

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 29th July, 2015

Present:-

James Drury (Executive Director) (Chair)

Cllr S. Blank	M. Jasinski (Corporate Health and Safety)
M. Blyth (Sport and Leisure Manager)	N. Johnson (Development and Growth)
K. Brown (Business Transformation Manager)	A. Lawlor (arvato)
Cllr R. Catt	R. Sinclair (Environmental Health Manager)
I. Clay (Health and Safety Officer, Housing Services)	Cllr A. Slack
Cllr A. Diouf	Cllr M. Wall
K. Harley (Human Resources Manager, arvato)	B. Wainwright (Culture and Visitor Services)
C. Hayes (Unison)	R. Wilkes (Unite)
Cllr J. Innes	

Min. No.	<u>Item</u>	Decision/Action	By Whom
1	<u>APPOINTMENT OF CHAIRS</u>	Agreed – that the Chair of the Committee would rotate between Executive Director, James Dury, the Cabinet Member for Governance, Cllr Sharon Blank and an Employee Safety Representative, Andrew Fowler.	
2	<u>APOLOGIES FOR ABSENCE</u>	Cllr S. Niblock, A. Fowler, P. Longley, P. Mallender, D. Clarke, T. Deveraux, M. Bollands and J. McGrogan.	
3	<u>WELCOME NEW ELECTED MEMBERS TO COUNCIL HEALTH AND SAFETY COMMITTEE</u>	The Chair welcomed new elected Members appointed to the Committee and expressed the hope that the committee would continue to work positively in co-operation between the Council's elected members, managers and staff representatives.	

4	<p><u>MINUTES OF THE MEETING HELD ON 23 APRIL 2015</u></p> <p>Minutes of Council Health and Safety Committee held on 23 April, 2015 were agreed as a true record.</p>	
5	<p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>The new Improvement Programme for 2015-18 was presented. The plan summarising the objectives and targets would be circulated.</p> <p>Performance considered against the 14 key targets in the Improvement Programme at the end of the first quarter of the 2015/16 year (to July 2015) as detailed in the report, with particular emphasis to be given to:</p> <ul style="list-style-type: none"> • Audit programme for all service areas • New contactor management procedures • Investigations into cause of manual handling accidental injuries • Review of contract and procedures for Occupational Health referrals • Training for Service Managers on recording incidents <p><u>Housing – Operational Services Division</u></p> <p>The Housing Services, Operational Services Division submitted a report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Training provided for managers and technical officers • Access to health and safety risk assessments and asbestos management plans to be provided on PDA/Tablets • New health and safety action plan to be brought to next meeting • Investigation of new ways of working at height, including demonstrations of new equipment (to invite Corporate Safety Advisor and other services who do similar work) • Engaging with staff to consider options for light duties or alternative working arrangements with GP when discussing injury or sickness affecting work <p>The responsibility for managing health and safety risks when OSD contracted for work by other Council Services was discussed. A response to this issue would be provided at the next meeting</p>	<p>ALL</p> <p>HR</p> <p>ALL</p> <p>M.BOLLANDS /IC</p>

	<p><u>Sport and Leisure</u></p> <p>The Sports and Leisure Manager submitted a report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Constant review of operation procedures in light of issues raised through best practice and new guidance • Officers working with community groups to promote health and safety in sports and leisure activities • Health and safety matters discussed with staff using different methods (face-to-face meetings, letters, etc) • Looking into automation for moving seating in new sports centre to reduce manual handling risks • Celebrating success in emergency situations to promote good practice • New workwear and appropriate PPE provided after consultation with staff and unions <p><u>Environmental Health</u></p> <p>The Environmental Health Manager submitted a report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Support for flexible workers including DSE training and the use of Skyguard lone worker monitoring fobs • Workplace inspections • Training for dealing with conflict • Reduction in paper files to lower fire risk and manual handling of large box files. <p><u>Regeneration – Development and Growth</u></p> <p>The Development and Growth Manager submitted a report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Health and Safety matters explicit in service planning and EPDs and reviews form part of regular team meetings • Contractor management • Proactive approach to managing potential issues and risks 	<p>KB/JD</p> <p>M.BLYTHE</p> <p>M.BLYTHE</p> <p>RS</p> <p>NJ</p>
6	<p><u>INTRODUCTION TO NEW EMPLOYEE SAFETY REPRESENTATIVES</u></p> <p>Union Safety Representatives submitted a paper to welcome new safety representatives and to outline the functions of the health and safety representatives, including the right to a reasonable amount of time for carrying out their functions.</p>	

