

AGENDA ITEM NO 20

MINUTES OF THE JOINT HEALTH & SAFETY FORUM

held Friday 05 October 2001

Present

Richard Woodroffe	~	Chief Personnel Officer
Paul Collyer	~	Safety Manager
Hugh Baker	~	NASUWT
Andrew Madgett	~	NUT
Kevin Bromwich	~	Environmental Services
Janet Dapson	~	UNISON
Carole King	~	UNISON
Moiria Bromley	~	Corporate Services
Judy Neville	~	Finance
Heather Turnbull	~	Probation ~ representing Julie Elliott
Janice Bailey	~	Corporate Services
Susan Bond	~	UNISON
Keith Sheppard	~	Education & Libraries
Elizabeth Greed	~	ATL
Richard Walder	~	Health & Safety
Tricia Glover	~	Education / Social Services
Sharron Evans	~	Minutes Secretary

Item 1- Apologies

John Edwards	~	Emergency Planning
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Item 2- Minutes of the previous meeting and matters arising

The minutes of the last meeting were agreed.

Item 3 – New Health, Safety & Welfare Policy & subsequent proposed audit

Paul Collyer introduced the new policy book, Managers' Guide to Health & Safety. Launched at the Senior Managers Team meeting, it was very well received by the Chief Executive. Production was financed by the Risk Management Fund and it is currently being distributed via the departmental safety representative. This is aimed at managers, with the current A5 version still available for employees. It is also available on the Intranet under Corporate Policies.

Corporate Management Team has decided that following up on the launch will be an audit to gauge how well we are doing in this field. It will be carried out early next

year and will encompass virtually all of Wiltshire County Council, the exceptions being schools (currently covered by SIS) and some outlying Social Services offices. The audit will run along the lines of an HSE audit using information gleaned from Swindon Borough Council's recent visit.

Item 4 – Update on Employee Well-Being guidance

The next Senior Managers Team meeting on 14 November will see the official launch of the new policy on Employee Well-Being. A leaflet will be given to each employee and there will also be guidance for managers that will highlight problem areas and offer advice on how to deal with them. A copy will be available on the Intranet, and schools will be given a slightly amended version. The main message contained in the leaflet is that it is the employee's responsibility to flag any stressful areas, primarily at work but other factors may be present. A monitoring process will follow the launch to ensure that the policy is adhered to, and a formal review will be carried out after a year.

Item 5 – Fire Risk Assessments

The time has come again for another major Fire Risk assessment. The last one was carried out 3 years ago, and, with the Fire Authority's assistance, the forms have been amended and now include an action plan. This will highlight areas that need attention and who is responsible for actioning it. Wiltshire Fire Authority may turn up unannounced for an inspection, just as HSE do. Failure to produce the fire risk assessment is an offence.

Item 6 – Training for DSE Users

DSE users all have training in various forms, to consolidate these methods Paul demonstrated a software package named Health Wise previously used by WDS. The programme is 20 minutes long and takes the user through a training session followed by a test. The employee is then able to review their workstation and retake the test. The system enables an appointed person to view the test result, or that an employee has not taken the test. The programme would be available on the Intranet, and therefore easily accessible, with funding from the Risk Management fund.

The Forum agreed this was a good idea and Paul was to progress it.

Item 7 – Revised consultative arrangements

The Corporate Management Team has agreed that greater emphasis should be placed on Health & Safety within the organisation. As this is the only Forum for Health & Safety, it has been suggested that its composition should be changed to incorporate some of the higher tier officers as their greater authority should have more effective results. The need for one forum or two provoked a long discussion on the merits of each. Paul will write to Union secretaries with the proposals and request suggestions for the new arrangement. It is planned to have the new arrangement in place by January.

Item 8 – Any Other Business

It was brought to the Forum's attention that 15th October is the beginning of Health & Safety week, and UNISON are staging a day of action on 17th October.

Item 9 – Date of next meeting

Friday 11th January – 2pm Chestnut room, Conference and Development Centre.