

COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday, 28th April, 2016

Present:-

James Drury (Chair)

<p>P. Bartle (Housing) Cllr. S. Blank T. Bryan (Unison) M. Bolland (Housing OSD) I. Clay (Housing OSD) A. Craig (Housing) T. Devereux (Unison) A. Dunn (Environmental Services) A. Fowler (Unison) K. Harley (Human Resources)</p>	<p>C. Hayes (Unison) M. Jasinski (Corporate Health and Safety) P. Longley (Unison) A. Radford (Cultural and Visitor Services) B. Tomlinson (Environmental Services) Cllr. M. Wall</p>
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Min. No.	<u>Item</u> Decision/Action	By Whom
23	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence we're received from Councillor Ray Catt, Councillor Jean Innes, Phil Mallender, Councillor Shirley Niblock, Councillor Andy Slack, Maria Slack and Robert Wilkes.</p>	
24	<p><u>FORMAT OF MEETING</u></p> <p>The Chair briefed the committee on the changes to be made to the format of the meetings in order to address concerns; the changes had been discussed at meetings of the Joint Chairs and included:</p> <ul style="list-style-type: none"> • Service Manager's reports to show a more realistic picture of Health and Safety in their service area. • Report authors to refrain from presenting their reports to the committee in detail and only pick out key notable issues or achievements. • The need for the committee to contribute towards making a difference on the ground through supporting tough action and being more pro-active. • To focus more on the health of employees, e.g. stress, injury. <p>The Elected Members, Employee Representatives and Officers supported the changes.</p>	

25	<p><u>MINUTES OF THE MEETING HELD ON 21 JANUARY, 2016</u></p> <p>Minutes of the Meeting held on 21 January, 2016 were approved as a correct record and signed by the Joint Chairs.</p>	
26	<p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></p> <p>Minute no. 20, Andy Fowler noted that he had not been invited to a meeting of the Asbestos Management Steering Group. It was confirmed that he would be invited to the next meeting and an additional pre-meet would be arranged.</p>	A. CRAIG
27	<p><u>WORKSHOP UPDATE</u></p> <p>Ian Clay provided an update on the Contractor Management workshop. The following points were discussed:</p> <ul style="list-style-type: none"> • The Committee raised concerns that contractors were not being inputted onto the Contractor Performance Register. • Kier may be using their own contractor system but it was not being monitored by CBC, putting all contractors on to a shared register would be looked into. • Employees needed to be spotting contractors out on the job and checking if they are on the register. • A simple way of pulling all the contractor data together into a central database would be investigated to solve the ongoing issues with having separate systems. • An urgent meeting would be arranged with the people who administer the different databases. • A Health and Safety representative from Kier and Arvato needed to attend the CH&SC meetings. 	<p>ALL</p> <p>MJ/KIER</p> <p>ALL</p> <p>MJ</p> <p>MJ</p> <p>KIER/ ARVATO</p>
28	<p><u>THEMED WORKSHOP</u></p> <p>Marc Jasinski, Corporate Health and Safety Adviser, presented a workshop on Incident Reporting and Investigation Procedures. A video and three short clips were shown to highlight the importance of following safety procedures. Some of the key points raised were:</p> <ul style="list-style-type: none"> • The importance of ensuring that toolbox talks are carried out. • Raising employees' awareness of risk assessments and making sure they are read before carrying out the tasks. • All incidents should be fully investigated at an early stage 	SERVICE MANAGERS

	<p>with the incident being reported to the correct person.</p> <ul style="list-style-type: none"> • The need for a firm directive where there is a requirement for safety equipment to be used/worn. • More training required on risk assessments, incident reporting and investigating – to be looked at with the possibility of creating mandatory training. 	<p>ALL</p> <p>SERVICE MANAGERS</p> <p>ALL/MJ</p>
29	<p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance was considered against the 14 key targets in the Improvement Programme at the end of the fourth quarter of the 2015/16 year as detailed in the report, with particular emphasis given to:</p> <ul style="list-style-type: none"> • Training package on new contractor management procedures completed by the majority of Council officers. • 3 year corporate Health and Safety audit programme being prepared, the first audit to commence by the end of May 16. • The 2014/15 Health and Safety Opinion survey had identified three key areas needing improvement: accident performance, barriers to safety and supervision. • Slip, trip and fall risks and manual handling risks continue to be the biggest cause of non-fatal injury accidents; further action was needed to reduce such incidents. • The figure for accidents being reported had reduced but not as much as anticipated – OHSIG may re-look at the target. • The biggest causes of work related absences continued to be mental health and musculoskeletal issues; these remained as two areas for immediate action. <p>The Unions felt that some of the targets that had not been met were represented inaccurately in the report and could be seen as misleading.</p> <p><u>Housing – Business Planning and Strategy and Customer Services Division</u></p> <p>The Housing Manager submitted a report on the progress of health and safety management highlighting:</p> <ul style="list-style-type: none"> • Fobs using the Skyguard tracking system had been introduced from 1st April for all Neighbourhoods staff involved in remote working. • Annual Review/Audit of Legionella had taken place and 	<p>ALL</p> <p>KB</p> <p>ALL</p> <p>ALL</p> <p>ALL/OHSIG</p> <p>ALL</p>

	<p>identified a number of updates that were needed including a new regime for Sheltered Schemes, updates to roles and responsibilities to reflect current staffing structures and refresher training.</p> <ul style="list-style-type: none"> Ongoing improvements made to Asbestos Management with work continuing with Savills to formulate a suitable Asbestos Management Policy. <p><u>Environmental Services</u></p> <p>The Bereavement Services Manager submitted a report on the progress of health and safety management highlighting:</p> <ul style="list-style-type: none"> Health and Safety Workshops for all Managers and Supervisors were completed in March 2016. Workshops had been developed to be rolled out to chargehands, then all staff, to cover (job specific) training needs analysis and using the SHE system. Local arrangements had been updated and unions had been actively involved in the discussion stages, a review meeting with the unions was scheduled for May 2016. <p><u>Cultural and Visitor Services</u></p> <p>The Arts and Venues Manager submitted a report on the progress of health and safety management highlighting:</p> <ul style="list-style-type: none"> Counter terrorism security plans had been introduced at the Venues and improvements made to internal procedures, building security and staff training. CCTV had been installed at the Visitor Information Centre. Work had been carried out to remedy the risks identified by the Fire Risk Assessment in August 2015 in the Multi-Storey Car Parks, a joint safety inspection in January 2016 found only minor operational improvements were needed. 	<p>A. CRAIG</p> <p>A. DUNN</p> <p>A. RADFORD</p>
30	<p><u>TOPIC FOR NEXT MEETING'S THEMED WORKSHOP</u></p> <p>The topic for the workshop at the next meeting will be Occupational Health and Stress Management.</p>	
31	<p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting will be Wednesday 27th July, 2016.</p>	