

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING  
17th September, 2012**

Present:- Councillor R. S. Russell (in the Chair); Councillors Ali and Swift.

**L20. MINUTES OF THE PREVIOUS MEETING, HELD ON 10TH SEPTEMBER, 2012**

The minutes of the previous meeting held on 10th September, 2012 were considered.

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Waste and Emergency Planning, as now submitted, be agreed as a correct record for signature by the Chairman.

**L21. MINUTES OF THE HEALTH, WELFARE AND SAFETY PANEL, HELD ON 27TH APRIL, 2012**

The following report was submitted:-

**HEALTH, WELFARE AND SAFETY PANEL  
FRIDAY, 27TH APRIL, 2012**

Present:- Councillor R. S. Russell (in the Chair); Councillors G. A. Russell, Wootton and Whelbourn. and Jill Adams (NUT) and Susan Brook (NASUWT).

Apologies for absence had been received from: - Councillors Dodson, Swift, P. A. Russell and Trades Unions Representatives Ruth Asquith, John Clay, Carole Maleham, Ken Moore, Peter Scholey and Colin Booth.

**1. MINUTES OF THE PREVIOUS MEETING HELD ON 27TH JANUARY, 2012.**

Resolved: - That the minutes of the previous meeting of the Health, Welfare and Safety Panel, held on 27<sup>th</sup> January, 2012, be approved as a correct record for signature by the Chairman.

**2. MATTERS ARISING FROM THE PREVIOUS MINUTES.**

There were no matters arising that were not covered by this agenda.

**3. INCEPTION OF THE NEW HEALTH, WELFARE AND SAFETY PANEL CONSTITUTION.**

Resolved: - That the new Constitution for the Occupational Health, Safety and Welfare Panel become effective from 1<sup>st</sup> April, 2012.

**4. MR. COLIN BOOTH, MR. PETER SCHOLEY, MR. JOHN CLAY AND MR. KEN MOORE, TRADES UNIONS REPRESENTATIVES.**

The Chair informed those present that, under the new Constitution, this would be the final meeting that the retired Trades Unions Representatives Mr. Colin Booth, Mr. Peter Scholey, Mr. John Clay and Mr. Ken Moore would attend.

The Chair referred to the longstanding commitment of the Trades Unions Representatives and wished to place on record his thanks for their dedication and commitment to the work of the Health, Welfare and Safety Panel on behalf of the employees of Rotherham Council and the Local Authority.

Resolved: - That the Trades Unions Representatives be thanked for their

longstanding contributions to all aspects of the Health, Welfare and Safety Panel.

**5. ANTHONY MCDERMOTT, EMERGENCY AND SAFETY MANAGER.**

The Chair introduced Mac McDermott, Emergency and Safety Manager, to the meeting. Mac had recently taken up his post in Rotherham after working within the Police Force and in Durham and Darlington local authorities.

The Chair wished Mac well in his future role and looked forward to working with him.

**6. STATISTICS OF ACCIDENTS, INJURIES AND INCIDENTS OF VIOLENCE TO EMPLOYEES.**

The Chair, Councillor Richard Russell, Cabinet Member for Waste and Emergency Planning, introduced the 2011 'Annual Health and Safety Statistical Report', produced by the Emergency and Safety Team on behalf of the Health, Welfare and Safety Panel, ratified by the Council's Senior Leadership Team.

The following issues were covered within the annual report: -

- Accident Statistics by month for 2009, 2010 and 2011, frequency rate and cumulative frequency by month, including: -
  - RIDDOR reportable;
  - Overall Council accident incidence;
  - Council Directorate incidences.
- Overview of activities: -
  - Health and Safety Inspections/Audits;
  - Fire Drill and Evacuations;
  - Occupational Health;
  - Health and Safety Training.
- What does the future hold?

The aim of the report was to provide information on what the Council had been doing to protect its employees, contractors, clients and service users, as well as to benchmark performance on how affective measures are.

The evidence showed that the main occupational safety and health risks to Council employees in 2011 were: -

- Violence (including threats or verbal abuse);
- Slips, trips or falls;
- Work related stress;
- Musculo-skeletal problems related to manual handling and workstation use.

The activities of the Emergency and Safety Team in delivering Health and Safety training were considered. The following training courses had been delivered: -

<b>Name</b>	<b>Number of Officers trained</b>
Asbestos Awareness Training	65
General Health and Safety	75
Manual Handling	19
Sharps Awareness	23
SOS and Near Miss	5
Lone Working	23
Safety in Excavations & Underground Services	17

In 2011, there had been a total of 227 employees trained from all areas of the Council, including schools.

Other training activities included: -

- 607 staff has been trained in Fire Safety, Fire Warden and the use of Fire Extinguishers as a requirement of the Regulatory Reform (Fire Safety) Order, 2005;
- Health and safety e-learning modules were available to supplement traditional training;
- IOSH Managing Safely courses were organised to give managers skills to manage day-to-day risks within their role.

