this was a pre-existing condition however in future all caretaking staff would need to be screened for HAVs prior to placement. The expectations of Head Teachers in relation to the duties and responsibilities of their caretakers was noted and the importance that they should not be required to go over and above their remit was emphasised.

Members were referred to the notices received from the South Wales Fire Service for Ysgol Ifor Bach and Rhiw Syr Dafydd. In relation to Ysgol Ifor Bach a conflict in the recommendations received at the school had become apparent as the Fire Service required the number of displays to be reduced due to the amount of combustible material they contained, whereas ESTYN had recommended the increased use of displays as part of their recommendations.

Accident statistics for 2013/14 were confirmed and were noted to be similar to the previous year. The Officer highlighted a decrease in the number of 3 day lost time periods which had fallen from 23 in 2013/13 to 13 in 2013/14. However there had been an increase in the number of 7 day lost time periods which had risen from 19 in 2013/14 to 26 in 2013/14.

The number of proactive inspections carried out in 2013/14 were confirmed and compared to the figures for 2012/13. Members were advised that these were carried out on a rolling programme and noted that the number of inspections carried out had increased.

Occupational Health performance for 2013/14 was confirmed and Members noted that 2413 appointments had been made during the year, of these 567 had been with physiotherapist. It was noted that the majority of the physiotherapy appointments had been made by people in work to try and avoid the need for sickness absence. Members noted the Health Screening programme and the various health checks had been undertaken in order to ensure that people were fit enough to fulfil their post requirements.

The Carefirst Support Services contact analysis was summarised and highlighted the decrease in work related problems recorded falling from 273 in 2012/13 to 215 in 2013/14. However both the Support Service and the Occupational Health team had noted an increase in mental health related conditions being reported.

Health and Safety training events throughout 2013/14 were confirmed with a total of 296 training events providing training for 2893 employees.

Civil claims for 2013 were outlined with only 16 new employment liability claims being filed in 2013/14 at a cost of £191k compared to costs of £440k in 2012/13. Members were also advised that no employment liability claims had been taken to court in 2013/14. Changes to Employment Liability Law were noted with the deadline for court submission reduced from 90 to 30 days. The Officer confirmed that this authority already worked to a 20 day report deadline.

The key priorities for 2014/15 were confirmed as Mental Health Support and Training, Asbestos Removal Programme in Schools, Completion of Disaster Recovery/Education Continuity Plans for all Schools, Premium Health and Safety SLA Service to Schools and General Inspections to Residential Homes/Day Centres.

The Chair thanked the Officer for the very informative presentation and full discussion ensued.

Clarification was sought with regard to the assessment of school caretakers with pre-existing health conditions and the impact that these would have on their ability to carry their roles. The Officer confirmed that risks were assessed to the point at which an individual was unable to continue in their role, at this point a medical redeployment would be a consideration. Assurances were given that Officers would work closely with the individual members of staff to secure the best outcome possible. Members were advised that due to increasing budgetary pressures School Heads were relying heavily on caretakers and in some instances expectations had far exceeded the remit of the post and the need to bring this back into line was emphasised. It was noted that Heads Teachers were being consulted on using the caretaker role appropriately and they were mindful of striking the right balance. The implications of failing to detect health issues with regard to employer liability were discussed and noted.

Members fully recognised the difference a good caretaker made to a school but were mindful that any demands placed on them should not go beyond their job description. Officers confirmed that five caretakers had been identified with vibration induced disease and although they had been restricted from using certain equipment it had not prevented them from carrying out their duties.

Members discussed the opting out of schools from Service Level Agreements for ground maintenance and the further implications this could have on the caretaker role. The importance of regular use and training on specialised equipment was discussed and Officers emphasised the need to reinforce good working practices through training to a nationally recognised standard as evidence of competency levels.

The Corporate Health and Safety Committee noted the presentation and the Health, Safety, Occupation Health and Risk Management Annual Report 2013-2014.

7. ASBESTOS REMOVAL PROGRAMME - CCBC SCHOOLS

Donna Jones, Service Manager, Health, Safety and Welfare introduced the report which updated the Committee on the current position of asbestos in all schools where the Council is the duty holder and advised of the work undertaken to date to implement a planned programme of asbestos removal works.

The programme would work across 37 schools over the next two years and remove all amosite asbestos from occupied areas of schools buildings. The project required a budget of £800,000 and would be completed in two phases.

It was noted that a programme of air quality monitoring had been undertaken in various schools and the samples taken analysed using fibre discrimination techniques. Members were advised that 6 of the samples taken had been returned with fibre levels below 0.0005 f/cm³. This level of amosite fibres in the air was regarded by the Medical Research Council as a satisfactory level in schools with asbestos in good condition. Members were assured that the authority was in a very positive position as a result of the survey and monitoring processes already completed.

The Chair thanked the Officer for her report and full discussed ensued.

Members congratulated Officers on the work already done and sought clarification on the amount of disruption that would be caused to schools during the removal works. Officers confirmed the works programme would be sensitively managed to ensure there was little or no disruption to the schools.

Clarifications was sought as to the nature of the contractors that would be used for the works and Officers confirmed that asbestos removal required a specialist licensed contractor.

The Corporate Health and Safety Committee noted the report.

8. RECENT HSE UPDATE

The report informed the Committee of recent updates in Health and Safety information, advice and guidance.

Members were referred to section 4.2 of the report which outlined an issue raised at the last meeting in relation to free standing walls and referenced a recent collapse in a school in Edinburgh.

Officers confirmed that the Health and Safety Team conducted general inspections in all schools and any structural issues would be picked up and taken forward for review. Condition Surveys and remedial actions are always highlighted and assurances given that Health and Safety would have picked up any issues and progressed as appropriate.

In addition Building Condition Surveys are undertaken by Corporate Property on school buildings, which would highlight structural issues requiring remedial action. This information is shared with Education Officers and Headteachers for appropriate action.

The Chair thanked the Officer for her report and full discussion ensued.

The Corporate Health and Safety Committee noted the report.

9. DARREN VALLEY TRAFFIC ISSUE

Donna Jones, Service Manager, Health, Safety and Welfare confirmed that this item had been placed on the agenda at the request of Councillor D. Hardacre who had, unfortunately given his apologies for this meeting.

Members were advised that Councillor Hardacre's concerns stemmed from the impact the recent road closure between Pontlottyn and New Tredegar had on traffic through the Darren Valley. Particular concerns had been raised in relation to Council owned vehicles travelling at speed through the area and requested that a reminder be sent to staff on driving safely.

Driving safety concerns were discussed at length and particular issues in relation to speeding, the use of mobile phones and blue tooth or hands free devices whilst driving were debated. Members agreed that the drop in concentration levels experienced when a driver is engaged in a conversation would be detrimental to their capacity to drive safely and therefore before accepting a call a driver must find a suitable and safe place to stop before answering any call.

