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**Date: 18th February 2015**

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 **Tuesday, 24th February, 2015** 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

	Pages
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 17th November 2014.	1 - 6
To receive and consider the following reports:-	

**A greener place Man gwyrdach**

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



4	Presentation - Statutory Maintenance Compliance.	
5	Powered Gates - Health and Safety Inspection Update.	7 - 10
6	Health and Safety Support - Schools.	11 - 14
7	Interim Report - Asbestos in Schools Removal Programme.	15 - 22
To receive and consider the following information items*:-		
8	Accident Statistics Report for October - December 2014.	23 - 30
9	Recent HSE Updates.	31 - 34

*\* 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 Monday, 23rd February 2015.*

**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, 17TH NOVEMBER 2014 AT 10.00 AM

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PRESENT:

Councillor D. Havard - Chair

Councillors:

M. Adams, P.J. Bevan, D.T. Hardacre. .

Together with:

D. Jones (Service Manager, Health, Safety and Welfare), G. Hardacre (Head of HR and Organisational Development), T. Phillips (Health and Safety Manager), P. James (Health and Safety Manager), S. Hawkins (Community Leisure Officer), E. Townsend (Deputy Health and Safety Manager), K. Evans (Occupational Health Manager), S. Wright (Service Manager - Learning Disability/Mental Health), S. Ruddock (Senior Insurance and Risk Officer), S.M. Kauczok (Committee Services Officer).

Trade Union Representatives:

S. Brassinne (UCATT), N. Funnell (GMB), J.A. Garcia (UNISON), D. A. Williams (UCATT).

### 1. APOLOGIES

Apologies for absence had been received from Councillors A.G. Higgs, G.J. Hughes and S. Kent, Mr B. May (T&G), L. Donovan (Personnel Manager) and M.S. Williams (Head of Community and Leisure Services).

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTES

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 16th June 2014, be approved as a correct record and signed by the Chair.

**4. MATTERS ARISING FROM THE MINUTES**

**Minute No. 9 - Darren Valley Traffic Issue**

Councillor D.T. Hardacre expressed concern in relation to the ongoing problem of Council owned vehicles travelling at speed through the Darren Valley particularly in 20 mph zones.

**REPORTS OF OFFICERS**

Consideration was given to the following reports.

**5. RESULTS OF AUDIOMETRIC SCREENING PROGRAMME - PRESENTATION**

Kath Evans, Occupational Health Manager, gave a Powerpoint presentation on the Council's Audiometric Screening Programme, which had commenced in 2013. The aim of the programme is to provide an independent assessment of employee hearing levels for identified CCBC employees exposed to noise levels as indicated by risk assessment. Employees who are considered to be exposed to noise at work and who have been identified via a risk assessment are included in a Health Surveillance programme.

The testing of 742 employees commenced in July 2013 at the Occupational Health Department, Tredomen. The areas which have been identified as at risk requiring a hearing test include Refuse and Cleansing staff, Parks and Bereavement Services, Housing, Duty Officers within the Directorate of Education and Leisure, some Social Services staff, Highways, Print Room staff, Facilities and some Caerphilly Passport employees.

All the staff involved completed an initial/follow up questionnaire in relation to their hearing and signed a consent form for release of information to management. Staff were given an otoscopic examination (a visual inspection of the external ear canal and tympanic membrane) within a sound booth in a clinical room at the Occupational Health Unit. During the test employees were asked to listen to a series of tones through headphones and press the responder button. The majority of staff had been at work on the day of their test; some staff attended at the beginning of their shift and some at the end.

Of the 742 staff who were screened, 415 were found to have acceptable hearing ability (Category 1), 239 had a mild hearing impairment (Category 2), 85 were found to have poor hearing (Category 3) and 3 people were assessed as having rapid hearing loss (Category 4). 168 initial Category 3 results were all repeat tested, 85 proved to be true Category 3 and were referred for follow up and if necessary ENT referral. To date 11 have been referred for ENT. Members were advised that overall it appears that the organisation hearing conservation programme is of a sufficient standard as trends have been shown in the majority to be upward. Managers in each Directorate would be encouraged to continue to promote good hearing conservation by enforcing the wearing of recommended hearing protection stipulated in the Control of Noise at Work Regulations 2005.

The Chair thanked Kath for the informative presentation and a full discussion ensued. Officers responded in detail to the issues raised by Members and Trade Union representatives.

**6. RAMIS: STATUTORY MAINTENANCE COMPLIANCE**

Donna Jones, Service Manager, Health Safety and Welfare, updated the Committee on RAMIS (Risk Assessment Management Information System), which is used by the Authority to help manage its statutory maintenance responsibilities for all of its workplace premises and provides a live record of compliance across all Authority premises.

RAMIS collates all statutory maintenance inspections undertaken by contractors, records all cyclical tasks to be undertaken by CCBC staff and all H&S inspections/audits of buildings. Building Managers receive emails reminding them of tasks due and overdue and reports are generated from the system on compliance.

A significant amount of work had been undertaken to ensure the Authority is compliant. Electrical testing (17th edition) is carried out every 5 years, gas safety certificates are required annually and legionella risk assessment are required every 2 years. In addition, regular water quality/fire alarm and fire fixed alarm wiring testing are undertaken. Fire risk assessments are undertaken of large corporate buildings and comprehensive schools annually with other buildings every 2-3 years. Portable fire fighting equipment is tested on an annual basis. In addition, air conditioning/sprinkler systems are tested annually, emergency lighting six monthly, fixed ventilation every 14 months, lifts six monthly and asbestos surveys are carried out every 3 years.

Reference was then made to high-risk inspections i.e. electrical reactive tasks, legionella reactive tasks and gas safety reactive tasks and their priority ratings. Priority 1 - requires urgent attention (to be undertaken within 60 days); Priority 2 - requires improvement (to be undertaken within 90 days) and Priority 3 - is advisory only (no time limit). Members received details of the inspections undertaken for each directorate, including the number of sites inspected, the number of outstanding tasks and a review status/comments column, which provided up to date information on progress. It was intended that the scope of compliance presentations would be extended in the future and schools would be included in future presentations.