Future priorities of the Emergency and Safety Team included: -

- Implementation of Lord Young's recommendations within the 'Common Sense, Common Safety' report;
- Implementation of judicial reviews relating to strict liability and pre-action protocol for personal injury claims;
- Maintain effective and up to date Policies, Guidance and suitable tools for managers;
- Continue to develop a one team approach with training, information and advice;
- Establish clear training and development programme to meet Council needs;
- Provide managers with information and feedback on how they are managing health, safety and welfare issues;
- Maintaining the intranet site with up to date and user friendly materials and information;
- Provide health and safety briefings in line with organisational structure and needs;
- Ensure SLT clearly understand their health and safety responsibilities;
- Adapt and update health and safety audit and evaluation process in line with organisational changes;
- Managing health and safety incidents and accidents;
- Embed contractor monitoring arrangements, including site visits;
- Self Audit Returns and Fire Risk Assessments;
- Accident and Incident statistics;
- CHaSPI (benchmarking against other organisations).

Discussion ensued and the following issues were raised by Health, Welfare and Safety Panel members: -

- Suggestion about the display of accident and violence to staff reporting procedure within Council organisations and schools.
- Deployment of the Stress Procedure.

Resolved: - That the contents of the Annual Health and Safety Statistical Report be noted.

## **7. HEALTH AND SAFETY BULLETIN.**

Consideration was given to the submitted Health and Safety Bulletin that contained recent articles and reports of UK-wide legal cases relating to health and safety.

The following items were highlighted: -

- Matters of interest from the Health and Safety Executive, including a two-day summit held to investigate the high rate of fatal and major injuries within the forestry industry;
- The 'Myth of the Month' information refuted the myth that teachers, volunteers and carers were not able to administer plasters to children. However, the information did urge caution in relation to plaster allergies and the availability of hypo-allergenic plasters;
- Recent Court Cases, including persecution of a groundworks company that allowed an employee to use a dangerous modified chainsaw; a County Council's failure to carry out a risk assessment on a wood chipper; and, lack of safety assessments relating to manoeuvre of trailers in a workshop area where heavy equipment stored at height.

Sean Fiander, Principal Health and Safety Officer also verbally updated the Panel in relation to cases where corporate manslaughter and individual liability for manslaughter had been ruled.

Resolved: - That the information shared be noted.

#### **8. REPORTS ON VISITS OF INSPECTION HELD ON 23RD MARCH, 2012.**

Consideration was given to matters arising from the visits of inspection made by the Panel on Friday, 23rd March, 2012.

The report included the responses provided by Service Areas to the various issues raised at the inspections.

Reference was made to an incident occurring at a visit of premises and Panel members were reminded of the protocol used for visits of inspection.

Particular reference was made to:-

Psalters Lance Centre: - portable appliance testing had been arranged.

Kelford School: - portable appliance testing had now been completed.

St Ann's Junior and Infant School: - issues had been raised in relation to the blocking of a fire exit.

St Joseph's Roman Catholic Primary School: - issues had been raised in relation to the blocking of fire exits.

Redwood Court: - a further visit of inspection would take place when students were using the building. Reference was made to the use of inappropriate items within the technology workshop.

Thurcroft Library: - safety glass and self-closing mechanism would be added to a fire door.

Resolved: - That the information be noted.

#### **9. DATE OF NEXT MEETING:-**

Resolved:- (1) That the next Health, Welfare and Safety Panel Visits of Inspection take place on 15th June, 2012.

(2) That the next Health, Welfare and Safety Panel Meeting be held on 13th July, 2012, (1.30 pm side meeting) for a 2.00 pm start in the Rotherham Town Hall.

**L22. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the update provided by the Senior Emergency Planning Officer. The update included: -

(a) Business Continuity – the BCM Shared software development is advanced; training is taking place this week; large scale data entry may last three months.

(b) Emergency Planning – staff recruitment continues; inspection visits of hazard/risk/potential flooding sites will take place in Sheffield during October and later in the year in Rotherham.

(c) Health, Welfare and Safety – safety training has taken place with waste collection crews; schools in Rawmarsh had been visited to discuss improvements made after recent incidents; asbestos training delivered to housing staff; inspections of local authority premises.

Resolved:- That the update be noted and the Senior Emergency Planning Officer be thanked for his contribution.

**L23. WASTE UPDATE**

Consideration was given to the update provided by the Principal Waste Officer, Environment and Development Services. Issues raised included:-

(i) Sterecycle – recent discussions with this company, regarding plant operation, were summarised.

(ii) Institute of Waste Management (North East Centre) – a meeting was scheduled to take place on 16th November, 2012, at Rotherham's New York football stadium, about commercial waste recycling.

Resolved:- That the update be noted and the Principal Waste Officer be thanked for his contribution.