



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON MONDAY,  
19TH FEBRUARY 2018 AT 10 A.M.**

---

PRESENT:

Councillor D. Havard (Chair)

Councillor C. Gordon (Cabinet Member for Corporate Services)

Councillors:

D.T. Hardacre, A.G. Higgs and W. Williams

Together with:

E. Townsend (Acting Senior Health and Safety Manager), P. James (Health and Safety Manager), Mark Williams (Interim Head of Property Services), L. Donovan (Acting Head of Human Resources and Organisational Development), S. Richards (Interim Head of Service – Education, Planning and Strategy) and A. Dredge (Committee Services Officer).

Trade Union Representatives:

J. A. Garcia (UNISON) and A. Williams (UNITE).

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

Apologies for absence had been received from Councillors M. Adams, P.J. Bevan, S. Kent (Vice-Chair) and D. Beecham (Electoral Services Manager).

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

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

### **3. MINUTES – 20TH NOVEMBER 2017**

RESOLVED that the minutes of the Corporate Health and Safety Committee held on Monday, 20th November 2017 be approved as a correct record and signed by the Chair.

## REPORTS OF OFFICERS

Consideration was given to the following reports:

### 4. STATUTORY MAINTENANCE OF COUNCIL BUILDINGS (EXCLUDING HOUSING)

The report presented Members with the current statutory maintenance compliance data for the four highest risk elements, namely electricity, gas, legionella and fire. The progress made and areas of concern were highlighted and the report also encompasses operational buildings and the sites they occupy but excludes street lighting and housing. The status of the buildings leased was also included.

Reference was made to the current status of the statutory maintenance of the Council's built assets and the significant improvements to processes implemented in 2017.

The Committee were advised that following the electrical safety issue experienced at Bargoed Rugby Football Club (RFC) in 2017 and subsequent Involvement of the HSE, much effort has been made to strengthen procedures and processes. This will help ensure the safety of those who use and maintain Council buildings.

An overview was provided in relation to the Key actions and developments that include:

- Statutory Testing meetings are chaired by Interim Director of Corporate Services.
- The situation within leased out properties has been discussed at separate meetings.
- An Electrical Safety Policy has been produced and copied to the HSE.
- Property Services (PS) statutory maintenance team has been strengthened by the addition of an Electrical Inspector.
- An external consultant electrical engineer has been appointed to assist with quality control.
- External flood lighting has been identified and tested.
- A legionella 'responsible person' is now in place within the PS team.
- A full schedule of buildings that are currently being tested via PS was circulated to all Heads of Service to ensure all assets are captured.
- It has been agreed that Priority 1 and 2 remedial tasks highlighted during testing should be closed out within 90 days of testing. General move towards zero tolerance for overdue remedial tasks with priority given to the high risk electricity, gas, fire and legionella elements.
- A responsibility matrix setting out who is responsible for actioning testing and remedials has been produced, disseminated, agreed and implemented from September 2017. Property Services is now progressing most outstanding remedial tasks without further instruction.
- Training for building managers proposed and building manager's handbook is being compiled. A Building Manager checklist is being produced.

Members discussed the figures relating to Legionella Assessments without current certification and queried if assessments are undertaken in Rugby Clubs prior to the start of a season (September). Officers confirmed this information would be obtained and made available to Members following the meeting.

In terms of outstanding fire risk assessments in Schools, it was explained that an escalation process is being developed to ensure that the Acting Head of Human Resources and Organisational Development and the Acting Head of Service for Education, Planning and Strategy are made aware of outstanding tasks in schools, in order that they can be addressed with schools. In addition, the outstanding tasks will require a concerted effort from Head Teachers in implementing this process. The Chair asked the Cabinet Member for Corporate Services to relay the Committees concerns in relation to the outstanding tasks to the Cabinet Member for Education and Achievement.

Having fully considered the content the Corporate Health and Safety Committee noted the report.

## **5. ENFORCEMENT ACTION - VERBAL UPDATE**

The 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 enforcement action has been undertaken across a number of sites where cases are ongoing. The Officer confirmed that work is ongoing with South Wales Fire and Rescue Service with fire risk assessments undertaken in schools. Assessments are being undertaken on a school by school basis. It was confirmed that the Department are acting on advice from the Fire Service in respect of individual schools. All schools across the Borough are legally compliant and there are no changes to the regulations. This is a national approach to how fire safety is effectively managed. In terms of potential costs to schools, it was confirmed that the Local Authority would bear any cost from within the Capital Fund.

The Committee were informed that in relation to the incident at Bargoed RFC, no further communication has been received from the Health and Safety Executive (HSE), since the last Corporate Health and Safety Meeting held on the 20th November 2017.

The Chair thanked the Officer for providing the update and responding to questions raised during the course of the debate.

## **6. INFORMATION ITEMS**

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

1. Recent HSE Updates.
2. Accident Statistics Report for October - December 2017.

The meeting closed at 10.45 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on Monday 25th June 2018, they were signed by the Chair.

---

CHAIR