

**COUNCIL HEALTH AND SAFETY COMMITTEE****Thursday, 29th October, 2015**

Present:-

Cllr S. Blank (Chair)

P. Bartle (Housing)  
 M. Blyth (Sport and Leisure Manager)  
 K. Brown (Business Transformation  
 Manager)  
 M. Bollands (Housing OSD)  
 A. Bond (Cultural & Visitor Services)  
 T. Bryan (Unison)  
 Cllr R. Catt  
 D. Clarke (GMB)  
 T. Devereux (Unison)

J. Drury (Executive Director)  
 A. Fowler (Unison)  
 K. Harley (Human Resources  
 Manager, Arvato)  
 C. Hayes (Unison)  
 M. Johnson (Unison)  
 M. Slack (Unison)  
 Cllr M. Wall  
 R. Wilkes (Unite)

<b>Min. No.</b>	<b><u>Item</u></b>  <b>Decision/Action</b>	<b>By Whom</b>
<b>8</b>	<b><u>APPOINTMENT OF CHAIR FOR MEETING</u></b>  Agreed that Councillor M Wall, Assistant Cabinet Member for Governance, chair the meeting on behalf of Councillor S Blank.	
<b>9</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>  Councillors A Diouf, H Elliott, J Innes, S Niblock, A Slack, A Daley, P Mallender, A Craig, R Farrand, M Jasinski and B Wainwright.	
<b>10</b>	<b><u>MINUTES OF THE MEETING HELD ON 29 JULY, 2015</u></b>  Minutes of the Meeting held on 29 July, 2015 approved as a correct record.	
<b>11</b>	<b><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></b>  <b><u>Corporate Health and Safety Improvement Programme 2015-18</u></b>  Performance considered against the 14 key targets in the Improvement Programme at the end of the second quarter of the 2015/16 year (to October 2015) as detailed in the report, with particular emphasis to be given to:	

<ul style="list-style-type: none"> <li>• Audit programme to be finalised for 2016/17 and 2017/18 once corporate management team restructure completed, based on a risk assessment approach</li> <li>• Importance of service managers sharing good practice through participation in Occupational Health &amp; Safety Improvement Group (OHSIG)</li> <li>• OHSIG Working Group to review questions on employee health &amp; safety opinion surveys</li> <li>• Review of policy on stress management (including involvement of Trade Unions) to include clear guidance and training for managers</li> <li>• Tender for new Occupational Health contract to include more positive action on health promotion</li> <li>• Importance of thorough investigation of accidents involving safety representatives to identify root causes, including corporate reporting and recording process</li> <li>• Clarification of health and safety responsibilities in respect of agency workers</li> </ul>	<p>K BROWN</p> <p>SERVICE MANAGERS</p> <p>OHSIG WORK GROUP</p> <p>K HARLEY</p> <p>K HARLEY</p> <p>ALL</p> <p>K BROWN / K HARLEY</p>
<p>Key messages to be reinforced at Service Managers meeting on 18 November.</p>	<p>J DRURY</p>
<p><b><u>Town Hall Services</u></b></p>	
<p>A progress report on health and safety management and performance for the Town Hall Services was submitted, highlighting:</p>	
<ul style="list-style-type: none"> <li>• Involvement in development of contractor management procedures</li> <li>• Health and safety item regularly on team meeting agendas</li> <li>• Zero accidents in year to date</li> </ul>	
<p><b><u>Housing – Business Planning &amp; Strategy</u></b></p>	
<p>A progress report on health and safety management and performance in Housing Services, Business Planning &amp; Strategy was submitted, highlighting:</p>	
<ul style="list-style-type: none"> <li>• Use of SHE system to record accidents and investigations</li> <li>• Clear procedure for checks and enforcement of contractor health and safety arrangements</li> <li>• Improving management of asbestos, including officer to obtain relevant qualification</li> <li>• Training provided for officers to ensure compliance with new Construction Design and Management Regulations, use of scaffolding and ladders</li> <li>• Ladder register and inspection regime set up</li> </ul>	

