



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON MONDAY, 24TH JUNE 2019 AT 10 A.M.

PRESENT:

Councillor D. Havard (Chair)

Councillors:

A.G. Higgs and S. Kent (Vice-Chair).

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

Together with:

R. Edmunds (Corporate Director for Education and Corporate Services), 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), and A. Dredge (Committee Services Officer).

L. Dallimore (Branch Secretary - UNISON). M. Bradford – South Wales Fire and Rescue Service.

1. TO APPOINT A CHAIR AND VICE-CHAIR FOR THE ENSUING YEAR

It was moved and seconded that Councillor D. Havard be appointed as Chair and Councillor S. Kent be appointed as Vice-Chair for the ensuing year. By a show of hands this was unanimously agreed.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors M. Adams, P.J. Bevan, D.T. Hardacre and W. Williams, L. Donovan (Head of People Services), D. Beecham (Electoral Services Manager) and A. Williams (UNITE).

3. DECLARATIONS OF INTEREST

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

4. MINUTES – 18TH FEBRUARY 2019

RESOLVED that the minutes of the Corporate Health and Safety Committee held on Monday 18th February 2019, be approved as a correct record and signed by the Chair.

REPORTS OF OFFICERS

Consideration was given to the following reports:

5. SOUTH WALES FIRE AND RESCUE SERVICE - PRESENTATION

Mr M. Bradford (Station Manager – South Wales Fire and Rescue Service) (SWFRS) delivered a presentation that set out the requirements of businesses and organisations protecting themselves from risk of fire. The definition of Fire Safety Orders (FSO's), which are applicable only in England and Wales was explained. The aim of FSO's is to reduce the burden on businesses and to ensure compliance with the fire safety regime. The Primary Objectives were explained that included creating a single regime which can be better understood and administered by businesses and relevant authorities e.g. SWFRS and to ensure fire safety facilities and equipment are well maintained in efficient and effective working order.

In terms of FSO enforcement, it was explained that most premises are dealt with by SWFRS. Ship Repair, Nuclear Sites and Construction Sites are dealt with by the Health and Safety Executive, Sports Grounds and Stands are dealt with by Local Authorities, the Armed Forces are dealt with by the Defence Fire Service and Crown Premises are dealt with by the Crown Inspectorate. Members discussed the responsibility of employers, managing agents, self-employed individuals and other person(s) within various premises. Their duties were also outlined, which include carrying out fire risk assessments, considering the safety of all relevant persons and providing adequate training to staff. An emergency action plan is undertaken by the responsible person (RP) either on their own or with another identified RP. It must be reasonably practical and to make sure that everyone on the premises, or nearby, can escape safely in the event of a fire. Samples of offences of non-compliance under the FSO include a failure to comply with general fire precautions requirements where that failure puts one or more relevant persons at risk and deliberate obstruction of an Inspector in carrying out their duties or powers. Examples of recent cases were also discussed relating to non-compliance. In one case, individuals were successfully prosecuted and received suspended custodial sentences in relation to three premises that they managed. A Company was also successfully fined after pleading guilty for non-compliance of Fire Safety and also ordered to pay costs and a victim surcharge.

A Member sought clarification in relation to fire safety and compartmentalisation and how this is managed in buildings such as Ty Penallta, given the open plan aspect. It was explained that the spread of fire can be restricted by sub-dividing buildings into a number of discrete compartments. These fire compartments are separated from one another by compartment walls and compartment floors made of a fire-resisting construction which hinders the spread of fire. The Committee also discussed the position in relation to 'pop-up' shops which generally operate for the duration of approximately 3 months. It was explained that the Fire Service would not receive notification of these but the operational fire crews are the 'eyes and ears' on the ground and they will identify risks along the way.

The Chair thanked Mr Bradford for attending the meeting and delivering the detailed presentation.

6. HEALTH AND SAFETY POLICIES – REVIEW TIMETABLE

The Health and Safety Manager presented the review timetable that sets out the policies to be reviewed by the Committee over the next 12 months. The timetable may be subject to change depending on issues that may become topical, such as any new HSE/Fire Service guidance and workload. Where policies are subject to

minor changes then one report summarising the changes will be brought to the Committee covering a number of policies.

Following consideration and discussion and in noting there were no changes proposed to the review timetable, the Corporate Health and Safety Committee noted its contents.

7. HEALTH AND SAFETY SLA UPDATE

The Health and Safety Manager presented the report which updated Members on the Health and Safety Service Level Agreements (SLA's) offered to schools. Since 2009 SLA's have been provided to all Caerphilly schools. Following requests from Head Teachers for additional Health and Safety support a premium SLA service was introduced in 2015. This report provides an overview of the support provided to Caerphilly Schools over the past year.

It was explained that the core SLA provides 5 days of Health and Safety Officer time, of which 3 days per annum are allocated to mandatory inspections. These consist of a general Health and Safety Inspection, a Fire Risk Assessment and a Health and Safety Management Audit. The 2 remaining days can be used by the schools as they see fit to assist them with managing their Health and Safety risk. The Premium SLA provides schools with a named Health and Safety Officer who visits the school on a monthly or fortnightly basis. The range of tasks undertaken by the Officer is vast and details are set out in paragraph 5.1.1. in the report.

Members noted that Health and Safety training remains a significant part of the Team's role and ensures that the schools comply with their legal obligation to provide staff with information, instruction and training on Health and Safety. The Committee discussed the ongoing provision of SLA's in Primary Schools and noted an increasing number of schools choosing to opt for a monthly service. This is a reflection of the level of support they have received since the services commenced. Many schools have in place comprehensive and effective Health and Safety arrangements and feel more confident in their ability to manage Health and Safety risk. It was explained that the Premium SLA was extended to all Secondary School across the Borough from 3rd June 2019 for one year through central funding. This decision was made to enable better engagement with secondary schools and to help support schools in identifying and addressing their risks. At the end of the year the schools will have the option of continuing to buy into the premium service or revert to the core SLA.

The Committee were pleased to note that the Health and Safety Team will continue to work closely with schools and to review and monitor their performance, ensuring that the level and type of support provided remains effective. A Member queried if any fires had occurred in any schools and was advised that there had been some incidents in terms of smouldering around light fittings but due to early actions, fires had been prevented.

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 the contents of the report be noted.

8. HEALTH AND SAFETY STRUCTURE AND ACTION PLAN

The Health and Safety Manager presented the report that updated Members on the current structure of the Health and Safety Team and the work programme for 2019-2021, following a re-structure of the Team. The structure and work programme were appended to the report. The Action Plan identifies key high level organisational priorities which form the workload of the team over the next 18 months. Details are set out in paragraph 5.1.6 in the report. The priorities are based on legislative requirements, accidents/incidents and gap analysis to identify areas where work is needed to ensure the organisation is best placed to defend both civil and criminal action. The action plan does not identify all organisational risks as the plan is aligned to the capacity of the team to deliver on these key priorities. The Committee were assured that the plan will be reviewed frequently and Officers will undertake their roles in respect of their allocated service areas.

The Committee discussed the General Data Protection Regulations (GDPR) and the implications that non-compliance could have. The team collect a high volume of personal data and this is shared appropriately across the organisation. Privacy notices have been drafted for inclusion on all forms that are produced. The Cabinet Member requested an update on the action plan and the current vacant posts within the structure at the next meeting. 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 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 January – March 2019.

The meeting closed at 11.00 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 18th November 2019, they were signed by the Chair.

CHAIR