

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday 13 August, 2014

Present –

<p>M. Blythe (Sports & Leisure Manager) M. Bollands (Operational Services Manager) H. Bowen (Chief Executive) K Brown (Business Transformation Manager) I. Clay (Health and Safety Officer, Housing Services) J. Dackiewicz (Human Resources) A. Daley (UNISON) T. Devereux (UNISON) Councillor H. Elliott</p>	<p>R. Farrand (Housing Services) A. Fowler (UNISON) M.Henley (Landscape & Streetscene Services Manager) Councillor A. Hill Councillor J. Innes D. Johnson (Corporate Health and Safety) Councillor G. King Councillor A. Slack R. Wilkes (Unite) D. Winstanley (Kier)</p>
--	--

Min. No.	<u>Item</u> Decision/Action	By Whom
004	<p><u>Appointment of Chair for 2014-15</u></p> <p>Councillor G King be appointed Chair for the Council Year 2014-15.</p>	
005	<p><u>Appointment of Vice-Chair for 2014-15</u></p> <p>A Fowler be appointed Vice-Chair for the Council Year 2014-15.</p>	
006	<p><u>Apologies for Absence</u></p> <p>Councillor R Gibson, C Hayes, M Jasinski and A Kaushik.</p>	
007	<p><u>Address by the Council's Chief Executive</u></p> <p>H Bowen complemented the work of Trade Union representatives, Members and managers in having achieved improvements in performance in respect of health and safety</p>	

	management, whilst recognising the need for continued improvement in the future.	
008	<p><u>Occupational Health and Safety Improvement Programme</u></p> <p>Progress Reports were considered as follows:</p> <p><u>Corporate Health and Safety Improvement Programme</u></p> <p>Performance considered against the 11 targets in the Improvement Programme for the period 1 April – 30 June, 2014 as detailed in the report, with particular emphasis to be given to:</p> <ul style="list-style-type: none"> • The most common causes of accidents, i.e. ‘Moving & Handling’ and ‘Struck by Moving Object’; • Those accidents most commonly leading to time off work, i.e. ‘Slip, Trip, Falls’ and those causing ‘Musculoskeletal Injuries’; • Further work on Stress Management and Contracts Management (through the Contracts Management Working Group) to further improve the CHaSPI score); • Progress report on Action Plan for the Contracts Management System to be considered at the next Health and Safety Committee meeting; • Importance of involving Safety Representatives in inspections of contractors’ activities; • Support to enable staff to return to work through Occupational Health and Chiropractic referral services; • Implementation of Stress Prevention Policy across all Services, including reviewing risk assessments and action plans; • Progress report from Workplace Well-being Working Group to be considered at 	<p>All</p> <p>All</p> <p>All Contracts Mgmt. Work. Gp</p> <p>K Brown</p> <p>All</p> <p>All</p> <p>Corporate Mgmt</p>

<p>next Health and Safety Committee meeting.</p> <p><u>Housing Services</u></p> <p>Operational Services Manager reported on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Significant reduction in number of ‘Slips, Trips, Falls’ incidents on Council land from improved inspection and repair process; • Investment in training and equipment to reduce risk from working at heights; • Provision of panic button key fobs for lone working; • Regular joint safety inspections with Safety Representatives; • Plan to inspect contractors’ health and safety practices; • Aim to get staff IoSH trained (and offer to contractors where relevant); • Asbestos survey of depot commissioned. <p>Housing (Business Planning and Strategy) Manager reported on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Enhanced contracts management function resulting in greater on site supervision; <p>Agreed to consider report on rest of Housing Services at next Health and Safety Committee meeting.</p> <p>Importance stressed of informing Safety Representatives of all accidents and involving them, where possible, in accident investigations.</p> <p>Importance stressed of applying consistent processes for appointment of contractors across the Council.</p>	<p>Team</p> <p>Op. Servs. Mgr.</p> <p>Corp. H&S Adviser</p> <p>Corp. Mgmt. Team</p> <p>Contracts Mgmt. Work Gp.</p>
--	---

	<p><u>Leisure Services</u></p> <p>Sport and Leisure Services Manager reported on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Staff involved in reviews of procedures and risk assessments; • Successful assessment and accreditation by Royal Life Saving Society; • First Aid training being delivered in-house – available to other services; • Queens Park staff commended by emergency services for handling of serious incident; • Bespoke training for Leisure Services arranged for next six months. <p><u>Environmental Services</u></p> <p>Environmental Services Manager reported on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Steering Group to review stress related policies involving staff. Stress survey to be repeated in autumn; • Plan to audit health and safety processes in late 2014 and produce new action plan with involvement of Safety Representatives; • Improved working environment and welfare facilities at new depot; • New vehicle lift enabling in-house maintenance of vehicles; • Inclusion of health and safety standards in procurement of arboriculture work; • Aiming to work jointly with Housing Services on use of HSE MAC tool; <p>The Occupational Health and Safety Improvement Programme Group would be reviewing the programme to set objectives and targets beyond March 2015.</p>	<p>Sport & Leisure Servs. Mgr.</p> <p>Env. Servs. Mgr.</p> <p>CHaSPI Group</p>
--	--	--

009	<u>Update from the Workplace Wellbeing Group</u> Progress report from Workplace Well-being Working Group to be considered at next Health and Safety Committee meeting.	Corp. Mgmt. Team
010	<u>Minutes of the meeting held on 15 May, 2014</u> The minutes of the Council Health and Safety Committee held on 15 May, 2014 were agreed as a true record.	