

## COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday, 21st January, 2016

Present:-

Andy Fowler (UNISON) (Chair)

<p>Cllr S. Blank M. Bollands (Housing OSD) K. Brown (Business Transformation) C. Bromhall (Environmental Health) T. Bryan (UNISON) Cllr R. Catt I. Clay (Health and Safety Officer, Housing Services) J. Drury (Executive Director) A. Dunn (Bereavement Services) A. Gilbert (Kier)</p>	<p>K. Harley (Human Resources) C. Hayes (UNISON) Cllr J. Innes M. Jasinski (Corporate Health and Safety) D. Johnson (Corporate Health and Safety) P. Longley (UNISON) Cllr A. Slack B. Wainwright (Culture and Visitor Services) E. Williams (Development and Growth)</p>
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Min. No.	<u>Item</u>  Decision/Action	By Whom
17	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Councillor S Niblock, Councillor M Wall, N Johnson, D Clarke and M Blythe.</p>	
18	<p><b><u>MINUTES OF THE MEETING HELD ON 29 OCTOBER, 2015</u></b></p> <p>Minutes of the Meeting held on 29 October, 2015 approved as correct record with amendment requested by Andy Fowler on Minute 15 to make it clear that the lack of consultation had breached the constitution.</p>	

19	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>There were no matters arising from the minutes of the previous meeting.</p>	
20	<p><b><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></b></p> <p><b><u>Corporate Health and Safety Improvement Programme 2015-18</u></b></p> <p>Performance considered against the 14 key targets in the Improvement Programme at the end of the third quarter of the 2015/16 year (to December 2015) as detailed in the report, with particular emphasis to be given to:</p> <ul style="list-style-type: none"> <li>• Training programme on target to ensure all relevant employees have received appropriate training by the end of 2015/16.</li> <li>• Services managers need to work to improve targets in accident performance, barriers to safety and supervision.</li> <li>• Corporate employee survey of amended questions to be undertaken during 2016/17 to gauge if the required improvements have been made.</li> <li>• Further action needed to reduce amount of non-fatal injury accidents due to slips, trips and falls and manual handling.</li> <li>• A substantial increase in days lost due to stress related ill health that could be directly attributed to disciplinary and performance management investigations.</li> <li>• Importance of service managers looking at accident history to ensure recommendations are put into practice and the need for incident reports to be completed properly.</li> </ul> <p><b><u>Housing – Operational Services Division</u></b></p> <p>The Operational Services Manager submitted a report on</p>	<p>ALL</p> <p>SERVICE MANAGERS</p> <p>KB</p> <p>ALL</p> <p>HR</p> <p>ALL</p>



	<p>The Senior Environmental Health Officer provided a progress report on health and safety management highlighting:</p> <ul style="list-style-type: none"> <li>• Staff issued with laptops to allow agile working, DSE assessments completed and lone working procedures in place.</li> <li>• Environmental Health team moved to OSD office, work to be carried out to ensure staff adhere to new rules.</li> <li>• Staff concerns about communication were addressed in two service briefings that informed staff of the corporate challenges.</li> <li>• Attendance very good at present, Occupational Health referrals were made and support given for non-work related staff absences to ensure staff return and phased returns were agreed.</li> <li>• Managing Conflict Training arranged by Environmental Health following EPDs, this was also offered to other departments.</li> </ul> <p><b><u>Development and Growth</u></b></p> <p>A progress report was submitted by the Development and Growth Manager on health and safety management highlighting:</p> <ul style="list-style-type: none"> <li>• Focus given to Team Managers to improve regular health and safety briefings and communication with staff about health and safety issues.</li> <li>• Project managers ensure that contractors are operating to health and safety legislation and guidelines.</li> </ul>	<p>CB</p> <p>NJ</p>
21	<p><b><u>STRESS POLICY</u></b></p> <p>The HR Manager presented the updated Managing Workplace Stress Policy, scheduled to go to Council Joint Consultative Committee on 21 January, 2016 and Employment and General on 25 January, 2016.</p>	<p>HR</p>

	<p>It was noted that managers were to receive training on the stress policy including completing risk assessments and creating action plans. In addition, UNISON are working with HR to create a free training program on stress which would be available to all Officers and Members.</p>	HR/UNISON
22	<p><b><u>THEMED WORKSHOP - TO BE CONFIRMED</u></b></p> <p>Martyn Bollands, Operational Services Manager, Ian Clay, Health and Safety Officer at OSD, and Andy Fowler, UNISON, presented a workshop on Contractor Management. Key areas covered by the presentation were:</p> <ul style="list-style-type: none"> <li>• Procedures for Framework Companies and Ad-Hoc Companies</li> <li>• What the council is required to do, e.g. produce a clear specification, highlight hazards.</li> <li>• What is required from the contractor, e.g. risk assessments, qualifications.</li> <li>• The checks needed during the contract period e.g. site visits.</li> </ul> <p>Information and procedure guides are available in the Health and Safety folder on the P drive.</p> <p>The committee thanked Ian, Martyn and Andy for the workshop.</p> <p>The workshops scheduled for the next meetings are:</p> <p>Accident/Injury Reporting – April 2016  Health (Stress, etc.) – July 2016  Review of Consultation Arrangements – October 2016</p>	<p>M.BOLLAN DS/IC/AF</p> <p>ALL</p>