



CORPORATE HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON MONDAY,
20TH NOVEMBER 2017 AT 10 A.M.**

PRESENT:

Councillor D. Havard (Chair)
Councillor S. Kent (Vice-Chair)

Cabinet Member for Corporate Services: Councillor C. J. Gordon.

Councillors:

M. Adams, D.T. Hardacre, A G Higgs.

Together with:

E. Townsend (Acting Senior Health and Safety Manager), A. Evans (Senior Health and Safety Training Officer), P. James (Health and Safety Manager), T. Phillips (Health and Safety Manager), M. Williams (Interim Head of Property Services), S. Richards (Interim Head of Service – Education, Planning and Strategy) and A. Dredge (Committee Services Officer).

Trade Union Representative:

D. A. Williams (UNITE)

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors P. Bevan, W. Williams and D. Beecham (Electoral Services Manager) and L. Donovan (Acting Head of Human Resources and Organisational Development).

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 3RD JULY 2017

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 3rd July 2017, be approved as a correct record and signed by the Chair.

REPORTS OF OFFICERS

Consideration was given to the following reports:

4. HEALTH AND SAFETY TRAINING – PRESENTATION

The Corporate Health and Safety Trainer delivered a presentation that provided Members with an overview of the Health and Safety Training that is available within the workplace that is tailored to the organisation.

The Committee were informed that employers are required by law to ensure the health, safety and welfare at work of their employees and to conduct their undertaking in such a way as to ensure that other persons (including contractors and visitors) are not exposed to risks to their Health and Safety. A specific requirement is to provide information, instruction and training to staff. The team has developed a comprehensive range of courses in health and safety. These training interventions ensure staff are provided with relevant knowledge and their skills are developed to ensure health and safety is managed effectively.

The structure of the team was set out and the Officer confirmed that there are currently 28 courses available. Examples of accredited courses were referenced including United Kingdom Asbestos Training Association (UKATA) and the IOSH Managing Safely, which is designed to teach managers and supervisors from any sector the health and safety knowledge they need in their role. Members were referred to the Health and Safety Training Directory that can be accessed via the Council's website. In concluding, the Officer confirmed that training is made available to other Local Authorities when capacity is available.

The Chair thanked the Corporate Health and Safety Trainer for her informative presentation and responding to questions raised.

5. ENFORCEMENT ACTION - VERBAL UPDATE

The Acting Senior Health and Safety Manager provided the Committee with a detailed overview of the Health and Safety enforcement activity that has taken place.

Members noted that enforcement action has been undertaken across a number of sites where cases are ongoing. The Officer confirmed that the Department are currently liaising with South Wales Fire and Rescue in relation to an incident at Heolddu Comprehensive School. In relation to an incident at Bargoed RFC rugby field, the Officer advised that the Health and Safety Executive (HSE) investigation is still ongoing.

The Chair thanked the Officer for the verbal update.

6. ELECTRICAL SAFETY POLICY

The Acting Senior Health and Safety Manager introduced the report that sought Members' approval for the draft policy for Electrical Safety prior to the report being referred to Cabinet for consideration.

The Committee were advised that the Health and Safety Executive (HSE) made recommendations regarding the need for a policy setting out the Authority's commitment to and arrangements for managing electrical safety. This followed a reportable electrical incident (RIDDOR), and subsequent electrical safety spot checks by HSE Inspectors. Since the HSE's visits, improvements have been made in managing electrical safety and the Electrical Safety Policy has been drafted by Property Services and Health and Safety which reflect the arrangements currently in place. Details of which were set out in the Officer's report.

In concluding, the Officer confirmed the work on and maintenance of electrical systems is fundamental to the safe and efficient operation of CCBC premises and maintenance of services.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that:

- (i) Members note the contents of the report
- (ii) the Draft Policy be referred to Cabinet for consideration.

7. 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 April – September 2017.
2. Recent HSE Updates.

The meeting closed at 10.30 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 19th February 2018, they were signed by the Chair.

CHAIR