Having considered the concerns raised by Councillor Hardacre the Corporate Health and Safety Committee recommended that a communication be sent to all staff using corporate vehicles reminding them of their responsibility to drive safely and legally particularly in terms of speed and mobile phone use.

10. INFORMATION ITEMS

The following report was received and noted:

1. Accident Statistics Report for Quarter 4 - January - March 2014.

The meeting closed at 11.07 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on, 3rd November 2014 they were signed by the Chairman.

CHAIRMAN



CORPORATE HEALTH AND SAFETY COMMITTEE - 17TH NOVEMBER 2014

SUBJECT: EDUCATION HEALTH AND SAFETY INSPECTION UPDATE

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform the Corporate Health and Safety Group of the recent developments and resulting inspections undertaken by H&S Officers within maintained Caerphilly Schools and Non Education premises during 2014 in relation to automatic powered access gates.

2. SUMMARY

- 2.1 In Bridgend on July 3rd 2010 a five year old girl was killed when she became trapped and crushed to death by an electric gate. The court case was concluded in mid June 2012 and the Health and Safety Executive have recently provided findings to the case. The child was trapped because :-
- Their presence in the vicinity of the closing edge was not detected; and
 - The closing force of the gate when they obstructed it was not limited to the values specified in standard BS EN 12453:2001
- 2.2 The installed gates involved in the fatality did not meet European and British Safety Standards and did not have sufficient safety devices as its structure contained trapping points. The installation company and the maintenance company have been sentenced for serious safety failings and fined £200,000 including costs. Automated access gates have become more common, particularly in primary school settings, with a further number being installed at Authority sites across the borough. The higher level of risk is considered to be those installed at Primary schools due to the number of children accessing and egressing the schools sites compared to non-school sites which are generally occupied/accessed by adults.
- 2.3 Except in a private dwelling where no staff are employed, the person in control of the premises has responsibilities under the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998. A local authority also has legal duties under this legislation. These legal responsibilities include ensuring that the gate is fitted with any necessary safety devices to minimise the risk of causing injury, ensuring the gate is maintained in efficient working order and keeping a suitable record of maintenance. The term 'efficient' in this context is from the point of view of health and safety, not convenience or economy.
- 2.4 Contractors appointed to install powered gates have legal responsibilities to ensure the installation conforms to the relevant safety standards required of the EU Machinery Directive as outlined below.

- Contractors appointed to maintain, modify and/or repair installed gates are contractually and legally responsible for ensuring gates operate safely after completing such work. This includes conducting a force test to ensure the pressure at entrapment risk points does not exceed 400 Newtons.

3. LINKS TO STRATEGY

- 3.1 The report links to the Authority's statutory duties in relation to Local Authority maintained education premises/activities and other premises for which the Local Authority is owner of the premises.

4. THE REPORT

- 4.1 The Health and Safety Section have completed the following inspections at school sites that have automated powered gates installed as well as a number of Authority depot sites.
- 4.2 A total of 10 Inspections were completed, of which 7 were Primary schools.
- 4.3 Two of the seven Primary schools had powered pedestrian access gates, all the remaining gates were vehicle access gates.
- 4.4 Five of the sites inspected did not comply with the standard guidance of BS EN 12453. Three of which were Primary schools. The remaining two were depot sites. 50% non-compliance – **High Risk** status as there is a risk of prosecution and potential Injury.
- 4.5 Six of the sites did not have an installation commissioning certificate or report for the gate on site. Three of these were Primary schools. 60% non-compliance – **Low Risk** Status regarded as good Practice.
- 4.6 Six of the sites inspected had no regular maintenance or servicing contract in place, four of these were at Primary schools. 60% non-compliance – **Medium Risk** Status, maintenance of safety features which reduce risk of accidents.
- 4.7 Five sites had not had the gates pressure tested in the last six months, three of these being Primary schools. One site had arranged annual pressure tests. 50% non-compliance – **High Risk** Status, maintenance of critical safety feature reducing risk of crushing injury.
- 4.8 Six of the sites on inspection had post installation faults that needed rectification. Four of these were Primary schools. 60% non-compliance – **High Risk** Status non-compliant with BS EN 12453 as 4.4.
- 4.9 Health and Safety Officers have completed the audits during June and August of 2014. Reports on the non-compliances identified have been passed to the Head of the respective schools or building manager to initiate and rectify.
- 4.10 All schools have received support to advise the action they need to take to achieve compliance with the relevant guidance and standards and officers are checking progress with the school. Revisits to all sites are scheduled for November 2014 to ensure that the improvements have been completed.
- 4.11 Five of the school installations had been installed by one company (High Cross Ltd.). Of the five, two of the installations had been undertaken via the Authority and three schools had engaged High Cross directly. Building Consultancy are supporting schools with the remedial works which were undertaken via the Authority.
- 4.12 Those schools that engaged High Cross directly to install their powered gates have been

advised to recall High Cross to rectify the non compliances, which they have done.

- 4.13 Further monitoring inspections at these schools will be undertaken in November 2014 and the powered gates will be added to the school RAMIS cyclical tasks to prompt maintenance servicing and pressure testing in future. This equipment will be added to the ongoing General Inspection and Management Health and Safety Audit exercises undertaken by Health and Safety.
- 4.14 A Health and Safety Guidance Note has been issued on the installation and testing of powered gates, since the inspection and this has been provided to Technical Service Areas who commission installation of such gates and to schools who may commission installation directly with a contractor. The Guidance Note has been uploaded to the Intranet and Schools H&S website.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no Equalities implications for the Council arising from this report.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications for the Council arising from this report.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications arising from this report.

8. CONSULTATIONS

- 8.1 All consultations have been reflected in the report.

9. RECOMMENDATIONS

- 9.1 That the contents of this report are noted by Committee members.

Author: Terry Phillips, Health and Safety Manager,
Philt2@caerphilly.gov.uk Tel: 01443 864858

Consultees: Chris Burns, Interim Chief Executive
Education Senior Management Team
Donna Jones, Service Manager Health, Safety & Welfare
Gail Williams, Acting Head of Legal and Democratic Services
Cllr Rhianon Passmore, Cabinet Member for Education and Lifelong Learning
Cllr C. Forehead, Cabinet Member for Human Resources and
Governance/Business Manager
Colin Jones, Head of Performance and Property
Bleddyn Hopkins, Assistant Director 21st Centenary Schools
Tony Maher, Assistant Director, Education Forward Planning

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CORPORATE HEALTH AND SAFETY COMMITTEE – 17TH NOVEMBER 2014

**SUBJECT: DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE TRAINING
UPDATE**

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 The following report is provided to Elected Members, Union Representatives and Officers as a formal update on the progress of the driver CPC training programme.

