

**BRACKLA COMMUNITY COUNCIL
MINUTES OF H&S MEETING HELD AT OAK TREE SURGERY**

DATE: 17/9/09

ATTENDED BY:		APOLOGIES FROM:	
Cllr. Mr D Aston Cllr. Mrs C Lewis Cllr. Mr M Voisey Richard Smith member of public Jayne Jowett - Clerk		Cllr. Mr C Jones Cllr. Mr T Hacking	
DISTRIBUTION: AS ABOVE FILE COPY			
Minutes prepared by Jayne Jowett			
NOTE OF MEETING			
105.0	Time for public to address Council		
105.1	No comments received		
106.0	To accept apologies for absence		
106.1	Cllr. T Hacking – ill; Cllr. Jones – Prior appointment.		
107.0	To receive declarations of personal & prejudicial interest (if any) from Members / Officers in accordance with the provisions of the Members Code of Conduct adopted by Council on 19/06/08		
107.1	None		
108.0	Council to appoint a Chair for the H&S committee		
108.1	Cllr. Voisey volunteered to act as Chair, Cllrs. Aston & Lewis welcomed this, and therefore Cllr. Aston proposed Cllr. Voisey & Cllr. Lewis seconded the proposal. Cllr. Voisey elected as Chair of the H&S committee for the ensuing year.		
109.0	Council to review the annual H&S audit inspection report from Peninsula		
109.1	Cllr. Aston congratulated the Clerk on her hard work in achieving such a positive H&S inspection report. Cllr. Voisey recommended that the Clerk obtain information leaflets from HSE Following discussion the resulting resolutions were made: RESOLVED That the Clerk seek clarification from Peninsula on section 4 of the report. RESOLVED That B.C.C. always obtain copies of liability insurance & H&S policies for any contractors used by the Council. Though not on the agenda but due to the H&S implications of the Gardener undertaking gritting during the winter season, the Clerk requested on behalf of the Chair of B.C.C., Cllr. Jones, that consideration be given to the continuation of this activity by the Gardener. Members of the Council agreed to consider this item as per Standing Orders (Chairmanship - item 38) & Item 16 of main orders. Clerk explained that at the last two LCAS conferences it had been		Clerk Clerk

	confirmed that gritting had to be undertaken correctly otherwise the relevant councils could be liable should a member of the public slip on gritted paths etc. Following discussions the resulting resolutions were made: RESOLVED To request that B.C.B.C. supply a suitable grit spreader for the Gardener. RESOLVED That Clerk investigate whether B.C.B.C. can provide on the job training / coaching for the Gardener from an experienced B.C.B.C. staff member. Clerk to contact Aubrey Green in B.C.B.C.	Clerk Clerk
110.0	Council to undertake annual audit of H&S responsibilities	
110.1	Due to limited time: RESOLVED To arrange for Cllrs. Voisey & Lewis to undertake this audit at a later date.	MV/CL
	Meeting finished @ 6.57pm	

Appendix 1:

Mrs J Jowett
Brackla Community Council
PO Box 104
CF32 9XN
Our Ref: hc/gm/BRA122a01
24th August 2009

Dear Jayne

Health and Safety Consultancy Service - Inspection Report

Please find enclosed, for your information, my Inspection Report which follows the visit to your premises at Oak Tree Surgery, Whitethorn Drive on 17th August 2009. The report details my findings and observations. It also relates to the on-site conversations held with relevant individuals.

This Inspection Report is split into related sections with observations and recommendations for action. The report also gives priority to the issues raised and the priority rating is explained within the Preface of the report documentation.

Should you have any queries concerning the report or the recommendations I have made, please do not hesitate to contact the Health and Safety Advice Service, which is available 24 hours a day. The telephone number is (0161) 834 2772 and the Service can be reached via option two.

Assuring you of our continued attention.

