

Time commenced - 9.05 am  
Time finished - 10.20 am

## CORPORATE SAFETY COMMITTEE 5 JUNE 2003

Present: **Employer's Side**

Councillor M Carr (in the Chair)  
Ms S Scott (Chief Personnel Officer)  
Mr A Flowers (Corporate Personnel Adviser)  
Mr N Parkes-Rolfe (Corporate Personnel Adviser)  
Mr D Parnham (Policy Officer, Education, Corporate Personnel)  
Ms J Stone (Head of Service- Education Personnel)  
Mrs S Turner (Members Services Officer)

**Trade Unions' Side**

Mr S Fogell (UNISON)  
Ms A Howitt (UNISON)  
Ms K Parker (UNISON)  
Mr A Franik (UNISON)  
Mr I Jennison (NUT)  
Mr J Swain (TGWU)  
Mr M Gilbert (GMB)  
Mr R Morgan (GMB)  
Mr D Wilkinson (NASUWT)  
Mr N Pheasant (UNISON)  
Ms M Greenshields (UNISON)  
Mr J Pass (AMICUS)  
Mr D Todd (AMICUS)

Apologies: Mr J McCallam (TGWU)  
Mr S Ward (UCATT)  
Mr M Fox (UNISON)  
Mr C Carruth (UNISON)  
Mr D Gardner  
Mr B Seagrave (UNISON)  
Mr R Heath (UNISON)

## 01/03 Late Items Introduced by the Chair

There were no late items.

## 02/03 Minutes of Meeting held on 6 March 2003

The minutes of the meeting held on 6 March 2003 were agreed as a true record subject to the following amendments:

To include Mr M Gilbert (GMB) as present for the Trade Unions' Side.

## 03/03 Matters Arising

The following Matters arising from the meeting held on 6 March 2003 were discussed:

### **(1) Water Hygiene Policy (Minute Number 44/02 refers)**

Nigel Parkes- Rolfe advised that a discussion regarding funding would be taking place with Chris Edwards and feedback would be given at the Health and Safety Welfare Development Group – HSWDG - meeting.

### **(2) European Health and Safety Week (Minute No 45/02 refers)**

The Trade Unions' Side asked for the position on funding for the Health and Safety Week. Sue Scott advised that there was no specific funding identified. The Trade Unions' Side stated that they wanted each department to allocate an amount of money for the Health and Safety Week. Sue Scott advised the Committee that the issue of funding for the European Health and Safety Week would be discussed at COG.

SS

### **(3) Communicable Diseases Protocol (Minute No 48/02 refers)**

The Trade Unions' Side thanked Personnel for their copy of the Communicable Disease Protocol. They felt that this protocol had been imposed on the Corporate Safety Committee and they had not agreed to it and it was now out of date anyway. They asked that a new protocol be drawn up with the input of the Trade Unions' Side. Nigel Parkes-Rolfe agreed that the protocol was out of date and that this issue would be discussed at the HSWDG and that the protocol did need updating.

### **(4) Hepatitis (Minute No 49/02 refers)**

Nigel Parkes-Rolfe advised the Committee that immunisation for hepatitis was the last line of defence and that the main issue was to ensure people did not contract it in the first place. For Hepatitis A this meant good

personal hygiene and for Hepatitis B, protection from bodily fluids. Medical opinion was that immunisation was not without its own risks and only staff who might be classed as high risk should be offered the immunisation. It was up to the Departmental Health and Safety Advisers to identify personnel that could be deemed a high risk. In the first instance any concerns should be directed to the relevant Health and Safety Adviser. The Trade Unions' Side have asked that this issue be put on the Departmental JCC Agendas for discussion.

**(5) Fire Marshals (Minute No 50/02 refers)**

The Trade Unions' Side asked if there was a corporate policy for paying first aiders. Nigel Parkes-Rolfe responded that currently there was no corporate policy for paying first aiders, it was up to departments individually whether they did or not. The Trade Union side asked if this could be looked at by the Conditions of Service Working Party. Adrian Flowers replied that this could be looked at and should be put on the next agenda.

**(6) Departmental Application of Corporate Policies/ Procedures (Minute No 52/02 refers)**

Dave Wilkinson asked if the policy developed by education had been withdrawn. Jane Stone responded that as this was a draft policy it had not been approved and had not been implemented.

**(7) School Companies- APSE Paper December 2002 (Minute No 53/02) refers)**

Adrian Flowers advised that the working group was currently looking at the APSE document. Any discussion regarding this paper needed to be had there.

**(8) DIY Work in Schools (Minute No 54/02 refers)**

Nirmal Pheasant asked if anything had appeared in the Newsletter regarding DIY work in schools. Nigel Parkes-Rolfe advised that details would be sent to David Barrow for inclusion in the Education Health and Safety Newsletter, but that a draft article would be brought to the HSWDG first.

