

Time commenced - 9.05am
Time finished - 9.45am

CORPORATE SAFETY COMMITTEE 4 March 2004

Present: **Employer's Side**

Councillor M Carr (in the Chair)

Mr D Barrow (Health and Safety Advisor – Education Service)
Mr R Cowlshaw (Chief Executive)
Mr C Edwards (Assistant Director – Property Services)
Mr W Deverill (Asbestos Manager - Property Services)
Mr D Heywood (Health and Safety Advisor)
Mr N Parkes-Rolfe (Corporate Personnel Advisor – Property Services)
Mr D Parnham (Personnel Officer – Education)
Ms S Scott (Chief Personnel Officer)
Ms C Smythe (Health and Safety Advisor – D & CS)
Ms J Stone (Head of Service – Education Personnel)
Mrs K Taylor (Members Services Officer)

Trade Unions' Side

Mr S Fogell (UNISON)
Mr M Fox (UNISON)
Mr A Franik (UNISON)
Ms G Glasby (UNISON)
Mr R Harrison (AEEU)
Mr S Harrison (UCATT)
Ms A Howitt (UNISON)
Mr I Jennison (NUT)
Mr J McCallum (T&GWU)
Mr M Nelson (UCATT)
Ms K Parker (UNISON)
Mr J Pass (AMICUS)
Mr N Pheasant (UNISON)
Mr D Redfern (UNISON)
Mr J Swain (T&GWU)
Mr A Tokarski (NASUWT)
Mr S Ward (UCATT)
Mr D Wilkinson (NASUWT)

Apologies: Ms Y Burrell (UNISON)
Ms M Greenshields (UNISON)

36/03 Late Items Introduced by the Chair

There were no late items.

37/03 Minutes of Meeting held on 4 December 2003

The minutes of the meeting held on 4 December 2003 were agreed as a correct record and signed by the Chair subject to the following amendment.

Mr John Swain and Mr John McCallum, stated that their apologies should have been given at the last meeting.

38/03 Matters Arising

The following matters arising from the meeting held on 4 December 2003 were discussed:

(1) Health and Safety Representation on the Chief Officer Group (Minute 26/03 refers)

It was confirmed that Sue Glithero was the Health and Safety Representative on the Chief Officer Group - COG. The Chief Executive commented that if a specific item needed to be addressed by another officer that there was the facility for them to do so at COG, if necessary.

(2) Health and Safety Risk Assessment Policy and Guidance (Minute 27/03 refers)

Dave Wilkinson asked whether the revised policy would be circulated to all schools. Nigel Parkes-Rolfe responded that once all the necessary procedures had been addressed it would be sent to the Education Service who would be responsible for its distribution to schools. Jayne Stone added that it would be sent to all schools with a covering letter if it were appropriate to do so.

JS

**(3) Mobile Phones and Driving
(Minute 28/03 refers)**

Simon Fogell reported that since the last meeting of the Committee UNISON members had endorsed the policy on mobile phones and driving. He sought clarification of whether there was any intention of looking at all hand held communication devices.

Nigel Parkes-Rolfe responded that he could not include these items at present, as there was no specific research available other than that on mobile phones.

**(4) Health and Safety Management System
(Minute 29/03 refers)**

A member of the Trades Unions requested an update on this item. Nigel Parkes-Rolfe responded that he had been working in consultation with the health and safety advisors of Social Services and Commercial Services. The committee would receive updates on progress and would present a joint report to their respective departmental management teams.

(5) Abuse, Aggression and Violence Trends April 2002 – March 2003 (Minute 30/03 refers)

Simon Fogell reported that he would liaise with Darren Allsobrook – Health and Safety Advisor, Social Services to enquire if the Working Party needed to resume.

SF

**(6) Feedback on European Week for Safety and Health at Work
(Minute 31/03 refers)**

Sue Scott reported that she had received no feedback from the Health and Safety Executive.

(7) Health and Safety Training (Minute 32/03 refers)

Nigel Parkes-Rolfe reported that he was looking at individual departments' training needs and that it would be fed back as part of the departmental health and safety management system reports.

(8) Contractors' Issues (Minute 34/03 refers)

Nirmal Pheasant stated that he would arrange some dates to meet with Dave Heywood, Health and Safety Advisor – Property Services.

NP

(9) Condition of Buildings (Minute 35/03 refers)

Dave Redfern of UNISON asked whether the working group had been reconvened. Jayne Stone responded that she had sent a list of dates to those who were previously members of the working group.

Dave Wilkinson stated that he had not received the dates and requested they were sent again.

Jayne Stone agreed to do this.

JS

EMPLOYER'S SIDE ITEMS

39/03 Green Book – New Health and Safety Guidance

Nigel Parkes-Rolfe presented a report, which had gone to COG on 25 February 2004, which set out the National Joint Council Agreement that health and safety guidance would be included in the Green Book as part 4.7 of that document.

Councillor Carr endorsed the changes to the Green Book.

Nirmal Pheasant commented that it was a very positive document, but urged the committee to ensure that adequate resources were allocated to Health and Safety in order to fulfil the Guidance.