Yours sincerely

Howard Cole

Health and Safety Consultant

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Health and Safety Inspection Report for

BRACKLA COMMUNITY COUNCIL

Oak Tree Surgery

Whitethorn Drive

Brackla

Bridgend

CF31 2PQ

Inspection carried out by: Howard Cole

Date inspection carried out: 17th August 2009

for and on behalf of Peninsula Business Services Limited

CONTENTS:

I have set out the observations within the various sections of this Inspection Report, followed by my recommendations. The report is broken down as follows:

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 3. GENERIC MATTERS AFFECTING THE WHOLE COMPANY / SITE / PREMISES
 4. SPECIFIC OBSERVATIONS RELATING TO AN INDIVIDUAL AREA OR MATTER/S
 5. REVIEW OF ISSUES RAISED IN PREVIOUS REPORT
 6. REVIEW OF RISK ASSESSMENTS
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 10. HEALTH AND SAFETY ADVICE SERVICE
 11. SAFETYWISE
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- ACTION PLAN

1. INTRODUCTION

Preface

The purpose of the Inspection Report is to draw to your attention areas of noncompliance, in premises, equipment, processes and working practices, that contravene current health and safety legislation and that were identified during my recent visit. It has been designed to help you meet your obligations to provide, so far as is reasonably practicable, a safe working environment for the health, safety and welfare of your employees, as well as others who may be affected by your activities. It is a means to an end; not an end in itself.

The report therefore, comprises a series of observations based on the matters that were identified during my visit. Following each observation is a recommendation, which identifies the action that should be taken.

Upon receipt of this report you should develop an action plan to carry out the recommendations as soon as is reasonably practicable. The timetable should be in accordance with the discussion at the conclusion of the inspection visit and attached to this report is a blank 'Action Plan' form to enable you to record your proposals on how to implement the recommendations.

Priority Rating Explained

Taking action on the matters identified in this Inspection Report will depend on the urgency of the need to address the situations outlined. Each item contains a priority rating, defined below.

Medium Priority recommendations are to be addressed within 3 months of the date of this report.

Should you wish to discuss any matter further, please do not hesitate to contact the 24 hour Health and Safety Advice Service, the number of which is provided on your Gold Advice Card.

You should work your way through this Inspection Report, considering all the recommendations I have made.

2. GENERAL OBSERVATIONS / OVERVIEW / SUMMARY

I was accompanied by yourself during my recent visit and I would like to thank you for your time.

The purpose of my visit was to carry out a Health and Safety Review of your premises and management system.

The content of this report is based on the observations that I was able to make and refers to specific issues that were discussed at the time of my visit.

The situation is unchanged since my last visit.

The Community Council has two employees and is headed by a group of community councillors and it is responsible amongst other things for maintaining the environs of Brackla. This involves cutting lawns, grass verges, watering hanging baskets, strimming and generally ensuring the area is kept to a high standard. Machinery and equipment that includes a sit on mower, 2 self propelled mowers, hedge cutter, blower and sprayer is kept in a locked container and all hazardous substances were stored in a separate locked container. A third container is used to store the trailer. I understand that the containers will be relocated in the near future due to development of the land they are currently sited on.

The Community Council also provides information and advice to members of the public and this is carried out in premises that are leased from Oak Tree Surgery. These consist of an office, toilet and meeting room. The landlord is responsible for all maintenance and for all fire safety arrangements including the fire alarm, emergency lighting and fire extinguishers.

There are a number of positives that I noted during my visit:

- There are two first aid kits one of which is kept in the van and the other in the office.
- I understand that Brian is consulted on a regular basis on matters concerning health and safety.
- Brian has annual health surveillance for hand arm vibration, audio and respiratory checks.
- Brian Whitlock is trained to 'Appointed Person' standard in first aid. Brian has also received training in the use of sit down mower, strimmer, and use of hazardous substances and pesticides and Safety at Street works and Road works. I understand that both yourself and Brian will receive Conflict Management training in the near future.
- The machinery and equipment is serviced every six months by Allan Garden Machinery. A safety check is then carried out after another 6 months.
- A Health and Safety Law Poster was displayed in the office with all necessary information entered.
- A copy of the Employers' Liability Insurance certificate was also displayed.
- A Data Protection Act compliant Accident Book is used to record any accidents.
- All portable electrical appliances were tested in August 2008 and I understand this is repeated annually.
- The fire alarm is tested weekly by the landlord.
- Fire drills are carried out at least annually but it was not clear when the last drill was carried out.
- The fire extinguishers are the responsibility of the landlord and they were serviced in September 2008.
- Brian has been provided with an array of personal protective equipment including safety shoes, ear defenders, eye protection, gloves and high visibility clothing all of which has been signed for to confirm receipt.
- There is a lone working procedure in place and I understand that regular contact is maintained with Brian throughout the day and he reports to the office at the end of each day.

Generally standards of health and safety within your organisation appear to be good although there is some room for improvement in the areas listed in sections 4 of this report.

3. GENERIC MATTERS AFFECTING THE WHOLE COMPANY / SITE / PREMISES

There were no issues to report.