2. BACKGROUND

2.1 Under European Union Directive (96/26EC) professional bus, coach and lorry drivers must hold a driver CPC in addition to their driving licence, this applies to any drivers of lorries over 3.5 tonnes. All drivers must complete 35 hours of periodic training every five years and on an on-going basis. This requirement came into effect in September 2009 with a 5 year deadline to September 2014.

3. REPORT

3.1 Driver CPC training in Caerphilly Council commenced in 2011 and Caerphilly adopted the modular approach and ran 5 sessions lasting 7hrs each session, with health and safety and fleet services delivering the 5 modules. The 5 modules were:

- Module 1 – Compliance / defect reporting,
- Module 2 – Hours & tachographs / safe loading of vehicles,
- Module 3 – Health and Safety
- Module 4 – Emergency first aid,
- Module – Driving in the modern era.

3.2 Since 2011 health and safety and fleet services have trained 245 drivers, all completing the 35hrs by the 9th September 2014 deadline, thus ensuring there are no operational disruptions.

3.3 In addition, Caerphilly Council were approached by Torfaen and Blaenau Gwent Council to deliver the Driver CPC programme to their drivers. Torfaen put forward 65 drivers with 30 completing all 5 modules with Caerphilly, the remaining 35 attended up to module 4 but then gained further CPC hours by winter maintenance courses with Raglan Training. Blaenau Gwent put forward 62 with all 62 completing 5 modules with Caerphilly Council.

3.4 Going forward, the Driver CPC programme will start again in October 2014 with a 5 year timescale for delivering 35 hours of training for the relevant drivers.

4. EQUALITIES IMPLICATIONS

4.1 There are no Equalities implications for the Council arising from this report.

5. FINANCIAL IMPLICATIONS

5.1 There are no direct financial implications for the Council arising from this report.

6. PERSONNEL IMPLICATIONS

6.1 There are no direct personnel implications arising from this report.

7. CONSULTATIONS

7.1 All consultations have been reflected in the report.

8. RECOMMENDATIONS

8.1 That Committee Members note the contents of the update report.

9. REASONS FOR RECOMMENDATIONS

9.1 Committee Members are asked to note the contents of the report.

10. STATUTORY POWERS

10.1 Not applicable to the report.

Author: Donna Jones, Service Manager, Health, Safety and Welfare,
E. Mail: jonesd7@caerphilly.gov.uk
Consultees: Chris Burns, Interim Chief Executive
Tony Maher, Assistant Director Planning and Strategy
Cllr C. Forehead, Cabinet Member for Human Resources and
Governance/Business Manager
Paul James, Health and Safety Manager
Mary Powell, Fleet Manager
Ali Evans, Senior Health and Safety Trainer
Mark S Williams, Head of Community and Leisure Services



CORPORATE HEALTH AND SAFETY COMMITTEE - 17TH NOVEMBER 2014

SUBJECT: FIRE SAFETY IN SCHOOLS

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The following report is provided to Committee to advise the outcome of the recently completed fire risk assessment programme in schools in line with the Regulatory Reform (Fire Safety) Order 2005.

2. BACKGROUND

- 2.1 Fire can have a devastating impact on a school, not just the short term effects of loss of facilities and equipment which can be quantified, but the longer term effect of loss of coursework, disruption of classes and lowering of morale, the impact of which is much harder to assess. The requirement to undertake a risk assessment of fire safety within a building considers the risk to life as detailed in Approved Document B to the Building Regulations and supporting technical guidance. Property protection, however, is an implicit consequence of the measures to protect life and in this regard the Fire Risk Assessment of each school building addresses the risk to staff and pupils and mitigation of property damage in order to reduce losses and support Education Continuity.
- 2.2 A rolling programme of Fire Risk Assessment has been undertaken in schools since 2006, following the introduction of the duty by the Regulatory Reform (Fire Safety) Order 2005. Comprehensive Schools are reviewed annually, larger primary schools every two years and smaller primary schools every three years. The assessment of fire risk and the mitigation required to promote life can be complex and must be undertaken by a suitably competent person. In 2006, Education appointed two officers on a job share basis, one to support the fire risk assessment process and the second to provide training to Headteachers, Site Managers and Caretakers who are duty holders under the Order. Both officers were ex. South Wales Fire Service Officers and had extensive experience in fire safety and building regulations through their careers with the Service.
- 2.3 The following report provides an overview of the outcome of a recent programme of Fire Risk Assessment reviews and highlights where improvements are required. Health and Safety work closely with schools on improving fire safety and with technical divisions where alterations to buildings are planned. This has proved very successful and year on year improvements to fire safety in schools have been made.

3. LINKS TO STRATEGY

- 3.1 The report advises on the Council's statutory duties under the Regulatory Reform (Fire Safety) Order 2005.

4. THE REPORT

4.1 General Findings of the Fire Risk Assessment Programme in Schools

There has been significant improvement in Fire Safety in Caerphilly Schools since 2006 when the fire risk assessment programme commenced. Education and Risk Management have jointly invested in improvements which include upgrading of fire alarms, improvements to alarm wiring, removal of redundant hose reels and install fire barriers where required, this work has greatly improved the risk to life from fire in schools.

The following statistics highlight the low risk common issues which have been identified during the last round of the fire risk assessment programme and the numbers of schools where the issues exist, all issues are regarded as presenting a low fire safety risk, however as they have been identified in a school environment, the Headteacher has been advised that remedial action is required and will be monitored by Health and Safety:-