Following the officer's detailed presentation, a question and answer session ensued on the issues raised. Discussion took place in particular on the feasibility of CCBC using its own employees, rather than contractors, to undertake the work involved. All parties present felt that this justified further exploration whilst noting that some of the skills that would be required in domestic properties in terms of gas and electricity would not necessarily transfer to commercial properties. In addition to training requirements consideration would need to be given to the availability of resources, together with the cost implications. It was agreed that officers would prepare a business case to determine whether this proposition would be viable.

## **7. EDUCATION HEALTH AND SAFETY INSPECTION UPDATE**

Terry Phillips, Health and Safety Manager, presented the report, which advised the Committee of recent developments and resulting inspections undertaken by Health and Safety Officers within maintained Caerphilly schools and non-education premises during 2014 in relation to automatic powered access gates.

The Health and Safety Section had completed a total of 10 inspections, 7 of which were primary schools. Two of the 7 primary schools had powered pedestrian access gates, all the remaining were vehicle access gates. Five of the sites inspected, three of which were primary schools, did not comply with the standard guidance of BS EN 12453. Six of the sites did not have an installation commissioning certificate or report for the gates on site. Three of these were primary schools. Six of the sites inspected had no regular maintenance or servicing contract in place, four of these were primary schools. Five sites had not had the gates pressure tested in the last six months, three of these being primary schools. Six of the sites on inspection had post installation faults that needed rectification. Four of these were primary schools.

Health and Safety Officers completed the audits during June and August 2014. Reports on the non-compliances have been identified and passed to the Head of the respective schools or building manager to initiate and rectify. All schools received support to advise the action they need to take to achieve compliance and officers are checking progress with the schools.

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. The equipment will be added to the ongoing General Inspection and Management Health and Safety Audit exercises undertaken by Health and Safety.

It was noted that 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 Corporate Health and Safety Committee noted the report.

## **8. DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE TRAINING UPDATE**

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.

Driver CPC training in Caerphilly Council commenced in 2011. Caerphilly adopted the modular approach and ran 5 sessions lasting 7 hours each, with health and safety and fleet services delivering the 5 modules. Since 2011 health and safety and fleet services have trained 245 drivers, all completing the 35 hours by the 9th September 2014 deadline, thus ensuring there are no operational disruptions.

In addition, Caerphilly CBC was approached by Torfaen and Blaenau Gwent Councils to deliver the Driver CPC programme to their drivers. Torfaen put forward 65 drivers with 30 completing all 5 modules, 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 drivers with all 62 completing 5 modules with Caerphilly CBC.

The Corporate Health and Safety Committee noted the report.

## **9. FIRE SAFETY IN SCHOOLS**

The 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. A progress update of Fire Risk Assessment Actions was circulated at the meeting.

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 installation of fire barriers where required. This work has greatly improved the risk to life from fire in schools.

The Committee noted the improvements that had been made to fire safety within schools. However, during the course of the discussion, reference was made to the need to raise awareness of the importance of completing a fire drill that has been initiated as a result of a false alarm in order to avoid possible confusion and complacency in the future.

It was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed. The Committee endorsed the recommendations in the report as follows: -

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 Health and Safety Department.
2. An update report will be submitted to Corporate Management Team in the New Year.

## **10. INFORMATION ITEMS**

The following reports were received and noted: -

1. Recent HSE Updates.
2. Accident Statistics Report for April to September 2014.

The meeting closed at 12.08 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the next meeting, they were signed by the Chair.

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CHAIR

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## CORPORATE HEALTH AND SAFETY COMMITTEE - 24TH FEBRUARY 2015

**SUBJECT: POWERED GATES - HEALTH AND SAFETY INSPECTION UPDATE**

**REPORT BY: INTERIM DEPUTY CHIEF EXECUTIVE**

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform the Corporate Health and Safety Group of the ongoing developments and further inspections arranged 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 3<sup>rd</sup> 2010 a five year old girl was killed when she became trapped and crushed to death by an electric gate. 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.

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 the Depot sites which are generally populated by adults.

- **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. This will be the individual school or an Authority depot.
- The 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. Note that 'efficient' in this context means from the point of view of health and safety, not convenience or economy.
- Contractors appointed to install powered gates have legal responsibilities to ensure the installation conforms to the relevant safety standards required of the Machinery Directive as outlined in BS EN 12453.
- Health & Safety reported the level of non - compliance relating to the Local Authority installations in September 2014. The following is the further update of the current situation.

### **3. LINKS TO STRATEGY**

- 3.1 The report links to the Authority's statutory duties in relation to Local Authority maintained education premises/activities.

