



## **CORPORATE HEALTH AND SAFETY COMMITTEE**

### **MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON MONDAY, 18<sup>TH</sup> JULY 2022 AT 10.00 A.M.**

#### **PRESENT:**

Councillors: M. A. Adams, M. Chacon-Dawson, R. Chapman, G. Enright, S. Kent, J. Sadler, and W. Williams

#### **Together with:**

L. Donovan (Head of People Services), E. Townsend (Health and Safety Manager), A. Wigley (Principal Health and Safety Officer), M. Headington (Green Spaces and Transport Services Manager), A. Evans (Principal Health and Safety Training Officer), J. Ollman (Centre Shift Supervisor), J. Thomas (Committee Services Officer), and J. Lloyd (Committee Services Officer)

Trade Union Representatives: G. Parr (Unite) and J. Garcia (Unison).

#### **RECORDING AND VOTING ARRANGEMENTS**

The Chair reminded those present that the meeting was being filmed and would be available following the meeting via the Council's website – [Click Here to View](#). Members were advised that voting on decisions would take place via Microsoft Forms.

Due to technical difficulties this meeting was not live-streamed.

#### **1. TO APPOINT A CHAIR FOR THE ENSUING YEAR**

It was moved and seconded that Councillor M. Adams be appointed as Chair of the Corporate Health and Safety Committee and by way of verbal confirmation, this was unanimously agreed.

RESOLVED that Councillor M. Adams be appointed as Chair of the Corporate Health and Safety Committee for the ensuing year.

#### **2. TO APPOINT A VICE CHAIR FOR THE ENSUING YEAR**

It was moved and seconded that Councillor S. Kent be appointed as Vice Chair of the Corporate Health and Safety Committee and by way of verbal confirmation, this was unanimously agreed.

RESOLVED that Councillor S. Kent be appointed as Vice Chair of the Corporate Health and Safety Committee for the ensuing year.

**3. APOLOGIES FOR ABSENCE**

No apologies received.

**4. DECLARATIONS OF INTEREST**

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

**5. MINUTES – 14<sup>TH</sup> FEBRUARY 2022.**

A Member requested that verbal updates at a meeting be kept to a minimum and actual reports would be preferable, going forward. This would allow Members to have notification of the information and be able to review it, prior to the meeting. Members were advised that consideration would be given to this request, for future meetings.

It was moved and seconded that the minutes of the Corporate Health and Safety Committee held on 14<sup>th</sup> February 2022 be approved as a correct record and by way of verbal communication this was unanimously agreed.

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 14<sup>th</sup> February 2022 be approved as a correct record.

**REPORTS OF OFFICERS**

Consideration was given to the following reports.

**6. UPDATED VIOLENCE AT WORK POLICY.**

The Health and Safety Manager presented the report, which provided the Committee Members with details of proposed minor updates to the Violence at Work Policy and sought approval to implement the revised draft. Members were advised that the Authority has a number of policies in place setting out the Authority's' approach to managing key health and safety risks, and the Violence at Work Policy has been reviewed as part of the rolling programme of policy reviews.

Members were informed that the Violence at Work Policy had been subject to minor wording changes only, and that the policy and corporate management arrangement had been amalgamated into one document for ease of use. Members were also informed that the Employee Protection Register Procedure had been subject to minor wording changes only, and that this was previously a standalone document which has now been included as an appendix to the policy.

Members were advised that they could comment on the report and provide any feedback as necessary, which would be submitted along with the report to a future CMT.

A Member noted a few discrepancies within the policy, and requested that going forward, any adjustments be shown in bold as this would save time for Members trying to note the changes. It was also noted that dates were incorrect in the policy (August 2021 should be

July 2022), incorrect wording in relation to employees (paragraph 2.1), the policy should include the statement that 'this list is not exhaustible' (paragraph 4.2.2), and also noted that the numbering is out between paragraphs 6.3.2 and 6.3.7 and some dates were incorrect, however, wished to note that overall content of the policy was fine.