**04/03 Progress of Health, Safety and Welfare Development Group**

Nigel Parkes-Rolfe advised that the Development Group was going well. It had been put together in an attempt to combine the issues being dealt with by eight separate health and safety working parties. Meetings were

planned in advance and the group were to convene twice monthly. The group met for the first time on 10 April 2003 when it agreed its name, ethos and core membership. It comprises the Occupational Health and Safety Team, representatives from the five major trade unions and other invitees with expertise as necessary. Priorities to be worked on initially were agreed as Risk Assessment Policy, a Health and Safety Representatives' Charter, a policy for managing contractor health and safety issues, European Health and Safety Week and the Water Hygiene Policy.

## 05/03 Health and Safety Representatives Charter

Nirmal Pheasant thanked Nigel Parkes-Rolfe for the work done on the Health and Safety Representatives Charter, but he had some reservations. Dave Wilkinson advised that he had concerns over the time of and facilities and this needed revision. Nigel Parkes-Rolfe advised that this could be discussed in the HSWDG meeting. Adrian Flowers commented that he did not want the Trade Unions to think that Health and Safety representatives were not given time off to carry out their duties as this was generally not the case.

## 06/03 Occupational Health Service

Sue Scott advised that a full review had taken place and the Council were now recruiting for and establishing an in-house service. The post for manager was currently being advertised and the Service would hopefully be up and running by 1 April next year. There was still a lot of work to do, as the full team needed recruiting, equipment needed to be bought and accommodation found. A report would be presented at the next meeting of the Corporate Safety Committee. The Trade Unions' Side asked that the Council try to get arrangements with specialist doctors to consult with the Occupational Health Department. Sue Scott advised that the transition would take time, the handover of documents and records from the current provider would most definitely take the longest amount of time.

SS

## TRADE UNIONS' SIDE ITEMS

### 05/03 Articles Submitted for Gold Rush

Dave Wilkinson asked that any Articles submitted for Gold Rush should be published in the form they were submitted with no editing or plain Englishing. Dave gave the Committee an example of an article he had submitted to Gold Rush that was returned with comments from the Editor that it was not plain English and that many Council employees would not be able to understand the content. Dave commented that this seemed patronising. He stated that if invited to submit articles to Gold Rush, as long as the articles were not defamatory, articles should be published as

they were submitted. The Chair stated that the Editor always had the right to edit articles with good reason, although he did not think the reasons given in this case were very substantial. The Chair said he would take the article away to read it more closely.

## 06/03 Working from Height

Nirmal Pheasant advised that a corporate policy/ procedure was needed to specify maximum working heights and correct safety procedures to use when working from heights. Nigel Parkes-Rolfe advised that this was a risk assessment issue and it was not possible to write a Guidance. The EU Directive would soon be incorporated into our law and this would specifically omit reference to a definitive height. Mel Gilbert advised that the policy used by the County did work as it specified what to do and what not to do. It was agreed that the HSWDG would look at this issue.

## 07/03 Corporate Health and Safety Training

The Trade Unions' Side asked that any details relating to Health and Safety Training undertaken in each department be reported at each meeting of the Corporate Safety Committee. Nigel Parkes-Rolfe advised that a policy on Health and Safety training needed to be drawn up. The Trade Unions' Side advised that until they knew what training was being given a policy could not be written. Moz Greenshields suggested that whilst these discussions were taking place that the departmental JCC's are asked to provide this information to be passed to the Corporate Safety Committee for the next two meetings. Dave Wilkinson supported this suggestion and advised that an overview was needed from the Departmental Health and Safety Advisers. The lack of policy on health and safety training exposed the Council and individuals to litigation. The Council could not just say they had not enough staff to look at this issue. The Trade Unions felt the Health and safety should be seen as a primary issue not a secondary one. Sue Scott advised that Directors and Assistant Directors were currently receiving excellent training and the effects of this should be seen over the next few months. The Trade Unions' Side responded that this was a positive move and asked that copies of the Agenda for this training be forwarded to them to assess the level.

## 08/03      Stewards Health and Safety Conference

Dave Wilkinson advised that the stewards Health and Safety Conference was to be held on the 16<sup>th</sup> October 2003 and that a speaker would be Nigel Parkes-Rolfe. The overall aim of this conference was to recruit employees to become work-place representatives. Sue Scott advised that the issue to attend the conference on pay would be taken to Chief Officers Group.

## 09/03      Accidents Statistics

Nirmal Pheasant stated that occupational diseases were not included as a separate category in the Accident statistics. Nigel Parkes-Rolfe advised the problem was the poor statistics received from the current occupational health service provider. Once the new Occupational Health Service was in place, discussions would take place with the Manager and the Trade Unions' on wider health surveillance issues.

MINUTES END