### **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 between June and August 2014. Subsequently two further sites have been identified, one is an Authority Depot site and one at Llancaeath Manor House.
- 4.3 Five of the sites inspected last September did not comply with the standard guidance of BS EN 12453. Three of which were Primary schools. The remaining two were depot sites. There has been no change to these figures, as many schools and depot sites are awaiting the findings of the independent inspections prior to engaging a contractor. Remains at 50% non compliance.
- 4.4 Six of the sites in September 2014 did not have an installation commissioning certificate or report for the gate on site. Three of these were Primary schools. One school has since obtained a commissioning certificate. Slight drop from 60% down to 50% non compliance.
- 4.5 Six of the sites inspections revealed that no regular maintenance or servicing contract was in place, four of these were at Primary schools, however two schools have agreements in place and are awaiting installation snags to be resolved before they sign the maintenance contract. Down to 40% non compliance.
- 4.6 Previously 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% of non compliance. This has improved significantly with all but one site having up to date pressure tests. Down to 10% non compliance.
- 4.7 Six of the sites on inspection revealed post installation faults that need rectification. Four of these were Primary schools. This figure has not improved as schools and sites called in various contractors to undertake remedial improvements however the quotes are on hold pending an independent assessment of all sites by a company called Gate Safe, who would not be involved in any of the repair or remedial works. Remains at 60% non compliance.
- 4.8 Those schools that did not have maintenance contracts, had not had appropriate pressure tests or the installation was not compliant with BS EN 12453 were instructed on 18<sup>th</sup> & 19<sup>th</sup> November 2014 to switch the gates to manual and to open and close their gates manually. Further reminders were sent to the following schools on December 12<sup>th</sup> 2014 and January 9<sup>th</sup> 2015.
- 4.9 The Bryn Primary, Ystrad Mynach Primary and Ysgol Cwm Derwen are all currently switched to manual operation.
- 4.10 The September reports on the non – compliances that had been passed to the Head of the respective schools to initiate and rectify resulted in schools and depots receiving very expensive quotes, some over £5k. When these quotes were reviewed, certain recommended actions may not have been appropriate to the context of the setting e.g. flashing lights in school setting.
- 4.11 The Health and Safety Section and Risk Management in consultation with Building Consultancy decided to commission independent reports for each site. These have been completed on 20<sup>th</sup> & 21<sup>st</sup> January. Currently Health and Safety are awaiting these completed

reports. These reports have cost the Health and Safety & Risk Management areas £2.5k to commission.

- 4.12 All schools and depots will receive a copy of the Gate Safe Reports once they have been received and assessed by Health and Safety. These will provide independent individual feedback in relation to action they need to take to achieve compliance with the above guidance and standards BS EN 12453 and revisits are scheduled for November 2014 to monitor improvement progress.
- 4.13 The Abercarn and the Penallta Depot sites have undergone maintenance and pressure tests via a company called ESA. ESA have also identified further work, however these are on hold pending the findings of the independent inspection by Gate Safe. Bedwas Depot powered gate was not operational at the time of these inspections but advice will be provided to achieve compliance. Tir- Y- Birth Depot at this point did not have any actions identified. 25% compliance.
- 4.14 Further monitoring inspections at these schools will be undertaken in the summer term 2015.
- 4.15 Serious concerns have been raised by the monitoring exercise with regard to the installation of powered gates and the Authority have been left in a position of vulnerability to prosecution. Those considering such installations should seriously balance if they truly need such equipment (and the foreseeable risks they present) against the installation, running and maintenance costs, which should be clearly established before they proceed. All sites should only progress with such installation if they have engaged the service of an Authority technical department, due to the technical and engineering specialism of this particular equipment.

## **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,  
Philtt2@caerphilly.gov.uk Tel: 01443 864 858

Consultees: Donna Jones, Service Manager Health, Safety & Welfare  
Chris Burns, Interim Chief Executive  
Gail Williams, Acting Head of Legal and Democratic Services  
Cllr C. Forehead, Cabinet Member for Human Resources and  
Governance/Business Manager

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## **CORPORATE HEALTH AND SAFETY COMMITTEE – 24TH FEBRUARY 2015**

**SUBJECT: HEALTH AND SAFETY SUPPORT - SCHOOLS**

**REPORT BY: INTERIM DEPUTY CHIEF EXECUTIVE**

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### **1. PURPOSE OF REPORT**

- 1.1 The following report is provided to Elected Members, Union Representatives and officers to advise of the health and safety support services offered to Schools.

### **2. SUMMARY**

- 2.1 Since 2009, a health and safety SLA has been provided to all Caerphilly schools. The service provides 5 days health and safety officer time, 3 of the 5 days per annum are allocated to mandatory inspections; General Health and Safety Inspection, Fire Risk Assessment and Health and Safety Audit. At the beginning of 2014, several primary headteachers expressed a need for a higher level of health and safety support for their school, particularly for new headteachers. Following this request, a review was undertaken and a premium health and safety SLA offered to Primary Schools. The following report provides an overview of H&S support provided to Caerphilly Schools.

### **3. REPORT**

#### **Secondary Schools**

- 3.1 Since 2009, Secondary schools have been provided with a Service Level Agreement, in addition schools Business Managers/School Bursars have been offered a place on a NEBOSH National General Certificate course to ensure they are competent to undertake their health and safety responsibilities for the site. To date, 9 out of 11 schools have sent officers on the course.
- 3.2 Both PFI Schools, Lewis School Pengam and YG Cwm Rhymini have taken out a bespoke Health and Safety SLA Service which reflects the split of responsibilities at these schools between the school and the PFI managing agent.
- 3.3 Cwmcarn High School have been offered a bespoke SLA Service which reflects the duties of a Foundation Maintained school, as the building is owned by the Governors who are trustees and the Governing Body are the employer of staff at the school, the Council does not hold duties under the Health and Safety at Work etc. Act for this school. The school are free to engage their own competent health and safety advice and to date have not taken up an SLA with the Council's Health and Safety Division.

However, the council will undertake a two yearly health and safety inspection of the school to ensure a safe learning environment is provided to Caerphilly pupils funded by the Authority, as well as to assess the working environment of Council staff allocated to work with specific pupils at the school.

- 3.4 The cost of the Core SLA Service which is taken up by all Caerphilly Secondary schools is £1383.80, this equates to £276.79 per day excluding health and safety training.