- 4.1.1 **Fire safety training records** were not up to date in 30 primary schools and 11 secondary schools and relates to general fire safety training for staff and appointed fire wardens. H&S will be targeting these schools in the New Year for attendance at fire safety training sessions.
- 4.1.2 **Final exit doors** having inappropriate or faulty fastenings, there can sometimes be a conflict between security and fire safety. However, during hours of operation, final exit fire doors must be freely available. This was an issue for 13 primary schools and 4 secondary schools.
- 4.1.3 **Fire signage** not being sufficient to advise of the emergency exit routes from the building. Particularly important for community focused schools which are regularly used outside of school hours. This was identified as an issue in 46 primary schools and 8 secondary schools.
- 4.1.4 **Fire resisting doors**, not being appropriately maintained, this mainly involved damaged smoke/heat seals which are required in the event of a fire to prevent spread of smoke and fire to aid escape and reduce loss/damage. This was identified as an issue in 9 primary schools and 8 secondary schools.
- 4.1.5 **Fire exits** obstructed can be a common problem in schools and is normally down to poor housekeeping, an emergency route must be unobstructed and clear at all times. This was an issue in 14 primary schools and 2 secondary schools.
- 4.1.6 **Damaged ceiling tiles** has historically been a problem in schools where tiles are missing due to leaks, accidental damage etc. ceiling are required to be in tact to prevent fire spread into roof and ceiling voids, which can promote fire spread and compromise safe escape from the building. In 2 Secondary schools, missing ceiling tiles were identified as likely to promote fire spread.
- 4.1.7 **Inappropriate Use of Rooms** relates to electrical switch rooms and boiler rooms which should be free from combustible materials due to the risk of fire, but can become a storage facility if not monitored. This issue affected 7 primary schools and 1 secondary school. This is an issue which H&S also monitors through general inspections, which are undertaken on schools every 2 years.
- 4.1.8 **Firefighting equipment** not sited correctly, discharged and not refilled, or insufficient numbers. The council has a contract in place for servicing fire fighting equipment, the fire risk assessment provides number and type of equipment required and where they should be sited, this is a general maintenance issue for 23 primary schools and 5 secondary schools.
- 4.1.9 **Electrical extension leads** being routinely used and overloaded was an issue in 7 primary schools. As schools are being re-tested for electrical safety, insufficient number of power points should be highlighted for remedial action.
- 4.1.10 **Emergency Lighting** was identified as not being sufficient to cover the school's use in the

hours of darkness in 11 primary schools and 3 secondary schools.

4.2 Remedial Action Required in Fire Alarm Systems in Schools

The following issues with school Fire Alarm Systems have been identified through fire risk assessment. Some of which are recurring findings through previous risk assessments.

- 4.2.1 Cwm Glas Infants** – Two final exits require call points and one detector required to ensure coverage, identified in Fire Risk Assessment Review 2014.
- 4.2.2 Cwm Aber Junior** – Four smoke detectors within rooms required to compensate for a dead end condition which was identified by Fire Risk Assessment Review 2014 following recent building alterations to this area of the building.
- 4.2.3 Cwmcarn Primary** – One final exit call point required, identified by Fire Risk Assessment Review 2014.
- 4.2.4 Gilfach Fargoed Primary** – Fire detection required to cover for inner room situations also two final exits require call points, picked up in last two Fire Risk Assessment Reviews 2011 and 2014.
- 4.2.5 Panside Primary** – Six final exit call points required, this was identified in a Fire Risk Assessment Review in 2008, the action was signed off as completed on RAMIS in 2013, however, it was found to be only partially completed in the assessment undertaken in 2014, RAMIS changed to reflect this finding.
- 4.2.6 Plasfelin Primary** – Three to four detectors required to cover for inner room situation, this has been identified in a previous Fire Risk Assessment Review in 2009 and was still outstanding in the assessment in 2014.
- 4.2.7 Rhydri Primary** – One detector wrongly sited, needs to be moved to adjacent room to cover for inner room situation. Identified in Fire Risk Assessment Review in 2012 and again in 2013, still outstanding on RAMIS.
- 4.2.8 Tyn Y Wern Primary** – One final exit call point required, upgrade to category L4 detection required to cater for use of circulation areas, this was identified in the Fire Risk Assessment review in 2012, still outstanding on RAMIS.
- 4.2.9 Waunfawr Primary** – Call point required in new Boiler Room, identified in Fire Risk Assessment Review 2013, still outstanding on RAMIS.
- 4.2.10 Ynysddu Primary** – One final exit requires a call point, upgrade to category L4 detection to cater for use of circulation areas, identified by Fire Risk Assessment Review 2014.
- 4.2.11 Y G Cwm Gwyddon** – Three final exits require call points, picked up in previous assessments signed as complete on RAMIS in 2007 picked up as outstanding during Fire Risk Assessment Review 2013, still outstanding on RAMIS.
- 4.2.12 Y G Gilfach Fargoed** – Four final exits require call points, one is a new door three are existing, identified in Fire Risk Assessment Review 2014.
- 4.2.13 Y G Trelyn** – Four detectors in main block circulation areas to upgrade to category L4 detection to cater for use of circulation areas identified by Fire Risk Assessment Review in 2013, still outstanding on RAMIS.
- 4.2.14 Ysgol Y Lawnt** – One final exit requires a call point, identified in Fire Risk Assessment Review 2014.
- 4.2.15 Hendre Infants** – Call points on two final exits from nursery not connected to the new fire

alarm system, picked up by Fire Risk Assessment Review in 2013, still outstanding on RAMIS.

4.2.16 Trinant Primary – Two final exits require call points, newly installed exits, identified in last two Fire Risk Assessment Review in 2012 and 2014.

4.2.17 Twyn Primary – Two new final exits in infants block have no call points picked up in Fire Risk Assessment Review 2014.

4.2.18 Newbridge Comp – New office has final exit without call point, identified in Fire Risk Assessment Review 2013, still outstanding on RAMIS.

4.2.19 Lewis Girls Comp – Detection required to cover for dead end conditions on the ground floor rooms in blocks A, B, C & D, identified by Fire Risk Assessment Review 2013 and in previous assessments dating back to 2006.

4.2.20 Oakdale Comp – Two call points missing on new final exits identified by Fire Risk Assessment Review in 2012. Repeater panel recommended, current indicator panel badly sited initially picked up in original Fire Risk Assessment in 2006. As the school is due to close only the missing call points will need to be addressed.

5. EQUALITIES IMPLICATIONS

5.1 There are no Equalities implications for the Council arising from this report.

6. FINANCIAL IMPLICATIONS

6.1 There are no direct financial implications for the Council arising from this report unless the building alterations were undertaken by the Council. The issues highlighted will impact on the individual schools maintenance budgets, estimated costs for the works recommended at each school would fall below the £10K capital threshold.

7. PERSONNEL IMPLICATIONS

7.1 There are no direct personnel implications arising from this report.

8. CONSULTATIONS

8.1 All consultations have been reflected in the report.

9. RECOMMENDATIONS

9.1 Health and Safety will communicate the findings of this round of Fire Risk Assessment Reviews to Headteachers and request that they review the findings on the RAMIS system. For those schools named in the report which require improvements to their fire alarm system, a letter will be sent to each Headteacher from the Director of Education requesting that the works are undertaken by a given deadline and confirmation of the same in writing to the H&S Department.