	<p><b><u>Cultural &amp; Visitor Services</u></b></p> <p>A progress report on health and safety management and performance for Cultural &amp; Visitor Services was submitted, highlighting:</p> <ul style="list-style-type: none"> <li>• Evacuation exercises undertaken at Venues</li> <li>• Risk assessments and method statements in place for the installation of the Christmas lights</li> <li>• Comprehensive programme of joint safety inspections with safety representatives and resulting action plans</li> <li>• Review of security risk assessment at Visitor Information Centre</li> <li>• Training for working at height, IOSH level 3, accident investigation and counter terrorism</li> <li>• Stress risk assessments and action plans developed in respect of proposed changes to service</li> <li>• Security plans being developed for all premises</li> </ul> <p>The Cultural &amp; Visitor Services team was commended for its positive approach to health and safety management.</p>	<p>B WAINWRIGHT</p>
12	<p><b><u>EMPLOYEE SAFETY REPRESENTATIVES' ITEM</u></b></p> <p>Andy Fowler emphasised the important role and responsibilities of Safety Representatives under the Safety Representatives and Safety Committees Regulations 1977, particularly in respect of:</p> <ul style="list-style-type: none"> <li>• Consulting with representatives on arrangements for health and safety</li> <li>• Representatives investigating potential hazards and causes of accidents</li> <li>• Consulting and providing information to representatives in respect of the introduction of any measures affecting health and safety and the planning and organising of any health and safety training</li> </ul> <p>It was noted that training was provided by Trade Unions to Safety Representatives and they therefore had expertise to contribute. It was suggested that OHSIG provided a forum to promote the positive contribution of Safety Representatives across Council services and that this should be reinforced at the Service Managers meeting on 18 November.</p>	<p>ALL</p> <p>J DRURY</p>
13	<p><b><u>EUROPEAN HEALTH AND SAFETY WEEK</u></b></p> <p>Events had been organised within the Council during European Health and Safety Week (October 19 – 25), including to raise awareness of mental health issues as part of the ongoing 'Time to</p>	

	<p>Change' campaign to end mental health discrimination.</p> <p>Thanks were expressed to all those involved in organising and participating in the events.</p>	
<b>14</b>	<p><b><u>PLANNING FOR FUTURE MEETINGS</u></b></p> <p>James Drury suggested a revised format for future meetings of the Committee in order to enable a greater focus on the root causes of issues, based on part of the meeting including short reports from service areas focusing on key issues and another part to focus on a particular issue, which would be identified through an agreed 'forward plan' of priority issues. Further work required on such issues could then be undertaken by sub-groups which would then report back to the Committee.</p> <p>James Drury agreed to work with Safety Representatives to develop a 'forward plan' of priority issues for the Joint Chairs to consider before the next meeting, with the aim of continuing to progress health and safety management and arrangements in the Council.</p>	JOINT CHAIRS
<b>15</b>	<p><b><u>ASBESTOS MANAGEMENT COMPLIANCE REVIEW</u></b></p> <p>The Housing Services Manager, Business Planning and Strategy and the Business Transformation Manager submitted a report on the findings of the asbestos management compliance review.</p> <p>It was noted that Andy Fowler had not been consulted as a Joint Chair on the inclusion of this report on the agenda for the meeting as required by the Committee's constitution. Karen Brown apologised that this had not happened.</p> <p>The report included the Savills Compliance Review Report on the current status of asbestos compliance in the Council's domestic and non-domestic properties, identifying any shortcomings and recommending prioritised action plans.</p> <p>The report recommended that an Asbestos Management Compliance Sub Group be established to oversee the implementation of the action plans to report to the Council Health and Safety Committee. It was suggested that Andy Fowler be nominated from the Health and Safety Committee to the Sub Group, given his relevant skills and training, and that a further place be available for a representative from the Committee.</p> <p>The recommendations in the report were due to be considered by the Cabinet on 3 November, 2015.</p>	

	The Committee supported the report's recommendations and agreed that Andy Fowler should be nominated to the Sub Group.	K BROWN
<b>16</b>	<p><b><u>AGREED ACTION POINTS</u></b></p> <p>Importance of participation in OHSIG, compliance with statutory health and safety management requirements and involvement of safety representatives to be stressed at Service Managers breakfast meeting on 18 November.</p> <p>'Forward plan' of prioritised issues for particular consideration at future Health and Safety Committee meetings to be developed with Safety Representatives.</p> <p>Recommendations to Cabinet on the implementation of the actions arising from the Asbestos Management Compliance Review and the establishment of an Asbestos Management Compliance Sub Group supported.</p>	<p>J DRURY</p> <p>SERVICE MANAGERS</p> <p>J DRURY</p> <p>K BROWN</p>