



CORPORATE HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON
MONDAY, 25TH JUNE 2018 AT 10.00 A.M.**

PRESENT:

Councillors:

M. Adams, P.J. Bevan, D. Havard, A.G. Higgs, S. Kent, W. Williams.

Councillor C. Gordon (Cabinet Member for Corporate Services)

Together with:

E. Townsend (Acting Senior Health and Safety Manager), L. Donovan (Head of People Services), S. Richards (Head of Education, Planning & Strategy), M. Williams (Interim Head of Property Services), A. Wigley (Senior Health and Safety Officer) and R. Barrett (Committee Services Officer)

Trade Union Representatives:

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

1. PRESIDING CHAIR

It was noted that the appointment of Chair and Vice-Chair for the ensuing year would be placed on the agenda for November's meeting.

The Committee unanimously voted to elect Councillor D. Havard to preside as Chair for the duration of the meeting.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D.T. Hardacre.

3. DECLARATIONS OF INTEREST

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

4. MINUTES – 19TH FEBRUARY 2018

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 19th February 2018 be approved as a correct record and signed by the Chair.

REPORTS OF OFFICERS

Consideration was given to the following reports.

5. ENFORCEMENT ACTION - VERBAL UPDATE

Emma Townsend (Acting Senior Health and Safety Manager) provided a verbal overview of the Health and Safety Enforcement Action that has taken place across the Authority.

Members were advised that there had been no further developments in respect of the electrical safety notice relating to the incident at Bargoed Rugby Club in 2017. Enforcement action appears unlikely at this stage. This will be taken off the agenda for future meetings but if there are any further developments, these will be brought back to the Committee for information.

Work is continuing in regards to fire risk assessments across the Authority's schools and an action plan has been developed for Heolddu Comprehensive School, arising from the required changes identified at the site. To date, the school has completed 37 out of 40 housekeeping tasks and has been granted an extension to 31st August 2018 to complete the tasks. Building Consultancy is acting as the technical division and structural work will be progressed. The fire safety work required has been split into two separate packages, comprising of compartmentalisation works and fire alarm and emergency lighting works. Works are progressing well and on target, with a final update to be given at the next meeting.

6. HEALTH AND SAFETY SLA UPDATE

Consideration was given to the report, which provided an update on the Health and Safety SLA Service offered to all schools.

It was explained that since 2009, a health and safety Service Level Agreement (SLA) has been provided to all Caerphilly schools. All schools have opted into the core SLA for 2018-2019. Following requests from Head Teachers for additional health and safety support, a premium SLA service was introduced in 2015. Officers outlined details of the service offer for both the core and premium SLA as set out in the report.

Members noted that the premium SLA has been exceptionally well received and that 68 out of 75 primary schools have bought into the premium agreement for 2018-2019. The service is valued by Head Teachers and only one school has dropped out of the service since its introduction. Only one secondary school has opted into the premium SLA, but it was explained that the lack of take-up may be due to most secondary schools having a Business Manager/Bursar who is already trained to undertake health and safety responsibilities for their site.

Discussion took place regarding the SLA arrangements and Members commented on the positive relationships that have been established between schools and their nominated SLA Health and Safety Officer. The benefits of this can be seen by improvements across RAMIS statistics and a number of schools moving from a fortnightly to monthly service, which reflects the level of service delivered to date and the schools' increased confidence in managing their health and safety risk.

Clarification was sought on the reasons for why several primary schools have not opted to take up the premium SLA offer. It was explained that this may be due to budgetary considerations, schools already having the support arrangements in place, or the Headteacher already having specialist health and safety knowledge in this regard.

However it was noted that the number of schools choosing to buy into the premium SLA service is increasing year on year, which is a positive reflection of the quality of the service.

Discussion took place regarding the frequency and monitoring of school fire evacuation drills. Officers confirmed that they are able to evidence these are taking place as details of the drills are recorded on RAMIS. All schools carry out a fire evacuation drill every term. Under the premium SLA, Health and Safety Officers observe the drills and encourage schools to carry these out at inconvenient times. The drills are observed upon request from the school under the core SLA.

Having fully considered the report, Members noted its contents and thanked the Officers for responding to queries raised during the course of the debate.

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 January - March 2018.
2. Recent HSE Updates.

The meeting closed at 10.34 a.m.

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

CHAIR