

**HEALTH, WELFARE AND SAFETY PANEL
FRIDAY, 11TH JULY, 2014**

Present:- The Mayor (Councillor Foden); Councillors Smith and Whelbourn; Mrs. J. Adams (NUT), Mrs. S. Brook (NASUWT), Mr. E. Batty and Mr. P. Harris (GMB), Mrs K. Hall-Garritt and Mr. A. Turner (UNISON)

Apologies for absence were received from Councillors Russell and Swift.

1. APPOINTMENT OF CHAIRMAN 2014/2015

Resolved:- That Councillor Smith be appointed Chairman of the Health, Welfare and Safety Panel for the 2014/2015 Municipal Year.

(Councillor Smith in the Chair)

2. APPOINTMENT OF VICE-CHAIRMAN 2014/2015

Resolved:- That Mrs. S. D. Brook (NASUWT) be appointed Vice-Chairman of the Health, Welfare and Safety Panel for the 2014/2015 Municipal Year.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH APRIL, 2014

Resolved:- That the minutes of the previous meeting of the Health, Welfare and Safety Panel, held on 11th April, 2014, be approved as a correct record for signature by the Chairman.

4. MATTERS ARISING

Reference was made to Minute No. 22(c) (Clifton Comprehensive School) and it was noted that a further meeting will take place, during July, 2014, between the School's Head Teacher, Elected Members and with trades unions' representatives to consider the various issues raised during the visit of inspection by the Health, Welfare and Safety Panel.

5. ANNUAL HEALTH AND SAFETY STATISTICAL REPORT 2013

Consideration was given to the contents of the Council's Annual Health and Safety Report 2013. The report included:-

: Accidents Statistics;

: Performance against the 2012/2013 Corporate Health and Safety Action Plan;

: Overview of - Health and Safety Inspections / Audits; Fire Drill and Evacuations; Occupational Health; Health and Safety Training;

: Legislation update;

: issues from the Health and Safety Executive.

The Panel discussed a range of issues arising from the contents of the report:-

- : Accident Statistics (and the future recording of statistics relating to the Council's Public Health function);
- : Costs of employee absence because of illness and injury, including stress-related illness;
- : Reporting of accident and injury statistics to meetings of this Panel – analysed according to Department/area of the Council and by type of accident;
- : Claims for injuries to employees and the costs of compensation;
- : RIDDOR reportable incidents;

The Panel acknowledged the need for all accidents to be reported and correctly recorded and asked that all Departments and schools be notified to that effect.

Resolved:- That the Annual Health and Safety Report 2013 be received and its contents noted.

6. HEALTH WELFARE SAFETY PANEL - FUTURE ARRANGEMENTS

Discussion took place on the future arrangements of the Health, Welfare and Safety Panel, including both the visits of inspection to Council premises and the formal meetings.

Reference was also made to the health, welfare and safety arrangements of each of the Council's Directorates. The Employees' Side referred to the need for the appropriate trades union representative to be informed of significant incidents affecting health, welfare and safety.

It was agreed that consideration be given to the implementation of the following arrangements for this Panel:-

- : Quarterly meetings of the Panel (Friday afternoons) – the trades unions may suggest items to be included on the agenda for meetings;
- : Use of this Council's transport for the visits of inspection;
- : Quarterly visits of inspection (by two parties) : half-days either from (i) 9.00 am until 1.30 pm or (ii) from 12.00 noon until 4.00 p.m.
- : selection of premises and sites to be subject to visits of inspection – to retain the existing arrangements of scheduled inspections, including trades unions' representatives being able to suggest premises to be inspected;

: ensuring that the designated health, welfare and safety officials/representatives of the premises being visited are present during this Panel's visits of inspection;

: provision of notes of Directorate health, welfare and safety meetings, to facilitate discussion of relevant issues by this Panel.