The Unison Representative commented on the Violence at Work Policy in relation to school staff and requested that additional guidance be included to cover schools, as there had been an increase in the number of incidents involving pupils with teachers and teaching assistants.

Members were advised that the policy would be amended correctly in the future. It was also proposed that where changes are made, going forward, the amended document with track changes visible, could be circulated to Members, prior to the meeting and prior to its inclusion as a final version in the agenda packs. The Health and Safety Manager accepted the discrepancies that had been noted and acknowledged that more allowances would be made for the timescales for future reports.

Members were referred to the consultations with the Union in relation to school staff, and that future meetings were to be held between Health and Safety and the Schools Inclusion Officer.

Members were advised that their comments would be referred to CMT, together with the report, which would then be referred to Cabinet for final approval of the Policy.

Following consideration of the report, the Committee noted the contents.

## **7. HEALTH AND SAFETY TRAINING UPDATE – PRESENTATION.**

The Principal Health and Safety Training Officer gave a presentation to Members on Health and Safety training, which provided Members with information on the types and numbers of different courses available, twenty-eight in total, which included asbestos management, first aid, lone working and premises management, together with ongoing refresher training. Members were advised that training packages can be tailored to specific service areas, and Planning Officers had recently received 'lone working' training that was particularly specific to them.

Members were advised that Health and Safety records are kept, which can be used to support managers and employees. CCBC Health and Safety also deliver training, in relation to asbestos management, to other Local Authorities and partners.

Members were also advised that Corporate Strategies Workforce Development and Wellbeing strategies findings are looked at, to assist in these areas and linking into the Health and Safety Action Plan. Health and Safety look at training needs in response to emergency situations, contraventions, and local training needs analysis.

Members were provided with information on the current focus of Health and Safety, which included CDM (Construction Design Management) training via an external provider, mandatory asbestos training for school Heads and Deputy Heads, First Aid Guidance streamlining and EVAC Chair training for residential care homes, annual asbestos training for Housing, RPE (Respiratory Protective Equipment) scoping exercise with Highways, and the expansion of the 'Manual Handling Train the Trainer' approach to suitable service areas.

Members were given statistical data on the amount of training provided to each service area within the last financial year 2021/22 and informed that training needs analysis guidance would be provided to managers going forward, together with updating the service provision of health and safety training.

A Member wished to note the great quality of the presentation, however referred to the acronyms used throughout and requested the full titles be shown in future presentations and reports. This was noted by the Principal Health and Safety Training Officer. A query was also raised in relation to the training courses and whether 'passing' the course was attained from just attendance only or whether a test/exam was required in order to pass. Members were advised that feedback forms were included for training courses that are not assessed, however, some courses do include a formal exam which is marked by external bodies for an actual qualification. Members were also advised that any issues or concerns are fed back to managers following the Health and Safety training.

The Unison Representative clarified that all information regarding Health and Safety policies and training courses are available on the intranet and queried whether fire safety risk assessments had been conducted for those staff 'home working'. Members were advised that a 'home working risk assessment' is available, together with a 'checklist' for employees. CCBC are not responsible for evaluating homes for those staff who are home working and staff would be responsible for fire safety in their own homes. Employees and Members are advised to contact Health and Safety if they have any concerns.

Following consideration of the presentation, the Committee noted its contents.

## **8-9. INFORMATION ITEMS**

The Committee noted the contents of the following information reports which had not been called forward for discussion at the meeting. Full details were included in the Officer's reports.

1. Recent Health and Safety Executive Updates.
2. Accident Statistics Report for January – March 2022.

Members queried elements of the information reports and some discussion followed in relation to Health and Safety incidents in Wales, Health and Safety responsibilities for any 'self-employed' CCBC staff, and current Health and Safety concerns in relation to working in the hot weather. Members were reminded that if they wished to discuss any information items in the future, they were required to be called forward for discussion at the meeting, prior to the meeting date.

The meeting closed at 11.30 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 14<sup>th</sup> November 2022, they were signed by the Chair.

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CHAIR