



CORPORATE HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON
MONDAY, 18TH FEBRUARY 2019 AT 10 A.M.**

PRESENT:

Councillor D. Havard (Chair)

Councillors:

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

Councillor C. Gordon (Cabinet Member for Corporate Services).

Together with:

L. Donovan (Head of People Services), S. Richards (Head of Education, Planning and Strategy), M. Williams (Interim Head of Property Services), E. Townsend (Health and Safety Manager), A. Wigley (Principal Health and Safety Officer), R. Phillips (Team Manager - Asbestos and Fire), A. Rees Evans (Senior Health and Safety Trainer) and A. Dredge (Committee Services Officer).

There were no Trade Union Representatives in attendance.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors P.J. Bevan and S. Kent (Vice-Chair), R. Edmunds (Corporate Director – Education and Corporate Services), D. Beecham (Electoral Services Manager) and A. Williams (UNITE).

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 19TH NOVEMBER 2018

RESOLVED that subject to it being recorded that Councillor C. Gordon (Cabinet Member for Corporate Services) had been in attendance, the minutes of the Corporate Health and Safety Committee held on Monday, 19th November 2018 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 COMMITTEE FORWARD WORK PROGRAMME 2019-2020

The Health and Safety Manager presented the work programme that set out the reports scheduled for future Committee meetings from June 2019 to February 2020.

Members were advised that under the Safety Representatives and Safety Committees Regulations 1977, the Committee has the function of reviewing the measures taken to ensure the health and safety at work of the Council's employees. Establishing a work programme will enable a more thorough review of health and safety actions and will allow the Committee to prioritise areas they consider an organisational risk in a structured manner. Members were asked to consider the work programme and make any suggestions/amendments regarding future reports.

Following consideration and discussion and in noting there were no changes proposed to the forward work programme appended to the report, the Corporate Health and Safety Committee noted its contents.

5. ASBESTOS MANAGEMENT UPDATE

The Team Manager for Asbestos and Fire presented the report that updated the Committee with the work of the Asbestos Team and of the progress made with regard to Asbestos management. The work was undertaken across the Authority's non domestic building portfolio during the period April 2017 to December 2018. In 2011, the Health and Safety Division developed an Asbestos Management Team to provide Asbestos management and support to all departments in relation to the Authority's building portfolio of approximately 11,000 domestic and non-domestic properties. The report sets out some of the priorities moving forward.

The structure and function of the Asbestos Team was set out and it was explained that the responsibility of the Team is to ensure the Authority is compliant with relevant legislation i.e. Control of Asbestos Regulations 2012

Members were referred to paragraph 5.3 in the report that provides comparative data regarding the work undertaken by the Team during the period April 2017 to March 2018 and April 2018 to Dec 2018. It was noted that the Council has invested considerable resources in asbestos management and has made significant progress in terms of addressing the risk. Although progress has been robust, this needs to be maintained a considerable amount of work is still required. There is a need to ensure that effective Asbestos management remains a key priority for the Council and that this is supported at all levels throughout the organisation. In recent months the team has been reduced from 3 to 2 Asbestos Officers due to the Council's Medium Term Financial Plan (MTFP). Also, 50% of one Asbestos Officer's time is allocated to training. However, this has provided the team with an opportunity to consider workload and priorities and to develop a work plan for the next year and continuing into future years (which is currently being produced).

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

RESOLVED that the contents of the report be noted.

6. FIRE SAFETY UPDATE

The Team Manager for Asbestos and Fire introduced the report that provided Members with an update regarding the work undertaken by the Fire Safety Team and of the progress made with the Fire Risk Assessments. The Assessments were undertaken across the Authority's non domestic building portfolio during the period April 2017 to December 2018. The team also supports managers with advice and guidance to ensure they progress any recommendations and are effectively managing fire risks.

Members were advised that the frequency of Fire Risk Assessments varies across the property portfolio between annual to four yearly. The frequency of risk Assessments are dependent on the risk profile of the premises and takes into account building construction, occupancy, use and management. The Committee noted that 62 fire risks assessments had been undertaken from April 2017 to March 2018 and 52 between April 2018 and December 2018. The Officer explained that following the tragic fire at Grenfell Towers in June 2017, fire safety has gained a much higher profile and is subject to greater scrutiny. National Fire Safety guidance is currently under review and local Fire Services responsible for enforcement are applying much more stringent standards to compliance than was previously the case. Members were referred to paragraph 5.5 in the report that sets out the other work undertaken by the Team and the support that is provided.

Members discussed the fire training available to Community Centres and Officers explained that any issues that arise are logged on the RAMIS system. The Council has robust procedures in place regarding training and support. If a Community Centre is not owned by the Council, training and support would not be provided. Members were advised that should they have any concerns in respect of individual Community Centres then they should contact the Team for clarification/advice.

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

RESOLVED that the contents of the report be noted.

7. HEALTH AND SAFETY TRAINING UPDATE

The senior Health and Safety Trainer introduced the report that provided the Committee with an update on the delivery of Health and Safety training across the Authority. Since 2009 the Health and Safety Division has provided a range of training programmes across the Authority to ensure legal compliance, develop best practice and introduce considerable cost savings whilst safeguarding the organisation from prosecution and/or liability claims.

The structure of the Team was set out and it was noted that a second Training Officer has recently been employed on a 12 month fixed term contract. This post is self-funded that will bring opportunities for further training delivery both internally and externally through income generation. The team currently offers 27 standard courses, many of which are accredited,, details of which are set out in paragraph 5.1.1. in the report. In addition to the standard packages, the team support service areas with bespoke training. Members were advised that in May 2017 a Respiratory Protective Equipment (RPE) and Face Fit workshop was designed and delivered for Highways Operatives working with silica dust. In 2016, 2017 and 2018 a bespoke briefing seminar was delivered to School Crossing Patrol Officers.

The Committee were pleased to note that in July 2018, the Team were recognised for their asbestos training when awarded with the United Kingdom Asbestos Training Association (UKATA) Excellence in Workforce Development Award. Members congratulated the Team for their hard work in achieving this Award.

The Officer provided an overview of the training that was provided during April 2017 to December 2018 which generated an income of £91,203.74 during this period. In addition, she has been working with other departments to look at opportunities for bringing training in house. Examples of service area support with training provided were discussed. In terms of joint working, it was noted that the Officer worked with Property Services in 2018 to develop a Premises Managers Handbook and deliver training on Premises Managers responsibilities to staff with premises responsibilities. Further courses will be run periodically dependant on demand.

External Customer Provision was also discussed and it was explained that for the Institute of Occupational Safety and Health (IOSH), UKATA and First Aid courses, the membership and training portfolio is listed publicly. This enables external companies and individuals to book onto events thus broadening the customer base. The Team also offer training to neighbouring Authorities and currently deliver to Rhondda Cynon Taff, Merthyr Tydfil and Cardiff Councils.

Members were referred to paragraph 5.1.5 in the report that sets out the Key Priorities for 2019. These include developing the external customer base whilst recognising the need to balance this with ensuring that internal health and safety needs are met.

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

RESOLVED that the contents of the report be noted.

8. 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 2018

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 24th June 2019, they were signed by the Chair.

CHAIR