

Safety 1/M/1

31st January 2007

See Distribution:

MINUTES OF THE CHAS GROUP MEETING: Tuesday 5th December 2006

PRESENT

Barry Saunders	- BS	Safety Officer (Chairman and POD)
Jane Kemp	- JK	Admin Officer (POD)
Paul Clark	- PC	Facilities Clerk (Leisure)
John Vickers	- JV	Revenues Manager (Finance)
Stephen Nickolls	- SN	Food/Health & Safety /Licensing Manager (P&E)
Alison Nicholson	- AN	Resources Management Officer
Sue Sisson	- SS	Risk Management Administrator
Phil Clayton	- PClay	Senior Administration Officer (LDS)

1. APOLOGIES FOR ABSENCE

- 1.1 John Evens, Technical Services Manager
Phil Collins, Maintenance Manager, Housing Services

2. MINUTES OF THE LAST MEETING

- 2.1 Minutes held on 23rd August 2006 were accepted as a true and accurate record.

3. MATTERS ARISING FROM THOSE MINUTES

- 3.1 These were covered as part of the Agenda.

4. E GOVERNMENT UPDATE

- 4.3 **Asbestos Database** – SO advised that all tenanted properties have been coded (4500 properties) and they are gradually being added to the database (2500 completed to date). (How many now?)

Action: SO to update CHAS Officers of the progress at each meeting

- 4.3 **Training Database** – SO advised that the Safety Training records have been amended to include details of courses held in the autumn. Details of the Chapter 8 courses will be added when the last course is completed in January 2007.

Action: SO to update CHAS Officers of the progress at each meeting.

5. SAFETY GUIDANCE NOTES (SGN)

- 5.1 A review of the Safety Policy, Accident and Fire Safety guidance notes are planned for January to March 2007.
- 5.2 **Smoking Policy** –The smoking policy will be introduced in April 2007. John Vickers asked if details could be inserted into pay packets. Information on New Leaf are available on the intranet.

Action 1: SO to generate or update an existing SGN prior to each meeting and circulate to each CHAS Officer.

Action 2: CHAS Officers to check each SGN for accuracy, omissions, errors and obscurities prior to each meeting.

5.3 Current state of play

Subject	Type	Date					
		Draft	CHAS	SMT	Final	I Drive	Issued
Safety Policy	Revision	OCT 05	AUG 06	SEPT 06			
Employee Handbook	Revision	NOV 05					
Accident Reporting	Revision						
Occupational Health	New						
Stress at Work	New						
Hand Arm Vibration	New						
Hearing and Sight	New						
Blood Borne Diseases	New						
Contracts and Clients	Revision						
Event Safety	New						
First Aid	New						
Legionnaires	New						
Fire	Revision						
Asbestos	New						
Violence	Revision						
Working Time	Revision						
Manual Handling	New						
Weil's Disease	New						
Smoking Policy	New	AUG 06	OCT 06	SEP 06			

6. OCCUPATIONAL HEALTH ISSUES

6.1 Sight and Hearing Tests - SO reminded those present about the lists held in the POD front office for both sight and hearing tests. Base line tests may be necessary in leisure centre plant rooms, water discos etc, Discussions took place about the need for acoustic ear defenders.

Action: CHAS Officers to advise SO of any areas where noise is at the first action level or above and to inform their manages about the lists held at the POD admin office.

6.2 HAVS – SO advised that he has some of the revised HAV awareness cards for our employees.

Action: CHAS Officers to advise SO of any areas where vibration is at the first action level or above. SO to ensure HAV Questionnaire is given to all EEs subject to vibration prior to arranging for HAV testing.

6.3 Health Fair – BS is arranging a Health Fair for 14th March 2007 to coincide with “No Smoking Day”.

7. SAFETY TRAINING ISSUES

7.1 First Aid – Defibrillator Training courses are planned for Carlton Forum Leisure Centre.

9.2 Accidents recorded up to 31st October 2006 have been coded and added to the database. The SO advised that he would provide accident statistics every 3 months. They will highlight trends in each department and compare like for like in other boroughs. The accident rate at the moment is approximately 400 per year, the majority being to MoPs in LCs.

9.3 Accidents coded and placed on the database are as follows:

Month / Code / PC	JUN 2006	JUL 2006	AUG 2006	SEPT 2006	OCT 2006	NOV 2006	DEC 2006
Coded	✓	✓	✓	✓	✓		
Complete	✓	✓	✓	✓	✓		

Action: Information only.

9.4 BS stressed the importance of identifying reportable accidents. Absences, which exceed three days following an accident, should include weekends.

10. LEGISLATION and CASE LAW UPDATE

10.1 A copy of the information from the HSE Website is below. Place cursor over one of the subjects underlined to get instructions on how to view the content:

January 2007

- 19.01.07 - HSE prohibits operation of tower cranes supplied by Falcon Crane Hire LTD
- 11.01.07 - Regulators publish guidance on new nuclear power station designs
- 10.01.07 - HSE grants consent for THORP re-start

December 2006

- 22.12.06 - Droylsden food manufacturer pays £65,000 after forklift truck accident
- 22.12.06 - Five pay over £144,000 following Warrington death
- 15.12.06 - CORUS UK fined £1.3 million for blast furnace deaths
- 14.12.06 - Construction company and director fined for causing building collapse
- 11.12.06 - Lightwater valley ride death: HSE prosecution brings fines totalling £157,500
- 08.12.06 - Inspector wins 'first' for HSE following prosecution of Surrey company
- 08.12.06 - Statement from Health and Safety Executive
- 08.12.06 - HSE marks Buncefield anniversary
- 06.12.06 - A stronger voice for health and safety: HSC announces consultation on merging HSC and HSE
- 05.12.06 - HSE reminds people of dangers on CO awareness day
- 01.12.06 - British health and safety measures up well - with more to do

10.2 The following link gives examples of offences and penalties for the period highlighted. Place cursor over one of the subjects underlined to get instructions on how to view the content:

- [Health and safety offences and penalties in local authority enforced sectors 2004 - 2005](#)
[166kb] 

Action: Information only

11. RISK MANAGEMENT ISSUES

11.1 Work on revising the business continuity risk assessments is now planned for the next three months.

Action: Information only

12. UPDATES FROM SAFETY GROUPS

12.1 **NHSRMG** – No meetings since last report. DJ advised that PK is looking at enforcement action on wheeled bin misuse. No feedback yet.

Action: DJ to determine action taken and report back at next meeting.

12.2 **EMRLGA** – Meeting planned for 15th December 2006.

12.5 **Midland Construction** – no relevant information

12.6 **NOSHA** – Fire Risk Assessment training raised along with awareness of the new Fire Safety Order which came into force in October 2006.

Action: Information only

13 ANY OTHER BUSINESS

13.1 There was no significant other business.

14. DATE OF NEXT MEETING

14.1 The meetings for next year will be on the date and at the venue below:

6 th March 2007	Committee Room	1400 – 1600 hrs
5 th June 2007	Committee Room	0930 – 1130 hrs
7 th August 2007	Committee Room	0930 – 1130 hrs
2 nd October 2007	Committee Room	0930 – 1130 hrs
4 th December 2007	Committee Room	0930 – 1130 hrs

Jane Kemp
Secretary
Ext 3940

**Distribution:
Information:**

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Stephen Bray

Joint Consultative and Safety Committee

One extra copy to Janet Brothwell

UNISON Safety Representative

Rob Sell (Finance)

Insurance Section

Vince Rimmington – (Risk Management Issues)

CHAS Officers:

Paul Clark (Leisure Services)

John Evens (Direct Services)

Phil Collins (Housing Services)

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