

CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING

**Venue: Town Hall, Moorgate
Street, ROTHERHAM.
S60 2TH**

Date: Monday, 17th September, 2012

Time: 9.30 a.m.

A G E N D A

1. To determine if the following matters are likely to be considered under the categories suggested, in accordance with Part 1 of Schedule 12A (as amended March 2006) to the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Apologies for absence
4. Minutes of the previous meeting, held on 10th September, 2012 (copy attached) (Pages 1 - 2)
5. Minutes of the Health, Welfare and Safety Panel, held on 27th April, 2012 (copy attached) (Pages 3 - 7)
6. Emergency Planning Update and Health and Safety Issues (Officers to report)
7. Waste Update (Officers to report)
8. Date and time of next meeting - Monday, 1st October, 2012 at 9.30 am

CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING
Monday, 10th September, 2012

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

L17. MINUTES OF PREVIOUS MEETINGS

The minutes of the previous meetings held on 2nd July, 16th July and on 30th July, 2012 were considered.

Resolved:- That the minutes of the previous meetings 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.

L18. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES

Consideration was given to the update provided by the Emergency and Safety Manager. The update included: -

(a) Business Continuity – (i) software development is continuing; training is being arranged, to take place in the near future; there is also an e-learning package, which would be made available for Elected Members; (ii) documentation about fuel stocks have been sent to HM Government; (iii) forthcoming meeting with the South Yorkshire Passenger Transport Executive about business continuity arrangements.

(b) Emergency Planning – (i) a full review is taking place of the Rotherham Borough Emergency Plan, as a consequence of lessons learned from the exercises which took place during this Summer; (ii) further corporate exercises are due to take place in the coming months, both in Rotherham and Sheffield; (iii) work on the temporary mortuary site is being progressed.

(c) Health, Welfare and Safety – a number of construction and maintenance projects affecting Council premises were discussed, including those which the Health and Safety Executive had been asked to investigate; (ii) there would be a de-briefing about health and safety issues for the Rotherham Show.

Resolved:- That the update be noted and the Emergency and Safety Manager be thanked for his contribution.

L19. WASTE UPDATE

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

(i) Sterecycle - contract negotiations, especially in relation to the Phase 2 bond, are continuing.

(ii) Household Waste Recycling Centres – the Waste Recycling Group has now been re-named as FCC Environmental. The contract is extended and will operate until 2018. Proposals for future site issues are being developed. The proposal of possibly developing one site as a commercial waste site appears not to be feasible.

(iii) Eastwood area of Rotherham – delivery of the additional waste bins to households begins on 24th September, 2012. Appropriate publicity is being distributed for residents.

(iv) Green Waste – work is continuing with Freeland on the ‘clean green’ contract rates for the Maltby Transfer Station.

(v) Recycling Group – a visit will be taking place to the Energy Recovery Facility (ErF) at Sheffield.

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

**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.

23. 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 27th January, 2012, be approved as a correct record for signature by the Chairman.

24. MATTERS ARISING FROM THE PREVIOUS MINUTES.

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

25. 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 1st April, 2012.

26. 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.

27. 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.

28. 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 effective 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: -

Name	Number of Officers trained
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.

29. 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.

30. 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.

31. 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.