



CORPORATE HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN,
ON MONDAY, 29TH JUNE 2015 AT 10.00 AM**

PRESENT:

Councillors:

M.A. Adams, P.J. Bevan, D. Havard, A.G. Higgs.

Together with:

D. Jones (Service Manager, Health, Safety and Welfare), E. Townsend (Deputy Health and Safety Manager), T. Phillips (Health and Safety Manager), P. James (Health and Safety Manager), L. Donovan (Acting Head of HR & Organisational Development), S. Hawkins (Community Centres Service Manager), S.M. Kauczok (Committee Services Officer).

Trade Union Representatives:

N. Funnell (GMB), J.A. Garcia (UNISON).

1. APPOINTMENT OF CHAIR

It was moved and seconded that Councillor D. Havard be appointed Chair of the Corporate Health and Safety Committee for the ensuing year. By a show of hands this was unanimously agreed. Councillor Havard took the chair for the remainder of the meeting.

2. APPOINTMENT OF VICE CHAIR

It was moved and seconded that Councillor M. Adams be appointed Vice Chair of the Corporate Health and Safety Committee for the ensuing year. By a show of hands this was unanimously agreed.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor G.J. Hughes, Councillor S. Kent, Mr M.S. Williams (Head of Community and Leisure).

4. DECLARATIONS OF INTEREST

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

5. MINUTES

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 24th February 2015 be approved as a correct record and signed by the Chair.

6. SHARON KAUCZOK

It was noted that Sharon Kauczok, Committee Services Officer, would soon be leaving the Authority. Members and officers placed on record their appreciation of the efficient and courteous manner in which Sharon had undertaken her role and wished her a happy and healthy retirement.

REPORTS OF OFFICERS

Consideration was given to the following reports.

7. ANNUAL HEALTH AND SAFETY REPORT – PRESENTATION BY DONNA JONES, SERVICE MANAGER, HEALTH, SAFETY AND WELFARE

Donna Jones, Service Manager, Health, Safety and Welfare, highlighted the key issues within the Health, Safety, Occupational Health and Risk Management Annual Report for 2014-15, copies of which were circulated at the meeting. As with all service areas, Health and Safety have made required efficiency savings and resources have been targeted at high risk areas for improvement and monitoring.

The past year has seen significant proactive work being undertaken particularly in schools, where additional resources have been deployed to support primary schools through an increased Service Level Agreement (SLA). Improving competency has been a strong theme with mandatory training being delivered to senior management and school caretakers. Stress and mental health are a continuing issue and are reflected throughout the report in terms of risk assessments, training and Care First statistics. Further Health and Safety projects/improvements made over the past year are detailed in the report, as well as health and safety performance and activities for 2014/15.

In July 2014, Cabinet approved the funding of an asbestos removal project across 37 schools. The project once completed will see all amosite asbestos containing products removed from occupied areas of school buildings. Details of the works completed at schools during the reporting year are set out in the report. The Authority will continue to monitor the pressure testing maintenance of powered gates within its schools and parks. The current position from the inspection programme is set out in the Annual Report.

Officers have also completed a review of Children and Adult Services and the controls in place to minimise the risks to staff from lone working and violence and aggression. There will be recommendations in the resulting report on risk assessment, provision of the Employee Protection Register and reporting incidents. The recommendations will be incorporated into a bespoke training package for relevant staff.

The School Caretaker Safety Handbook has been updated and mandatory training will be delivered in the next financial year, to ensure that school caretakers are undertaking work, safely and with the appropriate equipment.

It was noted that no enforcement action had been issued against the Council during the reporting period although the HSE did undertake an investigation into an accident involving a primary school pupil who sustained an injury as a result of a fall from height during a school visit. The investigation highlighted a material breach of health and safety regulations and a

Fee For Intervention invoice was issued against the Authority. As the breach was the responsibility of the school involved, under delegated duties, the FFI cost was passed to the school for payment. South Wales Fire Service issued five Fire Advisory Notices during 2014-15, the details of which are set out in the report. Officers have been working with tenants, Housing colleagues and Fire Officers in terms of fire safety.

