

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 5th June, 2019

Present:-

Andrew Fowler (Chair)

Patrick Middleton (Economic Growth) Councillor S Blank Rachel O'Neil (Customers, Commissioning & Change) Liz Cook (Housing) Ian Waller (Health & Wellbeing) Gerard Rogers (Legal) Donna Reddish (Policy & Communications) Councillor J Innes Gurpreet Khakh (GMB)	Tony Devereux (Unison) Paul Longley (Unison) Ian Clay (Commercial Services) Mike Brymer (Commercial Services) Kate Harley (HR) Julian Ransom (Savills) Anthony Radford (Venues) Councillor S Brittain Phil Mallender (Unite)
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Min. No.	<u>Item</u> Decision/Action	By Whom
1	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Kevin Hanlon, Neil Johnson, Marc Jasinski, Catherine Bromhall, Rob Wilkes, Councillor P Niblock.</p>	
2	<p><u>MINUTES OF THE MEETING HELD ON 20 FEBRUARY, 2019</u></p> <p>The Minutes of the meeting of the Council Health and Safety Committee held on 20 February, 2019 were agreed as a true record and signed by the Chair.</p>	
3	<p><u>MATTERS ARISING FROM THE MINUTES</u></p>	

	There were no matters arising from the minutes.	
4	<p><u>INCIDENT/ACCIDENT INFORMATION</u></p> <p>It was noted that now the reporting periods are clearly defined it will be easier to identify any trends.</p> <p>A discussion took place around the staff caution list and whether it is being used regularly. The Customers, Commissioning and Change Manager advised that a new CRM system was due in December that would capture this information and make it more accessible to officers.</p>	
5	<p><u>OCCUPATIONAL ILL HEALTH STATISTICS</u></p> <p>The HR Manager presented the Occupational Ill Health report and explained that future reports will be accompanied by a narrative and include more detail. The committee was advised that some of the illnesses/absences contained in the report may have been categorised incorrectly. The HR team had new business partners in place working more closely with Service Managers and this would help to ensure that the data was more accurate moving forwards.</p> <p>The Assistant Director for Customers, Commissioning and Change asked that the overall sickness data be brought to future meetings in order to compare the Council's performance in comparison to the national average.</p>	<p><u>KATE HARLEY</u></p>
6	<p><u>MANAGEMENT TEAM REPORTS</u></p> <p>Written reports were submitted by members of the Council's Corporate Management and Senior Leadership</p>	

Teams to update the Committee on health and safety matters from their service areas during the last quarter.

The reports provided information on workplace inspections, specific incident investigations, training, communications, and the development and progress of annual health and safety action plans.

The key points raised from the reports were as follows;

- The Chair asked for clarification from the Arts and Venues Manager as to whether there was a descender in place at the Pomegranate Theatre. It was explained that the required equipment and a contractor had been identified and they were awaiting a demonstration before signing off the purchase.
- Online training was being conducted simultaneously with the practical training and subsequently the number of staff members with outstanding training requirements had significantly reduced.
- The committee heard that there was a formal action plan in place to deal with anti-social behaviour at the customer service centre and Avato had taken a pro-active approach to reporting incidents.
- The Northern Gateway Project Manager highlighted that there had been capacity issues in the Planning and Economic Development teams. Recruitment had taken place and was ongoing. The temporary accommodation for the Planning team was therefore providing challenges in terms of space. The committee was assured that staff numbers for each team would be validated by the business transformation team to ensure that all staff have adequate space.
- It was noted that there had been a delay in a contractor reporting an incident on site and that the committee had previously discussed writing to all contractors to remind them of their responsibilities.

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	<p>It was agreed that it was a good opportunity to carry out a review of contractors and the management of them.</p> <ul style="list-style-type: none"> • The long term issues surrounding the flooring at the leisure centres had been resolved but the air handling in the pool hall and the heating in reception at QPSC were ongoing. • The Assistant Director for Health & Wellbeing acknowledged that there will still significant numbers of staff in his service area with outstanding online fire safety training. He explained that this was in part due to a high staff turnover but assured the committee that face to face fire safety training had been undertaken as part of the induction programme. • The Assistant Director for Housing informed the committee that a full compliance review is planned for 2019/2020. A concern had been highlighted over the number of fires that had taken place in properties and so a working group had been convened to investigate. Significant communication to tenants around fire safety would take place and health & safety issues addressed when staff conduct home visits. 	
7	<p><u>FINANCE AND RESOURCES HEALTH & SAFETY REPORT</u></p> <p>The Local Government and Regulatory Law Manager explained that part of the team had moved to new accommodation. No joint inspections had taken place but union reps had been copied in on emails regarding planned inspections.</p> <p>The Chairs acknowledged that the individual service areas were aware of their responsibilities but an overarching plan was needed.</p>	<p><u>DIRECTOR OF FINANCE AND RESOURCES</u></p>

8	<p><u>EVENTS MANAGEMENT WORKING GROUP</u></p> <p>The Assistant Director for Health & Wellbeing gave a brief overview of the new events management working group. He explained that colleagues from various service areas across the Council had been nominated to do IOSH events training and the training took place in March 2019. The working group was working on a new policy around managing events and the Assistant Director for Health & Wellbeing was confident that the Council would have a much more robust plan in place moving forward.</p>	
9	<p><u>CBC ASBESTOS MANAGEMENT PLAN</u></p> <p>Julian Ransom of Savills Housing Consultancy, the Council's asbestos consultant, gave an overview of the new Asbestos Management plan outlining some of the key points as follows;</p> <ul style="list-style-type: none"> • The need to survey and risk assess for asbestos in all council property • The requirement to mitigate the risks involved • Making information about asbestos clearly available • Ensuring competent contractors are used • An obligation to monitor and audit the plan <p>The committee heard that the Asbestos Steering Group had broad representation from across the council and that this plan had been formed over a long period of time with their input. The plan sits under the Asbestos Management Policy that was approved in 2018 and set out in detail how CBC complied with all relevant legislation.</p> <p>It was confirmed that all front line staff receive the necessary training as part of the induction process and that most are recruited with the appropriate valid certificates. The plan was described as an essential document, which provided a corporate approach to asbestos management and needed to be implemented</p>	

	and embedded into the organisation.	
10	<p><u>SALTERGATE MULTI-STOREY CAR PARK - LESSONS LEARNT</u></p> <p>The Project Manager for the Northern Gateway Project presented the lessons learnt from Saltergate Multi-Storey Car Park to the committee.</p> <p>It was advised that as a direct result of incident one, an additional traffic marshal was appointed on site. There was a delay reporting the second incident and the senior management team at Huber were disappointed. The personnel of the site management team had been changed following the incidents.</p> <p>It was observed that the health & safety policies of the council should be highlighted at the tender stage of a project and that good contractor management is key to ensure that all procedures are followed correctly.</p>	
11	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next meeting of the committee will be on Wednesday 21 August at 9:30am in Committee room 1.</p>	