### **Primary Schools**

- 3.5 Up to 2014, primary schools bought into the same core SLA service as secondary schools, however from September 2014, primary schools were offered two options for an increased SLA service. The service provides a named Health and Safety Officer to work with each school. Typical tasks which are covered by the Premium SLA include:-

- Completion of Risk Assessments
- Completion of DSE Assessments
- Traffic Management Risk Assessment Review
- Expectant Mother Assessments
- Return to Work Assessments, ill health risk assessments
- Support School Educational Visit Co-ordinator/Reviewing Risk Assessments
- Site Inspections
- Monitoring of Caretaker's work
- Monitoring of Asbestos in Situ (where relevant)
- Liaising with the asbestos team on permissions, survey requirements etc.
- Updating RAMIS for all statutory inspections
- Accident reporting and Investigation
- Fire Safety Briefings for school staff and Co-ordinating of Fire Drills

- 3.6 **Option 1** provides 1 day H&S Support per week, including H&S training at a cost of £4,700 per annum for 33 days support, this equates to £142.00 per day. The following schools have taken up Option 1:

Aberbargoed Primary School	Waunfawr Primary School
Blackwood Primary School	Ystrad Mynach Primary School
Crumlin High Level Primary School	Ynysddu Primary
Cwmaber Infants School	Ysgol Ifor Bach
Cwm Ifor Primary School	
Cwmfelinfach Primary School	
Fleur-de-Lys Primary School	
Pengam Primary School	
Risca Primary School	
St James' Primary School	
Trinity Fields Special School	
Ty Isaf Infants School	
Ty Sign Primary School	

- 3.7 **Option 2** provides 1 day H&S Support per fortnight, including H&S training at a cost of £2,960 per annum for 17 days support, this equates to £174.11 per day. The following schools have taken up Option 2.

Abercarn Primary School  
 Abertysswg Primary School  
 Bryn Primary School  
 Bryn Awel Primary School  
 Cefn Fforest Primary School  
 Coed-y-Brain Primary School  
 Cwmcarn Primary School  
 Cwm Glas Infants School  
 Cwrt Rawlin Primary School  
 Deri Primary School  
 Gilfach Fargoed Primary School  
 Glyn-Gaer Primary School  
 Graig-y-Rhacca Primary  
 Greenhill Primary School  
 Hendre Infants School  
 Hendre Junior School  
 Hendredenny Park Primary School  
 Hengoed Primary School  
 Libanus Primary School  
 Llanfabon Infants School  
 Machen Primary School  
 Maesycwmmmer Primary School  
 Nantyparc Primary School

Panside Primary School  
 Park Primary School  
 Penllwyn Primary School  
 Phillipstown Primary School  
 Pontllanfraith Primary School  
 Rhiw Syr Dafydd Primary School  
 St Gwladys Bargoed Primary School  
 St Helens R.C. Primary School  
 Tir y Berth Primary School  
 Tyn y Wern Primary School  
 Upper Rhymney Primary School  
 White Rose Primary School  
 Ysgol Gymraeg Bro Allta  
 Y G Cwm Derwen  
 Ysgol Y Castell  
 Ysgol Bro Sannan  
 Ysgol Penalltau  
 Ysgol Gymraeg Gilfach Fargoed  
 Ysgol Gymraeg Trelyn  
 Learning Centre

3.8 The following Primary Schools have not taken up the Premium H&S SLA and are covered by the 5 day Core H&S SLA:-

Bedwas Infants School  
 Bedwas Junior School  
 Cwmaber Junior School  
 Derwendeg Primary School  
 Fochriw Primary School  
 Llancaeath Junior School  
 Markham Primary School  
 Pentwynmawr Primary School  
 Plasyfelin Primary School  
 Pontlottyn Primary School

Rhydri Primary School  
 The Twyn School  
 Trinant Primary School  
 Ysgol Gymraeg Cwm Gwyddon  
 Ysgol Gynradd Gymraeg Caerffili  
 Ysgol y Lawnt

3.9 Following the recruitment and training of officers, the Premium SLA Service commenced in January 2015 and feedback has been very positive. Headteachers have seen a positive effect on their workload and the Council has seen an improvement on statutory maintenance compliance in terms of the RAMIS statistics.

- 3.10 The cost of the SLA is able to be allocated from the schools building maintenance budget as the service provided supports planning and expenditure of this budget to maintain the school in a safe, legal condition. The SLA is operated over an academic year and the cost is split between two financial years, 1 September - 31 March and 1 April – 31 July.

#### **4. EQUALITIES IMPLICATIONS**

- 4.1 There are no Equalities implications.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications for the Authority.

#### **6. PERSONNEL IMPLICATIONS**

- 6.1 Six Health and Safety Officers have been recruited on annual contracts, all costs are funded from SLA income .

#### **7. CONSULTATION**

- 7.1 Consultations have been undertaken and comments received are reflected in the report.

#### **8. RECOMMENDATIONS**

- 8.1 Committee members are asked to note the contents of the report.

#### **9. REASONS FOR RECOMMENDATIONS**

- 9.1 Information only.

#### **10. STATUTORY POWERS**

- 10.1 School Standards and Framework Act 1998  
Local Government Act 1972.

#### **11. RECOMMENDATIONS**

For committee Members to note contents of the update report.

Author: Donna Jones, Service Manager, Health, Safety and Welfare  
Consultees: Education Senior Management Team  
Cllr Rhianon Passmore, Cabinet Member for Education  
Emma Townsend, Health and Safety Manager





## CORPORATE HEALTH AND SAFETY COMMITTEE - 24TH FEBRUARY 2015

**SUBJECT: INTERIM REPORT - ASBESTOS IN SCHOOLS REMOVAL PROGRAMME**

**REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE**

### 1. PURPOSE OF REPORT

- 1.1 This is an interim report to update Committee Members of the progress of asbestos removal in occupied areas of Caerphilly owned schools, providing an update on planned works and examples of the improvements made to date.

### 2. LINKS TO STRATEGY

- 2.1 The Local Authority is responsible for the strategic management of asbestos in Local Authority owned schools, as duty holder in line with its statutory duties under current legislation.

### 3. SUMMARY

- 3.1 The Authority is committed to reducing the risk to health from asbestos products within its school buildings and, in July 2014, Cabinet approved the funding of a project to remove all amosite asbestos containing products from occupied areas of school buildings. This decision committed £800,000 of H&S budgets over two budget years for removal and reinstatement work across 37 schools.
- 3.2 The works completed to date have resulted in asbestos removal work at 11 schools, of which 10 were Category 2 schools and 1 category 3 School. This is based on the categorisation table below.

