

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING  
3rd February, 2014**

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

An apology for absence was received from Councillor Ali.

**L40. MINUTES OF THE PREVIOUS MEETING HELD ON 13TH JANUARY, 2014**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Waste and Emergency Planning held on 13th January, 2014, be approved as a correct record for signature by the Chairman.

**L41. HEALTH, WELFARE AND SAFETY PANEL**

The following report was submitted:-

**HEALTH, WELFARE AND SAFETY PANEL  
10TH JANUARY, 2014**

Present:- Councillor R. S. Russell (in the Chair); Councillors G. A. Russell, P. A. Russell, Swift, Whelbourn and Wootton; Mrs. J. Adams (NUT), Mrs. S. Brook (NASUWT), Mr. P. Harris (GMB) and Mrs. K. Hall-Garritt and Mr. G. Millns (UNISON).

Apologies for absence were received from Councillor Ali and from Mr. K. Stoddart (ATL).

**12. MR. M. BURKITT – HEALTH AND SAFETY OFFICER**

The Panel agreed to send their best wishes to Mr. M. Burkitt (Health and Safety Officer), wishing him a speedy recovery from illness.

**13. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH OCTOBER, 2013**

Resolved:- That the minutes of the previous meeting of the Health, Welfare and Safety Panel, held on 18th October, 2013, be approved as a correct record for signature by the Chairman.

**14. MATTERS ARISING**

With regard to Minute No. 11(g) (Kelford School, Kimberworth), a further inspection has taken place of the changing rooms at this School. The Panel emphasised that the changing rooms must not be used for storage purposes.

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

Consideration of this item was deferred until the next meeting.

**16. HEALTH AND SAFETY BULLETIN**

Consideration was given to the Health and Safety Bulletin, containing recent

articles and reports of legal cases relating to health and safety.

The following items were highlighted:-

- matters of interest from the Health and Safety Executive, including the 40th anniversary of the Health and Safety At Work Act; revised guidance on managing and controlling asbestos; and practical advice on controlling legionella bacteria in water systems; it was noted that the contract for the Council's legionella control systems are being renewed;
- safety myth (risk assessments need not be long and complex);
- recent Court Cases, one incident involving the death of an employee at the Sheffield Forgemasters; an unregistered gas fitter; and safety failings at a care home in London.

Resolved:- (1) That the Principal Health and Safety Officer distribute copies of the bulletin throughout the Authority and also publish the bulletin on the Council's Intranet web site.

(2) That the Health, Welfare and Safety Panel be informed of the details of this Council's legionella control systems.

#### **17. VISITS OF INSPECTION HELD ON 6TH DECEMBER, 2013**

Consideration was given to matters arising from the visits of inspection made by the Panel on Friday, 6th December, 2013.

The report included the responses provided by Service Areas to the various issues raised at the inspections. Particular reference was made to:-

##### **(a) Eric Manns Building**

Reference was made to the checking of the water temperature controls, to ensure the correct water temperatures within this building. It was noted that the clinical waste contract is now in place. Health and Safety Officers would make a further inspection and ensure that there are responses to all reported items. The Panel asked to be informed of action to be taken in respect of the light intensity within this building.

##### **(b) Key Choices Property Shop (Old Town Hall, Rotherham)**

The Panel emphasised that all building managers should be reminded of the requirement to prevent unauthorised access to rooms where cleaning materials are stored and to display appropriate signs where necessary. The practice of decanting cleaning fluids and chemicals into unmarked containers must also be prohibited.

##### **(c) Portable Appliance (PAT) Testing**

Discussion took place on the portable appliance (PAT) testing of electrical equipment and the need to ensure that up-to-date records of such testing are maintained and available for inspection.

##### **(d) Visitors' Centre, Bridgegate, Rotherham**

The portable appliance (PAT) testing of electrical equipment has now been ordered.

##### **(e) Rotherham town centre – landscaping work**

Having viewed an incident involving landscaping works whilst walking between

premises in the Rotherham town centre, Panel members emphasised the importance of operatives always wearing the correct personal protective equipment.

(f) Visits of Inspection – Thrybergh Country Park

Health and Safety Officers will make a visit of inspection to the Thrybergh Country Park and inspect (i) the administrative building and shop (employee safety) and (ii) view the condition of the footways (access for people with a disability).

**L42. REVIEW OF PROVISION OF HOUSEHOLD WASTE RECYCLING CENTRES - 2014/2015 BUDGET**

The Waste Manager (Streetpride, Environment and Development Services Directorate) presented a report reviewing the current provision of the Household Waste Recycling Centres (HWRCs) in Rotherham and proposing the reduction of opening days to achieve the budgetary savings required for the 2014/2015 financial year.

Resolved:- (1) That the report be received and its content noted.

(2) That the report be referred to the Cabinet for decision.

**L43. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the information presented by the Principal Health and Safety Officer (Emergency and Safety, Internal Audit and Asset Management, Environment and Development Services). The information included: -

- **Business continuity: -**
  - Work was continuing with Teams and Departments to ensure that their business continuity plans and arrangements were up-to-date and training sessions had been accessed;
  - Efforts were underway to ensure that Health Care Teams had plans in place ensure that service delivery over the winter months;
  - The Senior Emergency and Safety Management Team had ratified the documents including the corporate recovery framework, the corporate pandemic influenza and severe weather plans. These documents would be disseminated shortly.
- **Emergency Planning: -**
  - Exercise Rutland would take place on 4<sup>th</sup> February, 2014;
  - Training on reception centre and log keeping had been delivered over the past few weeks.

- **Health and Safety: -**
  - An asbestos refurbishment survey had been carried out at a Rotherham School;
  - Training had been provided to Library Service staff on how to deal with violent/aggressive customers;
  - Training on lone working.
- Mrs. Annette Tate, Emergency Planning Officer, had recently left her post at the Council. All of her colleagues wished her well.

Resolved: - That the information shared be noted.

#### **L44. WASTE UPDATE**

Consideration was given to the update provided by the Waste Manager (Environment and Development Services). The update included:-

- **Interim Waste Treatment and Disposal: -**
  - Meetings had been taking place with Viridor Waste Management to finalise options for the waste contract;
  - Recycling options;
  - Carbon footprint.
- Evaluation of the new Telemetrics system was ongoing. The system would provide 'real-time' data that would enable detailed data collection relating to waste collection. Four tender bids had been received by the Council by external organisations for the provision of the software.
- Companies had been invited to submit a tender in relation to Rotherham's Dry Recyclables contract, which included processing glass, cans and textiles.
- Mr. John Bell, Waste Performance Officer, had left the Council on 31<sup>st</sup> January, 2014, following thirty-four years' service.

Resolved: - That the information shared be noted.