

PLACE HEALTH & SAFETY COMMITTEE MEETING

Tuesday, 13th November at 10:00 a.m.

Committee Room 3, Civic Centre

PRESENT:	Martin Nicholls (Chair)	Director – Place
	Neil Smith	Corporate Building Services
	Nigel Williams	Corporate Building Services
	Kevin Webb	Building Services
	Jane Harries	Housing
	Ann Smith	Housing
	Andy Walters	Emergency Planning
	Dave Osborne	Culture & Tourism
	Roger Mulcahy	Highways & Transportation
	Dorothy Gordon	GMB
	Jason Strannigan	UNITE
	Matthew Perkins	Waste, Parks, Cleansing
	Andy Langford	Corporate Health & Safety
	Liz Baczkowski	Corporate Health & Safety
APOLOGIES:	Rob Thomas	UNISON
	Amanda Woods	Minute Taker
APOLOGIES:	Stuart Rees	Waste Management
	Mark Barrow	Transport
	Nick Blundell	UCATT

MN welcomed all to the meeting.

ITEM		ACTION
1.	<p>Notes of Last Meeting – 15th May 2018. Agreed as a true record.</p>	
2.	<p>Matters Arising. <u>Welfare Facilities</u> – MP informed Committee that he had circulated his list of facilities but had only received comments from Stuart Rees. MP to forward list to Amanda for circulation to members.</p> <p><u>New HS3 Form</u> – LB updated that the form has been revised to two pages and is now in use.</p> <p><u>Mental Health Training</u> - JS stated that GMB & Unite have been speaking to WULF who are offering to provide mental health training to whoever wants it. DG added that information has been passed to Craig Gimblett. LB to discuss further with CG and MN to follow up.</p>	<p>MP/AJW</p> <p>LB MN</p>

	<p><u>Fire Alarm at Clydach Depot</u> – RM stated that work has been completed and asked that thanks be passed onto staff. There is now a two week period of testing to be undertaken.</p> <p><u>Statutory compliance/LOLER</u> – MN provided update outlining that report will be ready for CMT in January, which will highlight compliance issues. MN to circulate report to Committee when ready.</p> <p><u>Needle Stick Incidents</u> – LB updated as follows: 2015 – 0 incidents; 2016 – 2 incidents; 2017 – 1 incident.</p> <p><u>Vaccinations</u> – MN stated that this was no longer a significant issue as stock had now been received. NW highlighted that there is still concern around staff not turning up for their vaccinations. JS added that there are some staff in Transport who are now out of date. MN requested that this issue be raised at the next Service H&S meetings to ensure all vaccinations are up to date and that staff attend when required. RM questioned who needs to have Hep B vaccinations and highlighted a review that had been carried out previously by Neil Page. RM requested that this review be carried out again. MN confirmed that RM is to discuss at his Service H&S meeting and look to a way forward and to then report back to this Committee.</p> <p><u>Occupational Health Appointments</u> – MN informed the Committee that some additional resource is now on board but it is still a concern. MN added that a report is due at CMT within the next couple of weeks, but in principle it has been agreed to continue with the additional resource until March. MN to check with additional resource came on board and will summarise information following CMT discussion and circulated to Committee.</p> <p>NW added that Lee Wenham had recently issued an email regarding Occ Health. NW to forward email to MN.</p> <p>JS questioned if the waiting time for appointments has decreased due to the fact that staff are no longer able to self refer? MN to check and report back.</p> <p>JS also questioned if staff can contact Occ Health for an initial assessment before going to their Manager?</p> <p>MN informed the Committee that an alert had been issued in May highlighting the changes in the process to be followed.</p> <p>MN requested that if there are any concerns across the Place Directorate that they are brought to his attention.</p>	<p>MN</p> <p>H&S CHAIRS</p> <p>RM</p> <p>MN</p> <p>NW</p> <p>MN</p> <p>TU's</p>
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	<p>LB to provide checklist for managers to DG.</p> <p><u>Mobile Phone Reception</u> – MN has raised with IT and arrangements can be made to try and ensure all staff have reception.</p>	LB
3.	<p>Update from Corporate H&S. Details previously circulated, LB updated as follows.</p> <p><u>H&S Alerts</u> – LB reported and outlined the issue around the 1 red alert which has been issued.</p> <p>MN questioned if there was a mechanism in place to close down red alerts once resolved?</p> <p>LB to discuss with Craig Gimblett red alerts being brought to the attention of CMT when work completed and closed.</p> <p><u>Workload</u> – LB informed the Committee that a lot of prioritisation has been given to fire safety, with various pieces of work being undertaken at CTU, Heol Y Gors, new site at Llansamlet and Guildhall/Brangwyn. Work on the fire risk assessments for the Civic will commence in the new year.</p>	LB
4.	<p>Accidents Stats. LB outlined the ½ yearly feedback figures which had been previously circulated.</p> <p>MN questioned if the figures can be looked at to ascertain if by doing targeted training accidents reduce. LB to look at figures and report back.</p> <p>DG requested that the refreshing way in which NW is managing staff is noted.</p>	LB
5.	<p>Matters for Escalation from Service H&S Committees. <u>Issue at Baling Plant</u> – JS highlighted a recent incident which has occurred and members not being aware of what the substance was. MP added that procedures are in place to deal with such incidents and on finding the substance, procedures were followed and the substance identified from the duty of care sheets that are at the Baling Plant.</p> <p>MN asked that the procedures are jointly reviewed.</p> <p>AL added that if there is a need to evacuate, H&S are informed.</p>	<p>MP/JS</p> <p>MP</p>

	<p>AW to link with AL and MP to marry up some mail room procedures.</p> <p><u>High Vis Vests</u> – MP raised the issue regarding the need to purchase new long sleeve jackets and polo shirts and asked for contacts for purchasing.</p> <p>RM suggested contact be made with Lorraine Rees or Mark O’Neil. RM added that it is now a requirement for employees who work on highways to wear a long sleeve high vis jacket.</p> <p>AL stated that an alert has been issued around this but will reissue.</p> <p>MN requested that contract documentation is checked to ensure all contractors are wearing long sleeve.</p> <p>This item to be added to Service H&S meeting agendas.</p> <p><u>Brondeg</u> – NW highlighted a recent issue which came to light with Mid & West Wales Fire & Rescue Service and Brondeg House.</p> <p>MN requested that work be undertaken to summarise what didn’t work and what is needed in the future to ensure this does not happen again, links need to made to the premise managers training.</p>	<p>AW/AL/ MP</p> <p>AL</p> <p>RM</p> <p>H&S CHAIRS</p> <p>LB/NW</p>
6.	<p>Annual Review of Terms of Reference. Circulated previously.</p> <p>RT questioned if two reps from each Union can be included.</p> <p>DG added that there are only 3 trade unions not 4.</p> <p>Changes agreed and to be made.</p>	<p>AJW – done</p>
7.	<p>In-House Safety Card. MN suggested that this is a service area issue as opposed to be rolled out across the Authority. MN added that there is no problem with the principle of the card and requested that RM explored the issue further with SD.</p>	<p>RM</p>
8.	<p>Any Other Business. <u>Coed Cymru</u> – NW highlighted the free tree scheme. <u>Leisure Centres</u> – DO informed Committee that the leisure centres have now moved over to Freedom but will still be used as restcentres.</p>	

9.	Date of Next Meeting. Monday, 13 th May 2019, 10:00 a.m. – 12 Noon Committee Room 3, Civic Centre	ALL TO NOTE