Details of all recorded accidents reported to the Health and Safety Division between April 2014 and March 2015 are set out in Table 1 in the report. The total number of accidents has increased by 11 from 361 in 2013/14 to 407 in 2014/15. However, the total number of reportable accidents has reduced from 43 in 2013/14 to 35 in 2014/15, which shows that instances of more serious accidents reduced last year.

Health and Safety inspections/ audits are undertaken and updated onto RAMIS and corrective actions are programmed to ensure that Building Mangers close out the actions with evidence. There had been a slight increase in the number of inspections undertaken although the number of general Health and Safety inspections has reduced slightly.

There has been a marked increase in the demand for Occupational Health services. In the medium to long term, a senior nurse will need to be recruited to provide sufficient resources for the service. Currently 6 nurse clinics take place each week to cover the demand on the service. Statutory health surveillance continues to be undertaken in house on a rolling programme for HAVS, audiometry and medical health screening for those in posts which can present particular risks to health.

In terms of the "Care First" Employee Assistance Programme, there had been 246 new cases which represents extremely good usage. It was noted that the increase in the number of reported stress cases for 2014/15 are solely linked to employees undergoing disciplinary procedures, a reduction in staff linked to the MTFP and an increase in workload.

During 2014/15 the Authority received 14 new employers liability claims, a reduction on last year's figures. The total cost of claims for 2014/15 was £184,906.50 which is a drop of £29,459.76.

Good progress had been made on the key priorities that were put forward for 2014/15 i.e. 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 key priorities for 2014/15 were the completion of the Asbestos Removal Programme in Schools; the SLA with Cardiff Council in terms of managing their Health and Safety function; Radon Monitoring in Schools; a Review of Drug and Alcohol support; Construction Management Review.

Following the very informative presentation discussion ensued on the issues raised. Further information was sought on radon monitoring, the financial implications relating to employer liability claims and possible measures that could be taken to reduce the number of stress related cases linked to disciplinary cases. The Acting Head of HR and Organisational Development advised that HR would be happy to discuss the latter with the Trade Unions.

8. EDUCATION HEALTH AND SAFETY INSPECTION UPDATE

The Committee received an update on the ongoing developments arranged by Health and Safety Officers within maintained Caerphilly schools in relation to automatic powered access gates.

Health and Safety originally reported the level of non-compliance relating to the Local Authority installations in September 2014. The Health and Safety Section and Risk

Management in consultation with Building Consultancy decided to commission independent reports for each site. These were completed on 20th and 21st January. The report cost the Health and Safety and Risk Management areas £2.5k to commission. Originally a total of 10 Inspections were completed between June and August 2014, 7 of which were Primary schools. Subsequently two further sites have been identified, one is an Authority Depot site and one at Llancaiach Fawr Manor House.

The Authority officer audit initially indicated a high level of non-compliance with the BS EN 12453 standard. Schools have subsequently received individual reports and feedback on remedial actions required. The Authority also arranged an independent assessor to provide schools with relevant written advice to achieve compliance on 27th March 2015. This was financed and arranged by Health and Safety and Risk Management as a one off, to establish a base line from which the schools must upgrade their gates to the required standard.

It will be for the schools to keep the gates maintained to the relevant BS EN 12453 standard. The Authority will monitor the pressure testing maintenance of the gates via the RAMIS system and every two years via the school management audits. The current situation for primary schools is set out in paragraph 4.6 of the report. Pressure testing has been completed for all with the exception of Bryn Primary School who are in discussion with the supplier.

Serious concerns have been raised by the monitoring exercise with regard to the installation of powered gates and it was stressed that 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.

Following consideration and discussion, the Corporate Health and Safety Committee noted the report.

9. INFORMATION ITEMS

The following reports were received and noted: -

1. Accident Statistics Report for January – March 2015.

The Committee received a verbal update from officers on the major reportable accidents that have occurred across the Authority over the past year. In response to a request from a Member for details of the total cost to the Authority arising from reported accidents and incidents, it was agreed that arrangements would be made for the Committee to receive a presentation from Risk Management in this respect..

2. Recent HSE Updates.

The meeting closed at 11.15 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 16th November 2015, they were signed by the Chair.

CHAIR