

COUNCIL HEALTH AND SAFETY COMMITTEE

23 April 2015

Present –

<p>P Bartle (Construction, Design & Management Co-ordinator) M Blythe (Sport & Leisure) M Bollands (Housing Services) K Brown (Business Transformation Manager) I Clay (Health and Safety Officer, Housing Services) A Craig (Housing – Business Planning and Strategy) T Devereux (UNISON) A Fowler (UNISON) K Harley (Human Resources)</p>	<p>C Hayes (UNISON) M Jasinski (Corporate Health and Safety) D Johnson (Corporate Health and Safety) A Kaushik (Human Resources) Councillor G King P Longley (UNISON) M Rich (Executive Director) Councillor A Slack B Wainwright (Culture & Visitor Services) R Wilkes (Unite)</p>
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Min. No.	<u>Item</u> Decision/Action	By Whom
025	<u>Apologies for Absence</u> Councillor B Gibson, A Daley, J Drury, and J McGrogan.	
026	<u>Occupational Health and Safety Improvement Programme</u> Progress Reports were considered as follows: <u>Corporate Health and Safety Improvement Programme 2012-15</u> Performance considered against the 11 targets in the Improvement Programme at the end of the final quarter of the 2014/15 year (to March 2015) as detailed in the report, with particular emphasis to be given to:	

	<ul style="list-style-type: none"> • Most common causes of accidents, i.e. 'Moving & Handling' and 'Slip, Trip, Fall' (Target 1); • Review target for average number of days lost due to accidents, as original target (5 days per accident) was below national average (7.5 days per accident) to set realistic and achievable target (Target 3); • Training sessions to be rolled out for Service Managers on Contractor Management System to improve effectiveness of system and provide baseline performance position (Target 6); • Ensure accuracy of data input in respect of work related ill health (Targets 8 – 10). <p>Councillor King congratulated managers, safety representatives and Members on the improvements achieved over the three years of the Improvement Programme and thanked them for their work on this.</p> <p><u>Housing – Business Planning & Strategy</u></p> <p>The Housing, Business Planning & Strategy Manager submitted report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Ongoing work to develop asbestos policy and management regime, including robust temporary process in place; • Site visits to check contractors complying with submitted Health & Safety Plans and Risk Assessments & Method Statements. • Feedback from stress surveys to be provided to staff via team meetings. <p><u>Housing – Customer Division</u></p> <p>The Housing, Customer Division Service Manager submitted report on health and safety</p>	<p>All</p> <p>KB</p> <p>KB</p> <p>HR, Service Mgrs.</p> <p>AC</p>
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activity, highlighting:	<ul style="list-style-type: none"> • Trialled lone working devices – Skyguard fobs to be issued to key staff; • Emphasis given to abuse not being acceptable. 	JMcG
<u>Culture & Visitor Services</u>		
Culture & Visitor Services Manager submitted report on health and safety activity, highlighting:		
<ul style="list-style-type: none"> • Replacement of flooring in Market Hall retail mall to be completed as soon as possible to minimise risk of slips and trips; • Extension of building controller role at each premises; 	BW	
<ul style="list-style-type: none"> • Premise managers to attend contractor management training; • Cooperation of Trade Unions in identifying safety representatives to assist with safety inspections and accident investigations. 	BW	
<u>Environmental Services</u>		
Environmental Services Manager submitted report on health and safety activity, including health and safety internal audit report, highlighting:		
<ul style="list-style-type: none"> • Accuracy of accidents data checked and confirmed; • Procedure for regular depot inspections revised – to be relaunched shortly with clearer instructions; 	MH	
<ul style="list-style-type: none"> • Audit to be followed up in 6 months' time to assess progress of action plan and effectiveness – Trade Unions to be invited to be involved; 	MH	
<ul style="list-style-type: none"> • Revised stress management plan; • Reviewing vibration assessments and follow on actions; 	MH	

	<ul style="list-style-type: none"> • Ensure safety representatives contacted when accidents occur and involved in investigation where possible. <p><u>Sport & Leisure Services</u></p> <p>Sport & Leisure Services Manager submitted report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> • Safety performance of contractor on building of new leisure centre monitored – currently performing very well; • Reviewing procedures and risk assessments to take account of new developments; • 14 service areas involved in Active Workplace initiative. 	MH MB MB
027	<p><u>Occupational Health & Safety Improvement Plan 2015 - 2018</u></p> <p>Updated targets for Occupational Health & Safety Improvement Programme for 2015 – 2018 considered, based on experience of last three years in order to set challenging and realistic targets.</p> <ul style="list-style-type: none"> • Refresher training to be provided for staff inputting absence data to provide accurate baseline data in 2015/16; • Health & safety management audit programme to be developed to schedule dates for specific services; • A ‘how to’ document to be developed to enable managers and safety representatives to focus on priority issues – draft to be prepared for Health & Safety Committee. <p>Occupational Health & Safety Improvement Programme for 2015 – 2018 approved.</p>	HR KB KB

028	<p><u>Draft Revised Corporate Health and Safety Policy</u></p> <p>Draft revised Corporate Health and Safety Policy to take account of revised corporate structure and legislative changes considered.</p> <ul style="list-style-type: none"> • OHSIP Group to consider methodology for undertaking audits, taking account of time commitment for staff involved, and to develop programme (four service areas each year); • Codes of Practice to be updated to provide more detail, e.g. role of Premise managers, working with contractors and Kier, homeworking. <p>Updated Policy Statement document to be presented to Corporate Management Team and distributed.</p>	<p>OHSIP Group</p> <p>MJ</p> <p>MJ</p>
029	<p><u>Minutes of Meeting held on 12 February, 2015</u></p> <p>Minutes of Council Health and Safety Committee held on 12 February, 2015 agreed as a true record.</p>	
030	<p><u>Thanks</u></p> <p>The Committee thanked Councillor King for his work as Chair of the Committee and his significant contribution to the improvements achieved in health and safety across the Council.</p>	