<b>Risk Rating</b>	<b>Definition</b>
Category 1	Damaged Amosite Containing Materials in occupied areas of the school buildings.
Category 2	Un-Damaged Amosite Containing Materials in occupied areas at low level, which is vulnerable to impact damage from normal school activities, such as asbestos wall panels. Impact of chairs or tables being knocked against the wall panel.
Category 3	Un-Damaged Amosite Containing Materials in occupied areas of the school building which is <b>not</b> in a location vulnerable to impact damage from normal school activities. Asbestos fibres can be released due to deterioration of the product over time or can be disturbed by maintenance activities, such as changing light bulbs in light fittings attached to asbestos ceiling tiles.
Category 4	No Amosite Containing Materials in Occupied Areas.
Category 5	Asbestos Free Building.

## 4. BACKGROUND

4.1 Many of our school buildings were built at a time when asbestos was commonly used in construction materials and most still have some asbestos containing products within the fabric of the building. Monitoring of asbestos containing materials within buildings is a legal requirement to prevent exposure to fibres. However, accidental damage and disturbances can occur as well as general deterioration of the product over time. Asbestos containing materials are normally only removed from buildings when they are damaged, when improvement works require their removal or when the building is demolished. However, the risk of accidental damage remains and the monitoring, maintenance and cost burden to schools is a growing concern. A detailed report was provided to Cabinet in July 2014, advising of the history of asbestos management arrangements within the Authority and the recommendation to further improve asbestos management in schools by removing amosite asbestos products in occupied areas of school buildings. Cabinet Members provided their support and approved the proposed project which commenced in August 2014.

## 5. REPORT

5.1 Table 1 provides details of projects where asbestos removal works have been completed and schools re-categorised.

Table 1

Premise	Category Rating before	Category Rating after all works	Position at each School prior to project commencing	Recommendations to be completed by December 2016	Completed/ When
Bedwas Juniors	2	4	AIB wall panel behind heater in one classroom.	Remove AIB wall panels.	Completed on: 04/08/2014
Cefn Fforest Primary (Phase 1)	2	4	Lagging debris within Boiler House.	Environmental clean of Boiler House	Completed on: 04/10/2014
Fleur De Lys Primary (Phase 1) Variation	2	4	Lagging to pipe in store room and external pipework.	Remove pipe lagging	Completed on: 30/07/2014
Fleur De Lys Primary (Phase 2) Variation	2	4	Lagging debris within Boiler House.	Environmental clean of Boiler House	Completed on: 27/10/14
Fochriw Primary	2	4	Lagging debris within two Boiler Houses.	Environmental clean of two Boiler Houses.	Completed on: 22/09/2014
Hendre Infants (Phase 1)	2	4	Lagging Debris to two Boiler Houses	Environmental clean of two Boiler Houses.	Completed on: 27/08/2014
Hendredenny Primary (Phase 1) Variation	2	4	AIB cladding around metal columns throughout buildings.	Removal of AIB cladding.	Completed on: 25/10/2014
St Cenydd Comprehensive (Phase 1)	2	4	AIB wall panels to occupied areas.	Remove AIB wall panels.	Completed on: 20/07/2014
St Martins Comprehensive (Phase 1) Variation	2	4	AIB debris within Boiler House	Remove AIB debris	Completed on: 01/08/2014

<b>St Martins Comprehensive (Library)</b>	<b>2</b>	<b>4</b>	<b>Asbestos to columns &amp; roof lights and above windows.</b>	<b>Remove AIB</b>	<b>Substantially complete, re-instatement in progress</b>
<b>Ystrad Mynach Primary</b>	<b>2</b>	<b>4</b>	<b>Lagging debris within Boiler House.</b>	<b>Environmental clean of Boiler House.</b>	<b>Completed on: 25/07/2014</b>
<b>Llancaeath Juniors</b>	<b>3</b>	<b>4</b>	<b>AIB ceilings to Kitchen toilet.</b>	<b>Remove AIB ceilings.</b>	<b>Completed on:</b>
<b>Deri Primary</b>	<b>4</b>	<b>4</b>	<b>Gasket debris to floor of Boiler House</b>	<b>Environmental Clean of Boiler House</b>	<b>Completed on: 08/08/2014</b>

5.2 Table 2 provides details of projects which are currently in the planning/commissioning stage.

*Table 2*

<b>Premise</b>	<b>Category Rating</b>	<b>Position at each School prior to project commencing</b>	<b>Recommendations to be completed by December 2016</b>	<b>Current Position of AIS project in School</b>
<b>Cefn Fforest Primary (Phase 2)</b>	<b>2</b>	<b>AIB ceiling tiles in Kitchen areas.</b>	<b>Removal of AIB ceilings.</b>	<b>In design</b>
<b>Graig Y Rhacca Primary Kitchen</b>	<b>3</b>	<b>AIB ceiling tiles in Kitchen areas</b>	<b>Removal of AIB ceilings.</b>	<b>Summer 2015</b>
<b>Graig Y Rhacca Primary (Phase 1)</b>	<b>2</b>	<b>AIB wall panels and AIB ceilings in several occupied areas.</b>	<b>Remove AIB wall panels &amp; AIB ceilings.</b>	<b>13 Feb 2015</b>
<b>Libanus Primary Variation</b>	<b>2</b>	<b>Lagging dust/debris to floor of Boiler House</b>	<b>Environmental clean of Boiler House</b>	<b>14 Feb 2015</b>
<b>Pontllanfraith Comprehensive</b>	<b>2</b>	<b>AIB wall panels and AIB ceiling tiles to several areas.</b>	<b>Overboard AIB wall panels.</b>	<b>In design</b>