4. SPECIFIC OBSERVATIONS RELATING TO AN INDIVIDUAL AREA OR MATTER/S

Vibration

Observation

The strimmer is used regularly by Brian and he undergoes annual health surveillance to check for signs of exposure on the issue of Hand Arm Vibration Syndrome

(HAVS) and employee exposure to vibration white finger.

Recommendation Medium Priority

While there is no evidence of exposure to vibration white finger, I recommend you include this activity within the risk assessment programme.

The technical data supplied with work equipment will give the vibration levels generated when it is used. This data should be used as part of your risk assessment for the machine / job and will help you identify the risks and the control measures required to reduce them.

You can reduce the risk to a safe level by using equipment that produces less vibration (new equipment is designed to reduce, though not eliminate vibration), by doing the job in a different way, or by restricting the time that any individual uses the equipment. Although 'anti-vibration' gloves are available, they are generally considered to be ineffective.

Employees should be encouraged to report symptoms of vibration related disorders. On receiving a report you should take advice from an Occupational Health Practitioner.

Further information on vibration can be found in the Peninsula Guidance Note "Vibration".

I have sent you a calculator which will help you determine the levels of exposure and what course of action to take.

5. REVIEW OF ISSUES RAISED IN PREVIOUS REPORT

We discussed the last report and both issues that were identified have been addressed namely:

- Brian has been instructed in how to use ladders and step ladders using the HSE document 'Safe Use of ladders and step Ladders' that I sent you. This has been entered in Brian's training records.
- Brian has received manual handling training and again this has been entered in his training records.

6. REVIEW OF RISK ASSESSMENTS

A number of risk assessments have been completed on the following activities / area;

- Sit on mower
 - Self propelled mower
 - Strimming / mowing
 - Driving
 - Working on roadside
 - Lone working
 - Office activity
 - Manual handling
 - Unloading of bedding plants
 - Moving hanging baskets
 - COSHH- use of weed killer
 - DSE- a self assessment questionnaire has been completed and several issues were identified. These included the need for a footrest, computer riser and mouse pads which have all been addressed
 - Fire- an assessment was carried out using the Risk Assessment Manual
- The assessments were in my opinion satisfactory.

7. REVIEW OF HEALTH AND SAFETY SYSTEM AND PROCEDURES

- The Health and Safety Policy Statement has been signed by D Sage and dated 11/10/06. The Statement should be signed annually.
- The Responsibility and Monitoring check list is being used by the Clerk to the Community Council.
- Both staff have received an Employee Safety handbook which they have signed for.

8. CONCLUSION

I trust you will work your way through this Inspection Report, taking on board the priorities, bearing in mind my observations and putting into practice the recommendations. These shall be reviewed with you during the next visit.

9. NEXT VISIT

My Service Team will contact you closer to the time of the next visit to arrange a convenient appointment in accordance with the terms of the contract.

10. HEALTH AND SAFETY ADVICE SERVICE

Should you have any questions regarding this Inspection Report, or should you wish to discuss a certain aspect further with a Health and Safety Consultant, please do not hesitate to contact our Health and Safety Advice Service. This service is available to all our customers 24 hours a day, 365 days a year as part of your agreement with us. The telephone number is (0161) 834 2772 and the Service can be reached via option two.

At the time of my visit I discussed with you the importance of additional personnel being able to access the Health and Safety Advice Service. You decided that you did not want to extend the use of the Advice Service to any other members of your staff.

11. SAFETYWISE

It was noted that you have registered to use our SafetyWise internet application, part of our BusinessWise system, and that you use it to assist you in safety management within your organisation.

12. DECLARATION

It is important to understand that this report is only accurate for the premises in question based on what was seen and the information that was provided during the inspection visit on the date in question. It follows that Peninsula Business Services Limited cannot be held responsible for any aspects that do not appear in this document as a result of information which was not disclosed, or as a result of the introduction of new equipment, processes, procedures or alterations that occurred since the date of the inspection visit (shown on the front cover).

The matters highlighted for action remain your responsibility as part of your statutory obligation for the management of health and safety in your workplace. Although we can only advise that you carry out these recommendations, failure to do so and any subsequent criticism or prosecution that may follow, must remain your responsibility and not that of Peninsula Business Services Limited, who have advised that you carry out these actions to enable compliance with health and safety legislation.

Inspection performed by **Howard Cole**
Health and Safety Consultant
Peninsula Business Services Limited