9.2 An update report will be provided to CMT in the New Year.

Author: Donna Jones, Service Manager, Health, Safety & Welfare
Jonesd7@caerphilly.gov.uk Tel: 01443 864865

Consultees: Chris Burns, Interim Chief Executive
Corporate Management Team
Education Senior Management Team
Cllr Rhiannon Passmore, Cabinet Member for Education and Lifelong Learning
Colin Jones, Head of Performance and Property
Kelvin Hughes, Fire Safety Officer
Terry Phillips, H&S Manager, Education

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Fire Safety In Schools

High Risk to be completed within 30 days

- 1 **Cwm Aber Junior** – Four smoke detectors within rooms required to compensate for a dead end condition which was identified by Fire Risk Assessment Review 2014 following recent building alterations to this area of the building.
- 2 **Tyn Y Wern Primary** – One final exit call point required, upgrade to category L4 detection required to cater for use of circulation areas, this was identified in the Fire Risk Assessment review in 2012, still outstanding on RAMIS.
- 3 **Lewis Girls Comp** – Detection required to cover for dead end conditions on the ground floor rooms in blocks A, B, C & D, identified by Fire Risk Assessment Review 2013 and in previous assessments dating back to 2006.

Medium Risk to be completed in 60 days

- 4 **Cwm Glas Infants** – Two final exits require call points and one detector required to ensure coverage, identified in Fire Risk Assessment Review 2014.
- 5 **Oakdale Comp** – Two call points missing on new final exits identified by Fire Risk Assessment Review in 2012. Repeater panel recommended, current indicator panel badly sited initially picked up in original Fire Risk Assessment in 2006. As the school is due to close only the missing call points will need to be addressed.
- 6 **Gilfach Fargoed Primary** – Fire detection required to cover for inner room situations also two final exits require call points, picked up in last two Fire Risk Assessment Reviews 2011 and 2014.
- 7 **Pantside Primary** – Six final exit call points required, this was identified in a Fire Risk Assessment Review in 2008, the action was signed off as completed on RAMIS in 2013, however, it was found to be only partially completed in the assessment undertaken in 2014, RAMIS changed to reflect this finding.
- 8 **Plasfelin Primary** – Three to four detectors required to cover for inner room situation, this has been identified in a previous Fire Risk Assessment Review in 2009 and was still outstanding in the assessment in 2014.
- 9 **Rhydri Primary** – One detector wrongly sited, needs to be moved to adjacent room to cover for inner room situation. Identified in Fire Risk Assessment Review in 2012 and again in 2013, still outstanding on RAMIS.
- 10 **Ynysddu Primary** – One final exit requires a call point, upgrade to category L4 detection to cater for use of circulation areas, identified by Fire Risk Assessment Review 2014.
- 11 **Y G Cwm Gwyddon** – Three final exits require call points, picked up in previous assessments signed as complete on RAMIS in 2007 picked up as outstanding during Fire Risk Assessment Review 2013, still outstanding on RAMIS.

Low Risk to be completed in 90 days.

- 12 **Y G Trelyn** – Four detectors in main block circulation areas to upgrade to category L4 detection to cater for use of circulation areas identified by Fire Risk Assessment Review in 2013, still outstanding on RAMIS.
- 13 **Waunfawr Primary** – Call point required in new Boiler Room, identified in Fire Risk Assessment Review 2013, still outstanding on RAMIS.
- 14 **Y G Gilfach Fargod** – Four final exits require call points, one is a new door three are existing, identified in Fire Risk Assessment Review 2014.
- 15 **Ysgol Y Lawnt** – One final exit requires a call point, identified in Fire Risk Assessment Review 2014.
- 16 **Hendre Infants** – Call points on two final exits from nursery not connected to the new fire alarm system, picked up by Fire Risk Assessment Review in 2013, still outstanding on RAMIS.
- 17 **Trinant Primary** – Two final exits require call points, newly installed exits, identified in last two Fire Risk Assessment Review in 2012 and 2014.
- 18 **Twyn Primary** – Two new final exits in infants block have no call points picked up in Fire Risk Assessment Review 2014.
- 19 **Newbridge Comp** – New office has final exit without call point, identified in Fire Risk Assessment Review 2013, still outstanding on RAMIS.
- 20 **Cwmcarn Primary** – One final exit call point required, identified by Fire Risk Assessment Review 2014.



CORPORATE HEALTH AND SAFETY COMMITTEE - 17TH NOVEMBER 2014

SUBJECT: RECENT HSE UPDATES

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of recent updates in Health and Safety information, advice and guidance

2. SUMMARY

- 2.1 The following report is provided as information for members of the Committee, to ensure they are kept informed of changes to health and safety legislation and approved codes of practice, which will affect the Council, as well as advising of any relevant accidents, incidents and prosecutions.

3. LINKS TO STRATEGY

- 3.1 The report is provided as information to Members of the Health and Safety Committee in line with the Council's Health and Safety Policy.

4. THE REPORT

- 4.1 A powered gate installation company has been prosecuted by the Health and Safety Executive (HSE) for failing to install adequate guarding to an electric gate it installed at a primary school in Stourbridge. Dudley Magistrates' Court heard that in September 2012 the eight-year-old pupil was injured when his head became trapped between the edge of the closing gate and the gate post, causing significant bruising to the right side of his head and ear. His father, who witnessed the incident, tried to hold the gate to stop it closing further and managed to pull it open enough to release his son's head.

An investigation by the HSE found the entrance gate had been automated but the company that installed the automation components had failed to install suitable guarding. The company had identified the need for the guarding but not fitted it because the gate, which had been manufactured by a different company, was not the exact style expected and the guarding would not fit.

- 4.2 Renfrewshire Council has been fined £20,000 after an elderly tenant fell four feet through an access hole in her hallway that had been left uncovered by council workers. The 77 year old tenant suffered a fracture in the bone at the top of the arm near the shoulder and an undisplaced crack in the thigh bone in the fall while workers were installing a new central heating boiler in her flat.

Paisley Sheriff Court heard each boiler installation was normally completed in a day and involved a hatch cut in the floorboards to allow access to pipe work and cabling. Before work started, tenants are given an information sheet to read and sign, which indicated the extent of works involved. However, it failed to mention that a hole may be made in the floorboards of the property. The court was told that during the installation the tenant was told to stay in her living room as the floorboards in the hallway were being lifted. A joiner cut a hole in the floorboards outside the living room door and without covering it he left the premises to do another task.

The rest of the installation team heard someone shouting and found the tenant had fallen into the hatch. They helped her out and took her into the living room where she said she was fine. No first aid or medical assistance was sought by any of the council employees and they did not report the incident until a few days later. Several hours after the fall, the tenant's family visited and were advised by a worker of the incident and that her shoulder was sore. She was taken to hospital and discharged that day but returned five days later complaining of pain. The tenant was then re-admitted to hospital with speech impairment, possibly due to a stroke. She was later referred to physiotherapy as she had reduced movement in her arm.

An investigation by the HSE into the circumstances of her fall, found Renfrewshire Council had failed to take appropriate measures to prevent people falling into openings in the floor; that no steps were taken by the Council to ensure employees were provided with covers or that they were aware of the importance of using one. Renfrewshire Council was fined £20,000 after pleading guilty to breaching Section 3(1) of the Health and Safety at Work etc Act 1974.