5.3 Table 3 provides the details of schools where work is still to be completed by December 2016.

Table 3

Premise	Category Rating	Position at each School prior to project commencing	Recommendations to be completed by December 2016
Bedwas Infants	2	AIB wall panels in several Classrooms.	Remove AIB wall panels.
Blackwood Comprehensive	2	AIB ceilings and skylights to several areas. Lagging debris within Boiler House.	Environmental clean of Boiler House, removal of AIB ceilings and skylights.
Coed Y Brain Primary	2	AIB wall panel within WC and store area.	Remove AIB wall panels.
Graig Y Rhacca Primary	2	AIB wall panels and AIB ceilings in several occupied areas.	Remove AIB wall panels & AIB ceilings.
Hendre Infants (Phase 2)	2	AIB ceilings in toilet areas.	Remove AIB ceilings.
Heolddu Comprehensive	2	AIB boxing/cladding around metal columns throughout buildings	Overboard AIB boxing/cladding.
Lewis Girls School	2	AIB wall panels in several Classrooms.	Overboard/remove where possible AIB wall panels.
Newbridge School	2	AIB wall panels above several doors, AIB ceiling tiles to several areas.	Remove AIB wall panels and ceilings.
Oakdale Comprehensive	2	AIB wall panels and AIB ceiling tiles to several areas.	Overboard AIB wall panels.
Pantside Primary	2	One AIB wall panel to circulation area.	Remove AIB wall panel.
Plasyfelin Primary	2	AIB ceilings to Kitchen areas. AIB debris to Tank Room.	Remove of AIB ceiling and localised clean of Tank Room.
Risca Community Comprehensive	2	AIB wall panels above several doors.	Remove AIB wall panels.
St Cenydd Comprehensive (Phase 2)	2	AIB wall panels to occupied areas.	Remove AIB wall panels.

St Martins Comprehensive (Phase 2)	2	AIB boxing /cladding around metal columns throughout buildings. AIB ceiling tiles to several locations.	Overboard AIB boxing/cladding and removal of AIB ceilings.
Tir Y Berth Primary	2	Lagging debris within Boiler House.	Environmental clean of Boiler House.
Trinant Primary	2	Lagging to pipework in Kitchen.	Remove lagging.
Tyn Y Wern Primary	2	Lagging to pipework in circulation area.	Remove lagging.
Ynysddu Primary	2	Lagging debris within Boiler House.	Environmental clean of Boiler House.
Ysgol Gymraeg Cwm Derwen	2	Lagging to pipework in dining room. AIB ceiling in Boiler House.	Remove lagging and remove AIB ceiling.
Abercarn Primary	3	AIB ceiling in one Classroom.	Remove AIB ceilings.
Abertysswg Primary	3	AIB heater plinth in Classroom.	Remove AIB heater plinth.
Bedwas High School	3	AIB ceiling tiles to several occupied areas.	Remove AIB ceilings.
Blackwood Primary	3	Encapsulated AIB ceiling panels to Boiler House.	Encapsulate AIB panels
Bryn Primary	3	AIB to underside of shelf in circulation area.	Remove AIB shelf.
Crumlin High Level Primary	3	AIB ceiling tiles in Kitchen areas.	Remove AIB ceilings.
Cwmaber Infants	3	AIB skylights in Nursery Classroom.	Remove AIB skylights.
Cwmcarn Primary	3	AIB ceilings to Kitchen areas.	Remove AIB ceilings.
Gilfach Fargoed Primary	3	AIB ceiling panels in Boiler House.	Remove/Encapsulate AIB ceiling panels.
Hendredenny Primary (Phase 2)	3	AIB vent shafts to three Store Rooms.	Remove AIB vent shafts.
St Cenydd Comprehensive (Phase 3)	3	AIB ceiling tiles.	Remove AIB ceilings.
Ty Isaf Infants	3	Overboarded AIB wall panels to several areas.	Remove of wall panels
Ty Sign Primary	3	Overboarded AIB wall panels to several classrooms.	Remove of wall panels

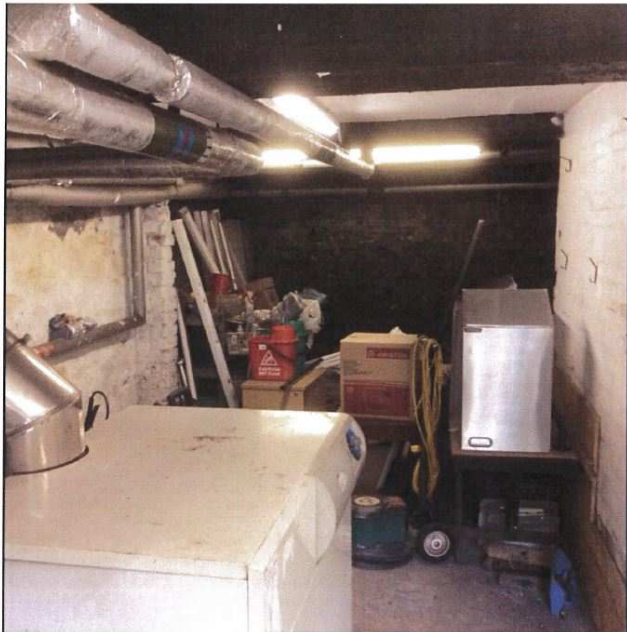
5.4 Asbestos removal and reinstatement projects eliminate the risk from asbestos, however, they also improve the building condition and reduce ongoing maintenance costs. In the case of affected school boiler rooms, asbestos removal work will also result in lifting of any prohibitions or restrictions placed on access to the boiler rooms, which become an issue when maintenance/inspection is required. The ongoing management of school buildings is much less onerous and costly when amosite containing products have been removed.

5.5 The following photographs provide a visual account of areas of schools where work has already been completed; they show the condition of premises before and after the asbestos removal works.

**Before**



**After**



Before



After



## **6. EQUALITIES IMPLICATIONS**

6.1 There are no Equalities implications.

## **7. FINANCIAL IMPLICATIONS**

7.1 It is estimated that the cost of the priority works including reinstatement works will be in the region of £800,000.

7.2 The cost of the priority works will be funded from unallocated Corporate Health and Safety reserve budgets, £500,000 and Education Capital Budgets allocated for health and safety schemes, £300K over two budget years 14/15 and 15/16.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no personnel implications.

