

COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday, 31st October, 2013

Present -

M Blythe (Sports and Leisure Manager) +	A Fowler (Unison)
M Bollands (Operational Services Manager)	Councillor R Gibson
P Breedon (UNITE)	M Hayden (Head of Regeneration) +
J Brobyn (Democratic Services Officer)	C Hayes (UNISON)
T Bryan (UNISON)	Councillor A Hill
A Chapell (UNISON)	Councillor J Innes
R Cook (Landscape and Streetscene Services Manager) +	M. Jasinski (Corporate Health and Safety Adviser)
R Davenport (UCATT)	D Johnson (Corporate Health & Safety)
Councillor A Diouf	Councillor G King
Councillor H Elliott	P Longley (UNISON)
M Evans (Head of Business Transformation)	R Morgan (Arvato)
	K Vaughan (Human Resources)

+ for Minute No. 0009

Min. No.	<u>Item</u> Decision / Action	By Whom
0008	<u>Apologies for Absence</u> Councillor A Slack A Kaushik and Darran West.	
0009	<u>Corporate Health and Safety Improvement Programme</u> Reports were considered on progress in respect of health and safety issues in the following Service Areas: <u>Occupational Health</u> Information was circulated in relation to: <ul style="list-style-type: none"> • Occupational Health Statistics • Causes of work related ill health • Days lost due to work related ill health • Cases by Service Area • Causes by manual or non-manual job roles • Suggested occupational health targets Plans for 2013/14: <ul style="list-style-type: none"> • Set target for stress at 5% • Set target for musculoskeletal at 5% • Research other organisations who have introduced 	Human Resources Head of Business

	<p>stress policies to establish their effectiveness.</p> <p><u>Business Transformation</u></p> <p>Actions taken in respect of the following:</p> <p><u>Accident Performance</u></p> <ul style="list-style-type: none"> • Review of risk assessment and out of hours working arrangements <p><u>Health and Safety Management</u></p> <ul style="list-style-type: none"> • 8 tonne of confidential waste has been removed from the basement at the Town Hall at a cost of £6000 • A new programme of PAT testing has been introduced in the Town Hall and work is currently underway on completing the tests. • Stress risk assessments have been completed for the current Support Services Review. • Business Transformation Departmental Joint Consultative Committee meetings have been set up to provide an opportunity for discussion in respect of health and safety issues/concerns. • A Health and Safety culture survey of Business Transformation Service has been commissioned for January 2014. <p><u>Environmental Services</u></p> <p><u>Occupational Health</u></p> <ul style="list-style-type: none"> • 2 accidents had been reported, one of which was due to slipping on ice at 5.00 am • Employee perception survey repeated in July 2013. Score had improved from 29 to 42.5 since employees were last surveyed. • Policy Statement currently being reviewed as a result of the restructure. • Request for results of Manager/Supervisor inspections to be made available in summary format in future. <p><u>Sport and Leisure</u></p> <ul style="list-style-type: none"> • 19 Non-Riddor reportable accidents, primary cause remain slips/trip and manual handling • Regular staff training undertaken in respect of erecting and dismantling equipment and safety 	Transformation
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	<p>around the pool area</p> <ul style="list-style-type: none"> • Education of staff in relation to footwear • Change in structure of service, resulting in change to level of staffing • 2 new managers • Stress risk assessments completed • Flooring being looked into when designing the new QPSC <p><u>Regeneration</u></p> <ul style="list-style-type: none"> • 9 Non Riddor Reportable Accidents – mostly due to people falling ill at the venues. • Joint Safety Inspections have been undertaken in all the key workplaces • Local Health and Safety Policy arrangements for Cultural and Visitor Services have been reviewed and updated • 2 key projects are programmed to commence in 2013/14 – Gateway enhancements at Hornsbridge and the Venues Capital improvements scheme • Health and Safety training is ongoing • Stress risk assessments have been completed • Sickness absence fell from 970 person days in 2011/12 to 790 person days in 2012/13 	
0010	<p><u>Corporate Accident/Incident Statistics</u></p> <ul style="list-style-type: none"> • Target for non-fatal injury 12% - way above target in the first 6 months • Target for Lost time accidents 8% • Chaspi Score – 5.7 in October. Target over 3 year period is 6.6 or above – heading in the right direction • It was noted that the East Midlands Officer Group were benchmarking against other authorities for accidents per 1000 people. D Johnson agreed to present figures to the next meeting. 	D Johnson
0011	<p><u>External Audit of CBC's Contract Management Arrangements</u></p> <p>Recommended improvements:</p> <ul style="list-style-type: none"> • The Control of Contractors Steering Group to propose a robust strategy to take forward contractor management to its next level • A further audit of Constructionline should be carried out in 6 months time • Revise terms and conditions on purchase orders 	

	<p>issued to contractors for up to £25k and ensure these terms and conditions are issued to contractors.</p> <ul style="list-style-type: none"> • Undertake a review as the minimum information a contractor should supply on health and safety in tender documentation. • Review how contractors manage their sub-contractors and what prequalification checks are being carried out. • Ensuring a process in place for carrying out safety management audits of contractors and therefore consideration should be given how this could be undertaken. • CBC to fully understand Client responsibilities under CDM Regulations particularly when using project management companies. • To undertake a review on how large projects are managed and the role of Kier in Project Management. • CBC should establish their health and safety arrangements as Client with their contractor arvato and ascertain how arvato monitor the activities (health and safety) of their contractors. • An action plan has been prepared to progress the recommendations and will be monitored by the officer steering group at every meeting. 	
0012	<p><u>Corporate Standards for Measuring Health and Safety Performance</u></p> <p>Document circulated and comments sought from Members of the Committee by 5th November 2013</p>	
0013	<p><u>Minutes of the meeting held on 4th July 2013</u></p> <p>Stress Management Group to be set up and the following members invited to attend:</p> <p>Councillor Diouf Councillor Hill Councillor Elliott D Johnson A Chapelle T Devereux M Blythe C Wright</p>	M Jasinski