

**The Highland Council
Central Safety Committee**

Minutes of Meeting of the Central Safety Committee held in Council Headquarters, Glenurquhart Road, Inverness on Friday 11 April, 2014 at 12.25 p.m.

Present

Employer's Representatives:

Mr F Parr
Mr H Morrison

Mr D Mackay

Staff Side Representatives:

Mr M Hayes, UNISON
Mr D Griffiths, GMB

Mr C Cameron, UCATT

Officials in attendance:

Mr J Batchelor, Head of People and Performance, Corporate Development Service
Ms G Falconer, Health, Safety and Wellbeing Manager, Corporate Development Service
Mr C Kemp, Area Roads & Community Works Manager, Community Services
Mr A Macmanus (by video conference) (substitute), Caithness, Sutherland & Easter Ross Health & Safety Working Group.
Mr W Munro, Nairn and Badenoch & Strathspey Joint Health and Safety Working Group
Mr S Duncan, Property Risk Management Officer, Community Services
Ms C Macdonald, Monitoring Inspector, Community Services
Mr A MacInnes, Administrative Assistant, Corporate Development Service

Mr F Parr in the Chair

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr D Fallows and Dr D Alston (other Council business) of the Employer's Side, Mr A Wemyss, UNITE and Mr R Whyte, Regional Officer, UNITE of the Staff Side and Ms D Grant, Caithness, Sutherland & Easter Ross Health & Safety Working Group.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Last Meeting

There had been circulated for confirmation, Minutes of the last meeting of the Sub-Committee held on 7 February, 2014 the terms of which were **APPROVED**.

Arising from the minutes the following matter was raised:-

Item 9 – Occupational Health Report – it had been agreed with the Physiotherapy Service that there would be more outlying clinics when there was a demand for this.

4. Minutes of Area Health and Safety Groups

There had been circulated for information, Minutes of Meeting of:

- (i) Inverness, Nairn, Badenoch & Strathspey Joint Health and Safety Working Group held on 2 April, 2014;
- (ii) Caithness, Sutherland and Easter Ross Health and Safety Working Group held on 21 February, 2014;
- (iii) Ross, Skye and Lochaber Health and Safety Group held on 6 March, 2014.

The Sub Committee **NOTED** the minutes as circulated.

5. Carr's Corner Depot Fort William

There was circulated Report No. CSC/6/14 by the Director of Community Services which provided detail on the scheduling of surfacing works at the depot yard at Carr's Corner, Fort William.

It was advised that surfacing works at the depot yard would be carried out during September, 2014. This would provide a permanent bituminous surface over the affected area of the yard, be resistant to the damaging actions of heavy vehicles and keep the area clean and safe. Improvement works at other depots would be risk managed in order to accommodate the works at Carr's Corner within the available funding for 2014/15.

The Committee **NOTED** that the works at Carr's Corner depot were now scheduled to be carried out during September, 2014.

6. Health, Safety and Wellbeing Team: Update on Current Health, Safety and Wellbeing Issues

There was circulated Report No. CSC/7/14 by the Head of People & Performance providing an update on several current health and safety issues and developments.

In particular congratulations were offered to Angus Cameron, Michael Hayes and David Griffiths for achieving their Trade Union Health and Safety Diplomas. The Council's Safety Representatives Charter and Agreement was

seen as leading the way for health and safety partnership working across the public sector in Scotland.

The report also provided details on Health and Safety Executive issues and Health and safety management system updates in relation to the Health, safety and wellbeing policy and revised Health, safety and wellbeing guidance documents. Progress was also reported on the management of radon-related issues identified as a result of the radon sampling programme and major projects that the Health, Safety and Wellbeing team were involved in.

In addition to the information contained in the report, reference was made to another worker who had been injured following an accident when working at height at Hilton Primary School. This incident was still under investigation and information on this would be reported to the next meeting.

In relation to radon management, the next meeting of the Working Group to consider the management of radon related issues was on 9th May, 2014 and staff side representatives were welcome to attend. It was requested that Councillor D Mackay and Councillor G Coghill be also invited to this meeting, given the radon related issues in their areas.

The Committee **NOTED:**

- i the updated information on health and safety issues and developments contained in the report; and
- ii that staff side representatives and Councillors D Mackay and G Coghill would be invited to the next meeting of the Radon Working Group.

7. Occupational Health Report

There was circulated Report No. CSC/8/14 by the Head of People & Performance which provided an overview of the work undertaken by RS Occupational Health for the period January to March, 2014.

The report provided a breakdown of the management referrals, occupational health surveillance, physiotherapy and equalities monitoring undertaken by and with RS Occupational Health Service in the period January to March, 2014.

It was advised that a total of 137 management referrals had been seen by RSOH in this period. This was an increase in referrals from the previous quarters. Of these referrals, all had been closed out with no further input from the OH Physician required. No member of staff was deemed as unfit as a result of health surveillance, indicating that current controls and practice were working to protect staff from occupational illness.

It was advised that 73 out of the 137 management referrals were for mental health issues. Mental Health Week would be held in May which would raise awareness of mental health issues. Services would be asked to look back at their work positive risk assessments to determine what was causing stress

amongst employees.

The Committee **NOTED** the information contained in the report.

8. Review of Safety Representatives Agreement Charter and Health and Safety Partnership Agreement

There was circulated Report No. CSC/9/14 by the Head of People and Performance in relation to the Safety Representatives Charter and Health and Safety Partnership Agreement between the Highland Council and recognised Trade Unions which were originally established in 2006. There was a commitment to review these documents every three years. The report introduced the most recent versions of the Charter and Agreement.

It was advised that the Partnership Agreement had been updated to reflect changes in job titles and update links and references to Council policy documents. It also recognised that some of the Trade Union representatives were mobile workers which should be taken into consideration when allocating resources to them.

The Committee **APPROVED** the updates to the Safety Representatives' Charter and the Health and Safety Partnership Agreement.

The meeting ended at 12.50p.m.

Date of Next Meeting – Friday, 8 August, 2014 at 12.15p.m