- 4.3 Manchester City Council has been fined £15,000 after a 60-year-old worker suffered serious injuries whilst litter picking on a city road. He had been trying to cross a busy road with a 40mph speed limit when he was struck by a car.

Manchester Crown Court heard that the worker sustained serious injuries including four broken ribs, a punctured lung, a cut to the liver, a fractured right eye socket, fractures to his face and a broken pelvis. His injuries were so severe that he has still not been able to return to work.

An investigation by the HSE found that Manchester City Council did not have a safe system of work in place and had not identified being struck by a car as a risk associated with litter picking work. Staff had not been given any information about controlling or informing traffic about them working on or near the road.

Following the incident, HSE served an Improvement Notice on the council requiring it to look again at its risk assessment and control procedures.

Manchester City Council was fined £15,000 and ordered to pay £3,830 in prosecution costs after pleading guilty to a breach of the Health and Safety at Work etc Act 1974.

- 4.4 An independent school in Derbyshire has been prosecuted for safety failings after a pupil's grandmother fell off the side of an unguarded staircase. Southern Derbyshire Magistrates' Court heard that the 68-year-old had been at Repton School watching her grandson play football and had gone to the pavilion for refreshments with the rest of her family but on leaving the building by the outside steps lost her balance when she moved from a wooden staircase to a stone one. She fell over the parapet on the stone staircase to the ground some two metres below and fractured three bones in her neck. She also broke the index finger on her right hand and lacerated her scalp in the incident.

The HSE's investigation found there were handrails fitted to the wooden stairs leading from the pavilion to the stone staircase while the stone staircase had a 40 centimetre-high parapet running along the edge of the stairs but no handrail.

Repton School pleaded guilty to breaching Regulation 4(1), contrary to Regulation 12(5), of the Workplace (Health, Safety and Welfare) Regulations 1992 and was fined £10,000 and ordered to pay £534 in costs.

- 4.5 No new health and safety legislation came into force on the 'common commencement date' of 1st October 2014.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no equalities implications.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications.

8. CONSULTATIONS

- 8.1 All comments from consultees have been included in the report.

9. RECOMMENDATIONS

- 9.1 That the contents of the report be noted

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 For information only.

11. STATUTORY POWER

- 11.1 Not applicable to this report.

Author: Andrew Wigley, Senior Health and Safety Officer, wiglea@caerphilly.gov.uk
Consultees: Chris Burns, Interim Chief Executive, burnsc1@caerphilly.gov.uk
Cllr C. Forehead, Cabinet Member for Human Resources and Governance /
Business Manager, forehc@caerphilly.gov.uk
Donna Jones, Service Manager, Health, Safety and Welfare, jonesd7@caerphilly.gov.uk

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CORPORATE HEALTH AND SAFETY COMMITTEE - 17TH NOVEMBER 2014

SUBJECT: ACCIDENT STATISTICS REPORT FOR APRIL – SEPTEMBER 2014

REPORT BY: INTERIM CHIEF EXECUTIVE

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 April to September 2014.

2. SUMMARY

- 2.1 The following report provides accident statistics for April to September 2014. Accident statistics are produced for each quarter and presented to the members of the Health and Safety Committee for information.

3. LINKS TO STRATEGY

- 3.1 The recording and reporting of accidents is in line with the Council's H&S Policy.
- 3.2 The Local Authority under legislation is responsible for the reporting of injuries, diseases and dangerous occurrences to the HSE as well as implementing preventative and protective measures to prevent foreseeable workplace accidents occurring.

4. THE REPORT

- 4.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 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 to hospital for treatment to that injury.

- 4.2 The term 'non reportable' accident or incident, refers to any accident or incident that is not included in point 4.1 and therefore is not reportable to the Health and Safety Executive. Most of these accidents result in minor injuries. 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.
- 4.3 Appendix 1 provides details on all of the accidents for the Authority that have been reported to the Health and Safety Division between April and June 2014. These are categorised by accident type and by type of incident, e.g. non-reportable, over seven days' lost time or restricted duties, and 'specified' (formerly referred to as a 'major') injury.
- 4.4 Appendix 2 details the Reportable Accidents Per Directorate between April and June 2014 and details those accidents that occurred to members of the public that were reported.
- Appendices 3 and 4 provide the same details for the period between July and September 2014 respectively.
- 4.5 There were two accidents to pupils of different primary schools that were RIDDOR-reportable – one occurring during a supervised play time period and another during a lesson outdoors.
- 4.6 There were 5 reportable accidents in the Environment Directorate between April and June and 2 reportable accidents between July and September.
- 4.7 There was 1 reportable accident in the Corporate Directorate between April and June.
- 4.8 For the purposes of reporting, staff who are working for the Authority via an agency are treated as employees
- 4.9 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. EQUALITIES IMPLICATIONS

- 5.1 There are no equalities implications.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications contained in the report.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications contained in the report.

8. CONSULTATIONS

- 8.1 All comments from consultees have been included in the report.

9. RECOMMENDATIONS

9.1 That members note the contents of the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To keep members informed of the accident statistics on a quarterly basis.