## **9. CONSULTATION**

9.1 Consultations have been undertaken and comments received are reflected in the report.

## **10. RECOMMENDATIONS**

10.1 Health and Safety Committee members are asked to note the contents of the report.

## **11. REASONS FOR RECOMMENDATIONS**

11.1 To further protect pupils, employees, contractors and visitors from the risk of exposure to asbestos in Caerphilly owned school buildings.

## **12. STATUTORY POWERS**

12.1 School Standards and Framework Act 1998  
Local Government Act 1972.

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Consultees: Education Senior Management Team  
Nicole Scammell – Acting Director of Corporate Services and S151 Officer  
Gail Williams – Monitoring Officer  
Angharad Price – Barrister, Legal & Democratic Services  
Richard Phillips – Asbestos Team Manager  
Sue Ruddock – Insurance and Risk Manager





## **CORPORATE HEALTH AND SAFETY COMMITTEE - 24TH FEBRUARY 2015**

**SUBJECT: ACCIDENT STATISTICS REPORT FOR OCTOBER – DECEMBER 2014**

**REPORT BY: INTERIM DEPUTY CHIEF EXECUTIVE**

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### **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 2014.

### **2. SUMMARY**

- 2.1 The following report provides accident statistics for October to December 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 October and December 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 October and December 2014 and details those accidents that occurred to members of the public that were reported.

4.5 There were two accidents that were RIDDOR-reportable, both within the Environment Directorate. One related to a manual handling activity, and the other related to a finger entrapment injury. Both were reportable as they caused the employees concerned to be away from work or unable to perform their normal work duties for more than seven consecutive days.

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

4.7 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.

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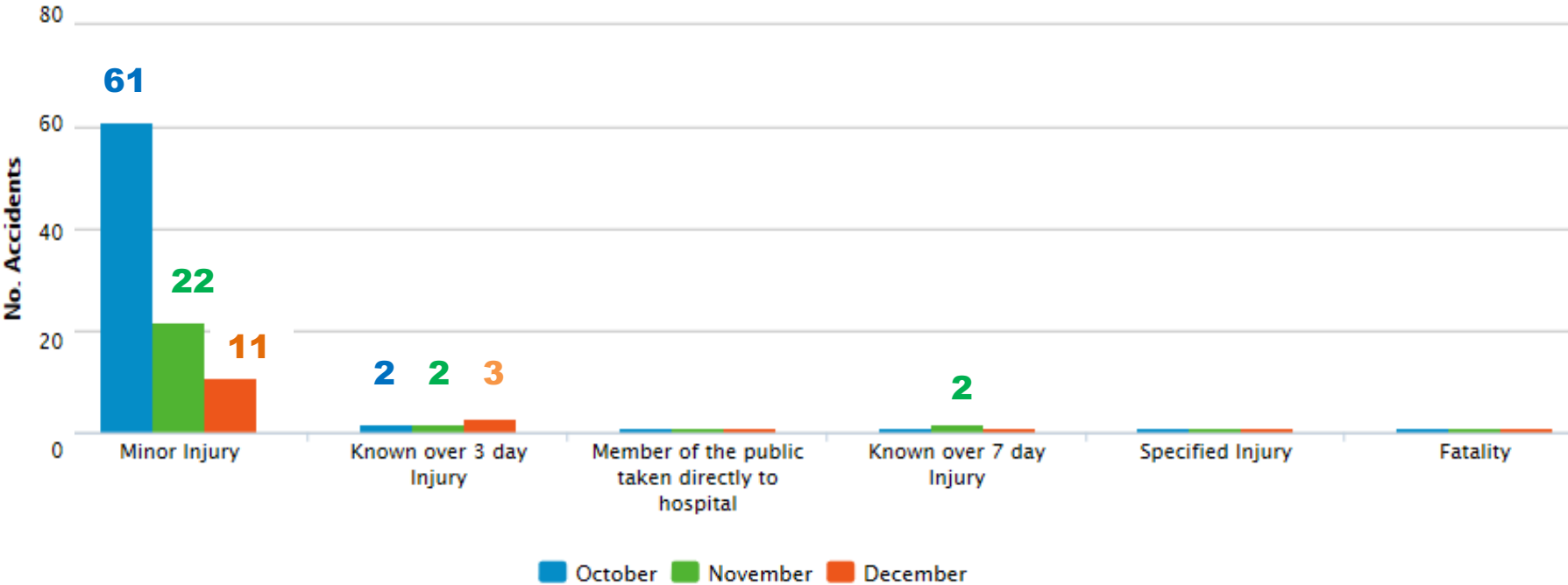
### Appendices:

Appendix 1 - All accidents by Type for the Authority between October and December 2014

Appendix 2 - Reportable accidents by Type and Directorate between October and December 2014

