



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON MONDAY,  
22ND FEBRUARY 2016 AT 10 A.M.**

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PRESENT:

Councillor M.A. Adams - Vice Chair (Presiding).

Councillors:

P.J. Bevan, D.T. Hardacre, A G Higgs.

Together with:

D Jones (Service Manager, Health Safety and Welfare), R. Phillips (Asbestos Officer),  
T. Phillips (Health and Safety Manager), E. Townsend (Deputy Health and Safety Manager).  
Mark Williams (Head of Community and Leisure) and A. Dredge (Committee Services Officer).

Trade Union Representatives:

N. Funnell (GMB), T. Hearne (GMB), and J. A. Garcia (UNISON)

Rhys Serkheld: (Synergy Health)

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D. Havard (Chair), G.J. Hughes,  
P. James (Health and Safety Manager), A. Wigley (Health and Safety Officer) and Simon  
Brassinne (UCATT).

### **2. DECLARATIONS OF INTEREST**

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

### **3. MINUTES – 16TH NOVEMBER 2015**

RESOLVED that the minutes of the Corporate Health and Safety Committee held on  
Monday, 16th November 2015 be approved as a correct record and signed by the Vice  
Chair.

## REPORTS OF OFFICERS

Consideration was given to the following reports:

### 4. DRUG AND ALCOHOL TESTING – PRESENTATION BY SYNERGY HEALTH

The Chair gave permission for this item to be brought forward on the agenda.

Mr Rhys Serkheld of Synergy Health Laboratory Services, presented Members with an overview of how drug and alcohol testing can be undertaken in the workplace and set out the process involved. He confirmed that the Laboratory Services Division of Synergy Health offers on-site Toxicology and Pathology and is based in Abergavenny, South Wales. Synergy Health was established in 1986.

Members were informed that this testing is currently being used by some Authorities in Wales.

Examples were provided where reasons For-Cause Testing (Post Incident) apply, including:

- Accidents which results in a death or major injury to an employee or member of the public
- Any accident where an employee or member of the public requires medical treatment (other than an accident which requires basic first aid)
- Any accident or incident where there is non-trivial damage to property, equipment or company products, including all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as defined 'dangerous occurrences'
- Any accident where it is suspected an 'Unsafe Act' has occurred

Members were advised that For-Cause (Reasonable Suspicion) includes abnormal behaviour, difficulty in walking normally, incoherent speech, smell of alcohol, bruising and/or injection marks that have been observed by third party observations from employees, contractors and visitors etc, or following the discovery of illegal substances or empty alcohol containers on company property.

It was explained that site preparation is crucial and the importance of following the procedure when preparing the identified donor for testing. Details of the different types of testing and devices were discussed with regard to achieving legally defensible results in relation to blood and alcohol testing.

Urine drug testing was also discussed and the sampling process explained. Members noted that 'Drug Check 10' is an instant urine screening device that screens for the following: Cocaine, Amphetamines, Methamphetamines, Cannabis, Methadone, Opiates, Buprenorphine, Benzodiazepines, Barbiturates and Ketamine.

Clarification was sought in relation to response times and Mr Serkheld confirmed that the Testers can be on sight within 2 hours and the Company has a 98 percent success rate in achieving this target. Synergy Health is the only Company in Wales that offers this Service.

A Member queried the costing element and the Committee were informed that each call out/test will cost £230 and Caerphilly along with other Local Authorities across wales are considering introducing this testing into a policy. The principles of this policy will require wider consultation and is currently being considered by Senior Management.

Concerns were expressed in relation to random drug and alcohol testing and Officers confirmed that consideration is being given to 'For Cause' testing and not random testing.

The Chair thanked Mr Serkheld for his informative presentation and for responding to the queries raised during the course of the debate.

## **5. STATUTORY MAINTENANCE – COMPLIANCE TESTING – PRESENTATION**

Mrs Donna Jones (Service Manager, Health Safety and Welfare) updated the Committee on RAMIIS (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 contactors, records all tasks to be undertaken by CCBC staff and Health and Safety inspections/audits of buildings. Building Managers receive emails reminding them of tasks due and overdue and reports are generated from the system in relation to compliance.

A significant amount of work is undertaken to ensure the Authority is compliant, for example electrical testing is undertaken every 5 years, gas safety certificates are required annually and legionella risk assessments are required every 2 years. Regular water quality testing, fire alarm testing and fire fixed alarm wiring testing is also undertaken. In addition fire risk assessments corporate buildings and schools are undertaken and portable fire-fighting equipment is tested on an annual basis. Air conditioning/sprinkler systems are tested annually, emergency lighting 6 monthly, lifts 6 monthly, fixed ventilation every 14 months and asbestos surveys are carried out every 3 years.

By means of a powerpoint presentation, the Committee's attention was drawn to information relating to High Risk Inspections i.e. Electrical, Legionella and Gas Reactive Tasks. Details were received of the sites inspected together with the number of outstanding Tasks as at February 2016.

Arising from queries raised during the ensuing discussion, Officers advised Members that improvements have been made across all 3 high risk disciplines in relation to compliance statistics which continues to be scrutinised by Senior Management. A special thank you was expressed to the work undertaken by the Health and Safety Team, in their area of activity.

The Chair thanked the Officers for the informative presentation and for responding to queries raised during the course of the debate.

## **6. DOMESTIC ASBESTOS MANAGEMENT PLAN**

Mr Richard Phillips (Asbestos Officer) provided an overview of the implementation of the Domestic Asbestos Management Plan (DAMP) that was appended to the report.

It was explained that the Authority has in place a Corporate Asbestos Management Plan which details how the management of asbestos must be undertaken within corporate buildings and communal areas where a council building consists of both domestic and corporate functions such as a sheltered housing scheme. However, previously there has not been an asbestos management plan for the Authority's domestic dwellings.

Members noted that whilst there is no duty to proactively manage Asbestos Containing Materials (ACMs) within domestic dwellings, there is a requirement to ensure that any planned maintenance/refurbishment or emergency works are undertaken without the risk of potential exposure to asbestos fibres. As such the DAMP is designed to provide guidance for the management of asbestos within domestic dwellings and has been produced to ensure compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Asbestos Regulations 2012. The plan sets out practical arrangements for the management of asbestos, preventing risk to tenants, Council employees and contractors.

Clarification was sought in relation to Council residences and Members were informed that properties include outbuildings such as sheds and garages and the Plan also applies to private grant schemes.

Following consideration and discussion, the Corporate Health and Safety Committee approved the new Domestic Asbestos Management Plan.

## **7. REPORTABLE INCIDENTS – VERBAL UPDATE**

Mrs Donna Jones (Service Manager, Health Safety and Welfare) provided Members with a verbal update detailing reported incidents across the Caerphilly Borough. The Committee were pleased to note that the cases referred to had been dealt with and resolved by the Authority.

## **8. INFORMATION ITEMS**

The Committee noted the following items for information, full details of which were included in the Officer's Reports:

1. Accident Statistics Report for October - December 2015.
2. Recent HSE Updates.

The meeting closed at 11:30 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 27th June 2016, they were signed by the Chair.

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CHAIR