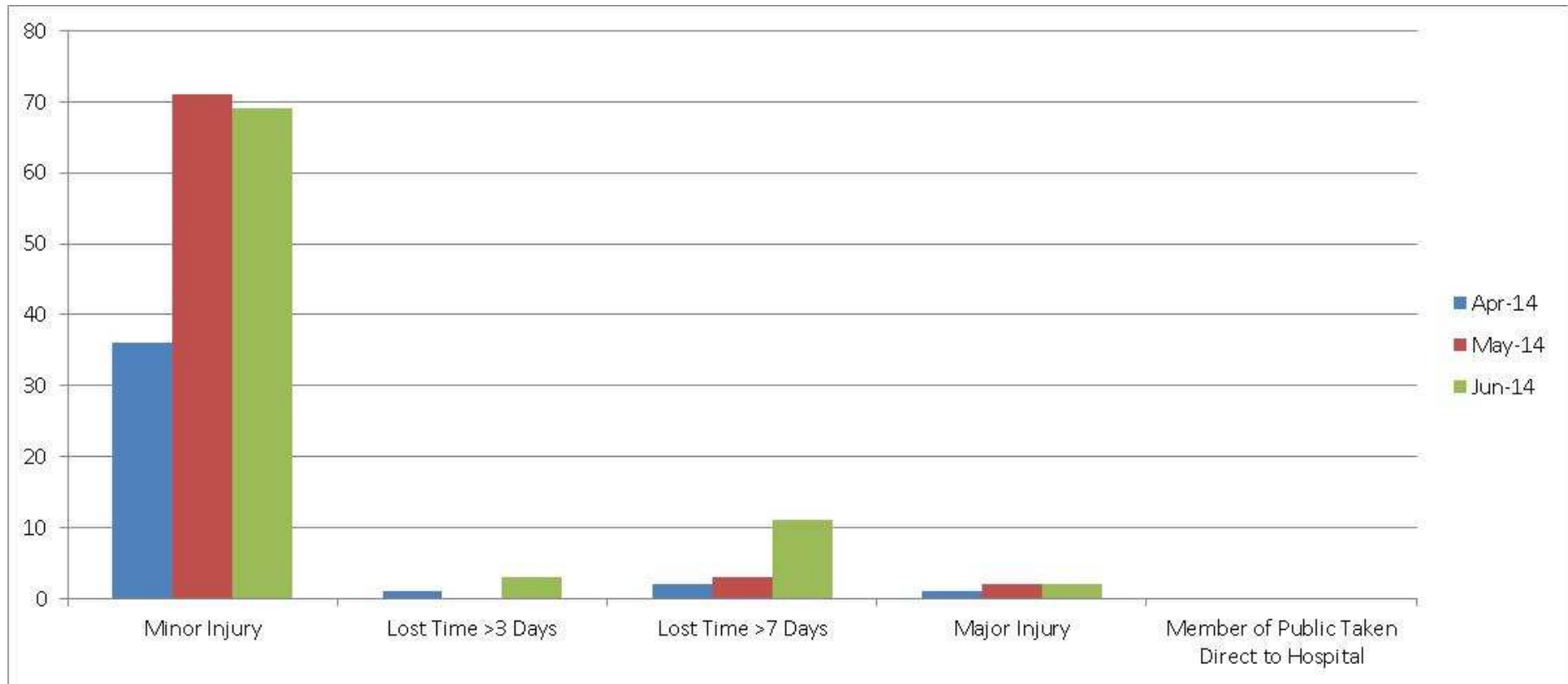
11. STATUTORY POWER

11.1 Not applicable to the content of the report.

Author: Andrew Wigley, Senior Health and Safety Officer, wiglea@caerphilly.gov.uk
Consultees: Chris Burns, Interim Chief Executive, burnsc1@caerphilly.gov.uk
Cllr C. Forehead, Cabinet Member for Human Resources and Governance /
Business Manager, forehc@caerphilly.gov.uk
Donna Jones, Service Manager, Health, Safety and Welfare,
jonesd7@caerphilly.gov.uk

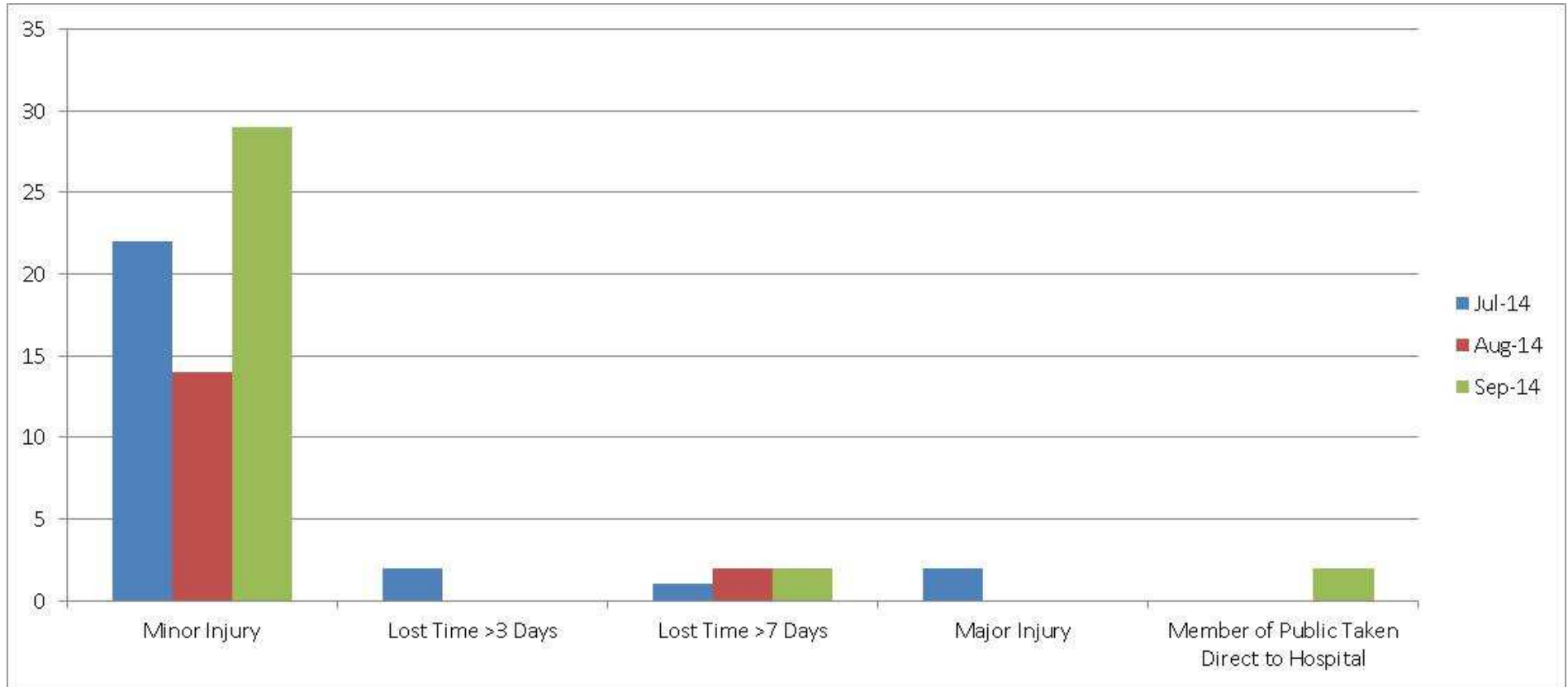
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Appendix 1 - All accidents by Type for the Authority between April and June 2014



