

## COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday 13 November, 2014

### Present –

<p>M. Blythe (Sports &amp; Leisure Manager)          K Brown (Business Transformation Manager)          I. Clay (Health and Safety Officer, Housing Services)          A. Craig (Housing Services)          A. Daley (UNISON)          T. Devereux (UNISON)          A. Fowler (UNISON)          Councillor B. Gibson          M.Henley (Landscape &amp; Streetscene Services Manager)</p>	<p>Councillor A. Hill          Councillor J. Innes          M. Jasinski (Corporate Health and Safety)          Councillor G. King          P. Longley (UNISON)          R. Morgan (Arvato)          Councillor A. Slack          M. Slack (UNISON)          R. Wilkes (Unite)</p>
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Min. No.	<u>Item</u> Decision/Action	By Whom
011	<p><b><u>Apologies for Absence</u></b></p> <p>Councillor H Elliott, H Bowen and M Bollands.</p>	
012	<p><b><u>Occupational Health and Safety Improvement Programme</u></b></p> <p>Progress Reports were considered as follows:</p> <p><b><u>Corporate Health and Safety Improvement Programme</u></b></p> <p>Performance considered against the 11 targets in the Improvement Programme at the end of the second quarter of the 2014/15 year (to September 2014) as detailed in the report, with particular emphasis to be given to:</p> <ul style="list-style-type: none"> <li>• The most common causes of accidents, i.e. 'Moving &amp; Handling' and 'Slip, Trip,</li> </ul>	All

	<p>Fall’;</p> <ul style="list-style-type: none"> <li>• Completing the employee Health and Safety opinion survey to be reported in January 2015.</li> <li>• Rearranging presentation of data on Target 10 (Reducing level of work-related ill-health) to show data for year to date and include a measure of costs of ill health.</li> </ul> <p><b><u>Housing Services (Business Planning &amp; Strategy)</u></b></p> <p>Housing Services (Business Planning &amp; Strategy) Manager submitted report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> <li>• A cross Council asbestos compliance review to be undertaken by Savills, including proposal to appoint a Compliance Manager. An informal meeting to be arranged for Safety Representatives with Savills on proposed approach.</li> <li>• Appointment of a Construction Design and Management Co-ordinator.</li> <li>• Need to ensure Safety Representatives contacted when accidents occur and involved in investigation where possible.</li> </ul> <p><b><u>Housing Services (Customer Division)</u></b></p> <p>Housing Services (Customer Division) Manager submitted report on health and safety activity.</p> <p><b><u>Environmental Services</u></b></p> <p>Environmental Services Manager submitted report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> <li>• Stress management plan to be reviewed to take account of new working</li> </ul>	<p>All</p> <p>GK, HR</p> <p>AC, Dem Servs</p> <p>MH</p>
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	<p>environment.</p> <p><b><u>Leisure Services</u></b></p> <p>Sport and Leisure Services Manager submitted report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> <li>• Aiming to ensure Safety representatives contacted when accidents occur and involved in investigation where possible.</li> <li>• Review of Normal Operating Procedures and Emergency Action Plan to include staff working group.</li> </ul>	MB
013	<p><b><u>Contractor Management Group Update</u></b></p> <p>Business Transformation Manager submitted report on the re-established Contractor Management Group, including draft terms of reference and clarified objectives and outcomes.</p> <p>Action plan being updated and redrafted.</p>	KB
014	<p><b><u>Stress Management Group Update</u></b></p> <p>Business Transformation Manager submitted report on the Stress Management Group, including the stress management workshop held in October 2014 to identify reasons for policy not having been fully implemented.</p> <p>Action plan being revised and progress to be reported to CMT.</p>	KB
015	<p><b><u>Minutes of the meeting held on 13 August, 2014</u></b></p> <p>The minutes of the Council Health and Safety Committee held on 13 August, 2014 were agreed as a true record.</p>	