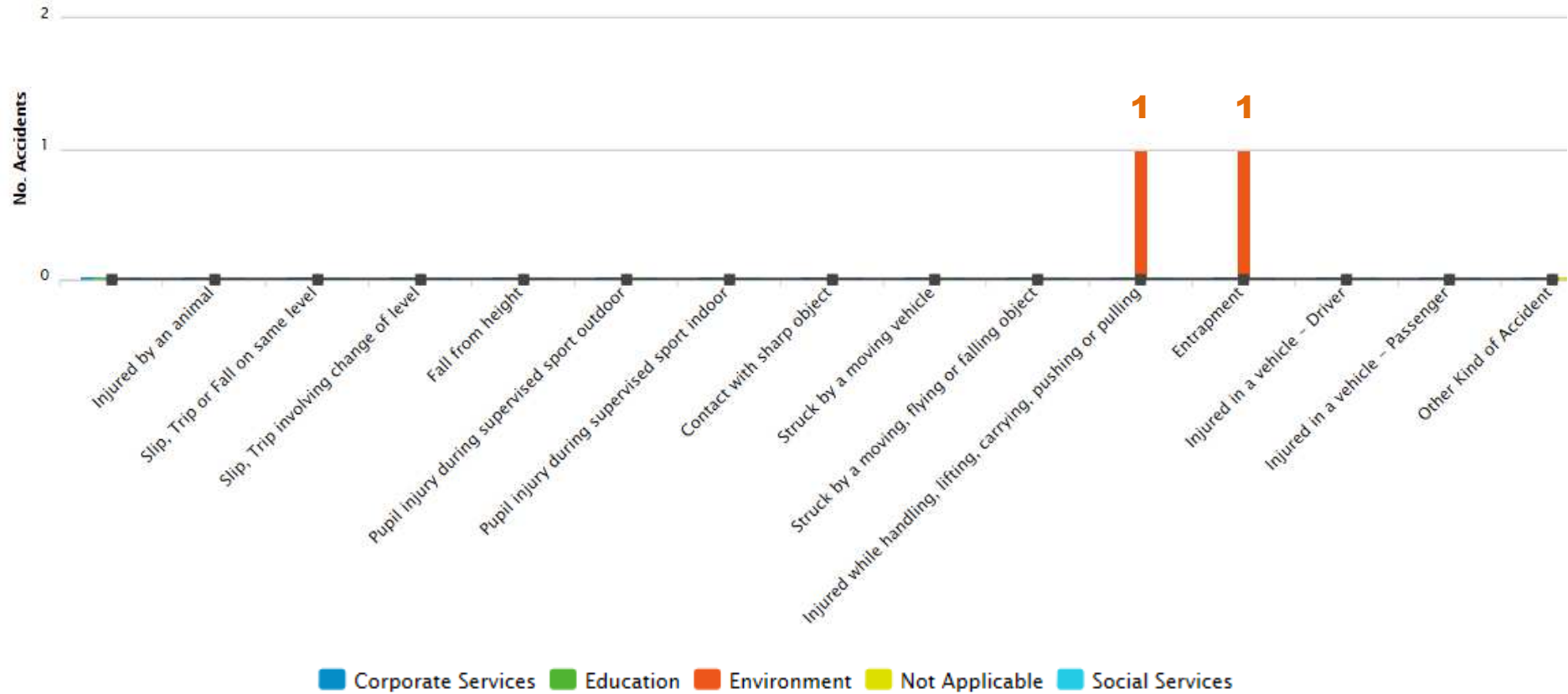
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# Appendix 1 - All accidents by Type for the Authority between October and December 2014



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## Appendix 2 – Reportable accidents by Type and Directorate between October and December 2014



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## CORPORATE HEALTH AND SAFETY COMMITTEE – 24TH FEBRUARY 2015

**SUBJECT: RECENT HSE UPDATES**

**REPORT BY: INTERIM DEPUTY CHIEF EXECUTIVE**

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### **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 The Health and Safety Executive (HSE) has published draft guidance on the legal requirements of the Construction (Design and Management) Regulations 2015 (CDM2015) that, subject to parliamentary approval, will come into force on the common commencement date of 6<sup>th</sup> April 2015. These Regulations will replace the existing CDM2007.

The new draft guidance has been published to help those with duties under the new CDM2015 Regulations to prepare in advance, and is available to view on the HSE website <http://www.hse.gov.uk/pubns/books/l153.htm>

The draft Regulations within the guidance have themselves been amended following consultation. The Regulations and the draft guidance may be subject to change while the Regulations are awaiting Parliamentary approval. However, the final version of the guidance to support CDM 2015 will be available on 6 April 2015 when the Regulations are due to come into force.

- 4.2 The HSE has published a revised (second) edition of its guidance and Approved Code of Practice publication in support of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Although the Regulations themselves remain unchanged, the reviewed guidance includes

- (a) a decision 'tree' that provides the main elements that must apply to a piece of equipment for it to be subject to LOLER;
- (b) some changes to bring the guidance in line with other advice, eg. clarifying that you should not take lifting equipment within 10 m of overhead power cables;
- (c) the context and examples have been expanded to show that LOLER applies across every sector using lifting equipment, including new examples that show the impact on the health and social care sector.

The second edition of the publication is available from the HSE website:  
<http://www.hse.gov.uk/pubns/books/l113.htm>

- 4.3 The HSE has also published a revised (third) edition of its guidance and Approved Code of Practice publication in support of the Confined Spaces Regulations 1997. Although the Regulations themselves remain unchanged, the revised guidance has been simplified to make the understanding and use of the document easier, particularly with clarifying the definition of a confined space.

The third edition of the publication is available from the HSE website:  
<http://www.hse.gov.uk/pubns/books/l101.htm>

- 4.4 The largest local authority in the country has been fined after a refuse worker sustained leg injuries when he was trapped against a van by a reversing bin lorry.

The Street Cleansing Officer was working at Birmingham City Council's fleet and waste depot when the incident happened on 6 March 2014 that caused ligament injuries to his lower right leg.

Birmingham Magistrates' Court heard that he was trapped between the door and cab of his parked street cleansing vehicle when it was struck by a bin lorry as it reversed into a neighbouring parking space.

The Health and Safety Executive (HSE) investigation found the bin lorry had not reversed in accordance with the Council's safe working procedure and that this was not an isolated case. The Council's safe working procedure required a colleague of the driver to act as a reversing assistant to help guide the bin lorry driver during reversing manoeuvres. However, CCTV footage of vehicles reversing in the depot showed workers routinely reversing vehicles without assistance, indicating they were not worried about potential disciplinary action for not doing so. Senior management admitted there was no policy or programme of monitoring, or supervision of how employees were reversing.

Birmingham City Council pleaded guilty to breaching Section 5(1) of The Management of Health and Safety at Work Regulations 1999 that requires employers to make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. The Council was fined £10,000 plus £1,887 costs.

## **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.

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