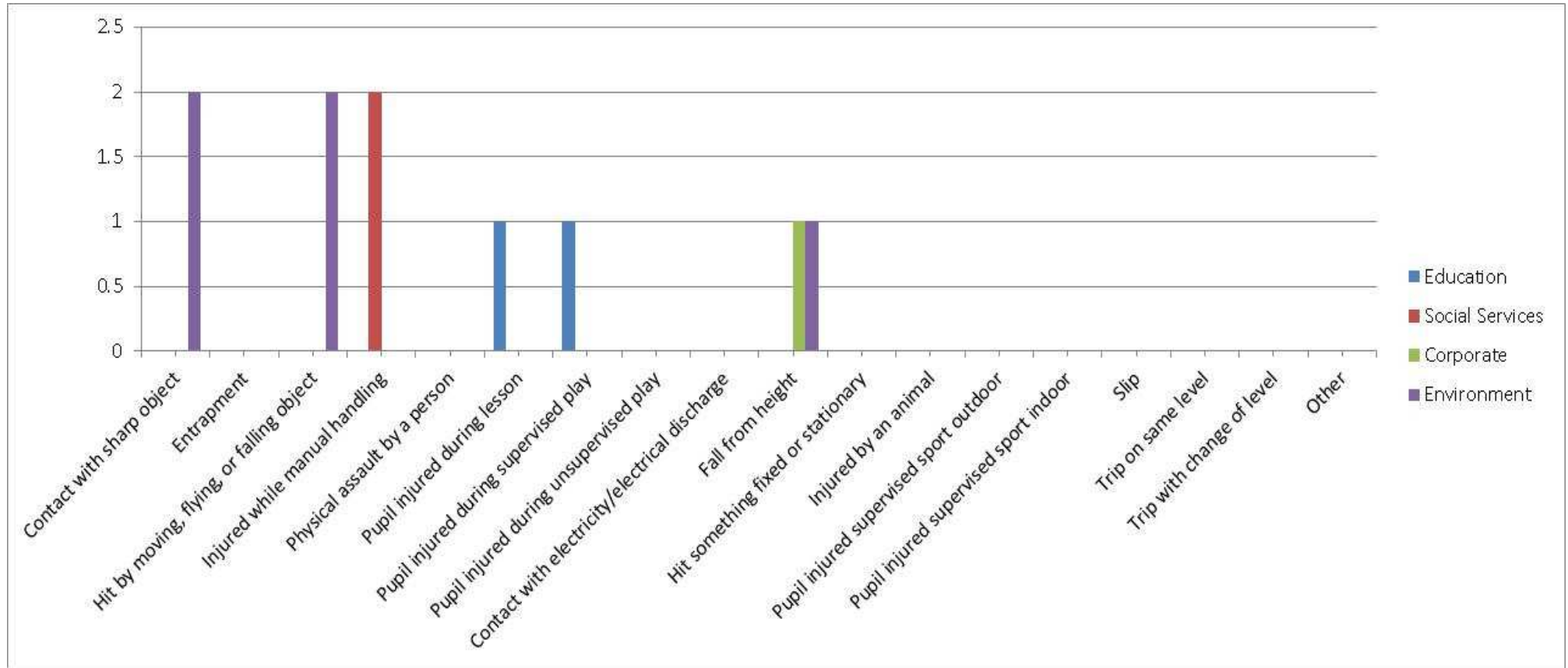
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Appendix 2 - All accidents by Type for the Authority between July and September 2014



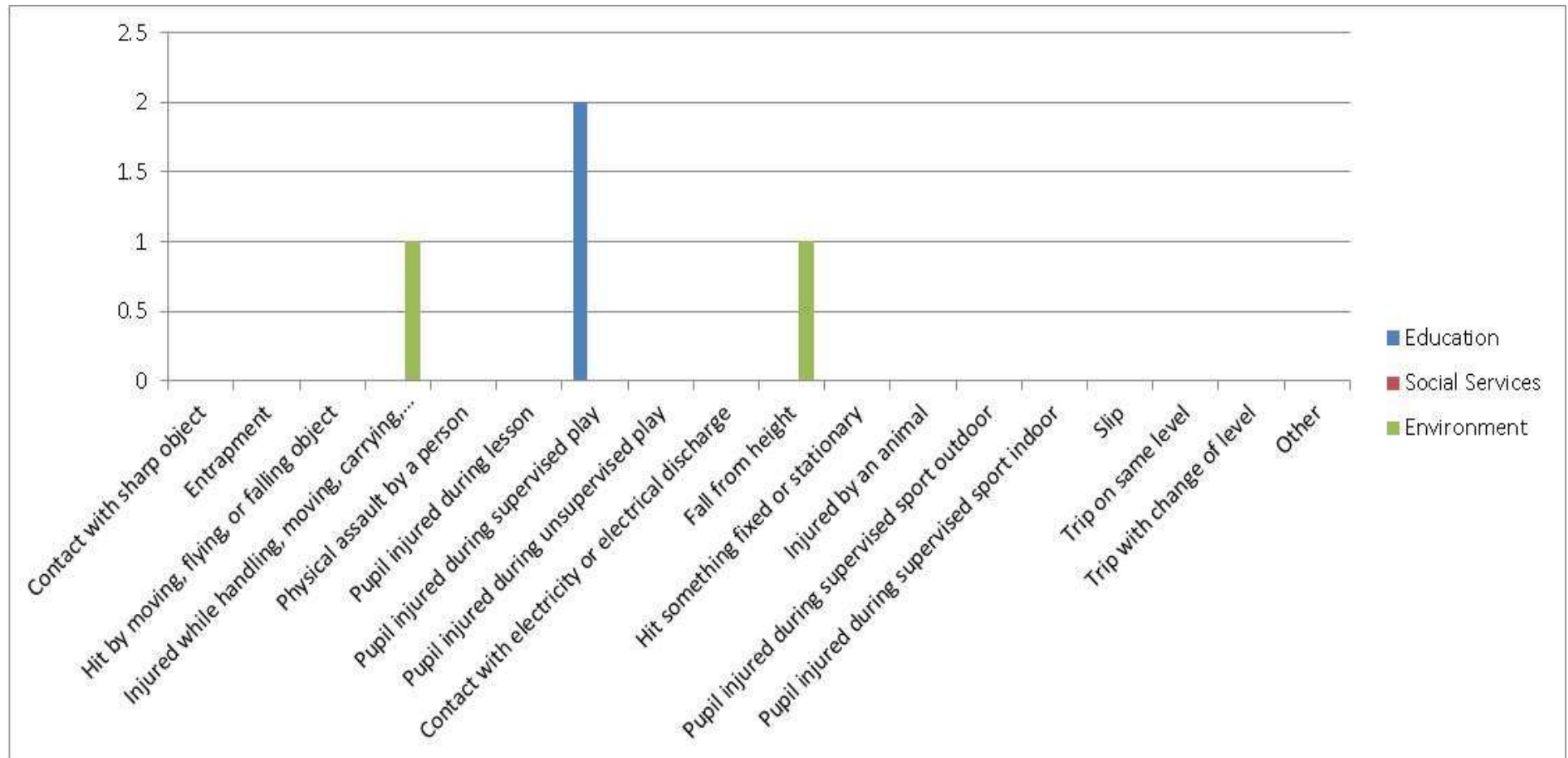
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Appendix 3 – Reportable accidents by Type and Directorate between April and June 2014



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Appendix 4 – Reportable accidents by Type and Directorate between July and September 2014



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