Resolved to note that the Council's approach to Health and Safety mirrored the National Joint Council guidance changes to the Green Book.

40/03 Health and Safety Representatives' Charter

Nigel Parkes-Rolfe presented a report from the Director of Policy, setting out the Health and Safety Representatives' Charter, which identified the main aspects of the legally defined roles of Health and Safety Representatives. The Charter was commended to all employees and their managers. Nigel Parkes-Rolfe commented that the document did not address all the Trades Unions' comments.

Nirmal Pheasant commented that there were some outstanding issues, but his members were happy with the document so far.

Resolved to:

- 1 approve the present draft of the Health and Safety
Representatives' Charter**
- 2 review the Charter 12 months after approval by full Council**
- 3 amend the Corporate Safety Committee's Constitution so that
the committee be called Corporate Health and Safety
Committee.**

41/03 European Week for Safety and Health at Work 2004 - EWSHW

Sue Scott presented a report from the Director of Policy, which proposed that the Corporate Health and Safety Team would not take part in 2004's European Week for Safety and Health at Work, due mainly to the heavy workload that it placed on the team.

She emphasised that the workload had to be prioritised and set out the current priorities which were;

- 1 To introduce the managed system of health and safety.
- 2 To establish and develop the new Occupational Health Service.
- 3 The priorities of the Health, Safety and Welfare Development Group, which included working at height, contractors, accident reporting, COSHH and Abuse, Aggression and Violence.

These issues were all considered to be a higher priority than the EWSHW.

Sue Scott emphasised that the Council would intend to take part in a future event and that a health promotion at work initiative would be carried out by Michelle Whitaker – Occupational Health Service Manager and would take place around October 2004.

A number of the Trades Unions representatives at the meeting expressed their disappointment that the Council would not be taking part in this event. Dave Wilkinson considered that the Trades Unions themselves carried much of the work out, and that the amount of work that had to be carried out by Council Officers was minimal.

Concern was raised that not taking part in the event would send out a negative signal to the public and employees of the Council.

Nigel Parkes-Rolfe referred to the parts of the report, which stated the time spent by the Occupational Health, Safety and Welfare Team on the event. These figures were based on accurate diary records.

The Chief Executive thanked members of the Committee for pointing out their concerns and he committed to take these away and consider them carefully.

RC

Resolved to withdraw the item from the agenda and respond to the Trades Unions as quickly as possible.

42/03 Health, Safety and Welfare Development Group

Nigel Parkes-Rolfe gave an oral update on issues that had gone to the Occupational Health, Safety and Welfare Group. The subjects included:

- Work on the European Health and Safety Week 2003.
- Risk assessment policy
- Working at height
- COSHH
- Contractors
- Health and Safety Representatives' Charter

Nigel Parkes-Rolfe commented that this had made the Corporate Safety Committee's work easier as issues had been discussed at the Development Group. He pointed out one change with respect to workload; that the meetings took place monthly rather than fortnightly in order to support the administration of the meeting, and that this seemed to be working well. He reported that Mel Gilbert's contribution was missed.

Nirmal Pheasant commented that the working group was an achievement in partnership and supported the update given by Nigel Parkes-Rolfe.

Resolved to note the update.

43/03 Management of Asbestos Policy

Chris Edwards, Assistant Director - Property Services presented a report from the Director of Corporate Services, setting out an update on the Management of Asbestos. He introduced Will Deverill who had been in the role of Asbestos Manager since November 2003.

Chris Edwards stated that a second asbestos survey had been completed and that a third was proposed. This should provide enough information to develop an inspection regime based on risk assessment and he emphasised the need to focus on the high-risk areas. He reported that weekly Buildings at Risk meetings took place and that asbestos received equal importance with other building issues. It was reported that £125,000 had been included in the Capital Programme 2004/05 for the management and removal of asbestos. In addition if it were necessary to remove asbestos as part of a major project this would be funded from the budget for the project.

Nirmal Pheasant stated that the policy and guidance were good but that he had a number of questions on the report to put to Chris Edwards and agreed that he would write to him with them.

Resolved to request Chris Edwards to bring the answers to Nirmal Pheasant's questions to the next meeting of the committee.

CE

TRADES UNIONS' SIDE ITEMS

44/03 Staff Relocation

Simon Fogell presented UNISON's concerns that no policy for Managers existed with respect to responsibilities during an accommodation move. He formally requested that a policy be developed to meet this gap in need.

Nigel Parkes-Rolfe responded that the issue around sufficient consultation needed resolving and that with regard to staff relocation this would be another item that could be taken to the Development Group.

Councillor Carr enquired whether there would be any requirement to do a risk assessment during relocation.

Nigel Parkes-Rolfe responded that there was and that managers should talk to their Trades Unions representatives, departmental Health and Safety Advisors and the staff involved about any proposed relocations.

The Chief Executive committed to take this item away and address it.

Councillor Carr thanked Simon Fogell for raising the item.

Resolved to request the Chief Executive to take this to the Chief Officer Group as a matter of urgency.

MINUTES END