



notes

Health & Safety Group
held on Wednesday 5th March 2014
at the MRC Llandrindod Wells

Chair – Anthony Williams

Present

Lisa Rogers	Bron Afon Community Housing	Zak Drew	Rhondda HA
Dewi M Evans	CT Eryri	Peter O'Connell	Tai Calon Community Housing
Stephen Mainwaring	Family Housing Association	Robert Rees	Tai Calon Community Housing
Ailsa Leach	Hendre Group Ltd	Wayne Williams	Tai Ceredigion Cyf
Adrian Brain	Linc-Cymru Housing Association	Helen Galsworthy	United Welsh
Ian Hall	Melin Homes	Sue Jones	Valleys to Coast Housing Ltd
Paul Berry	Merthyr Tydfil HA	Anthony Williams	Wales & West Housing
Nigel Sherry	Newport City Homes	Johanna Burns	Wales & West Housing
Barry Davies	Pembrokeshire Housing	Sean Gough	Wales & West Housing
Neil Lewis	Rhondda HA		

In attendance

Paul Bean		Sue Williams	Community Housing Cymru
Paul Harvey		Leon Lloyd	Hugh James
Heather Dungey	Care & Repair Cymru Ltd	Dave Gleeson	Posturite Ltd
Phillipa Knowles	Community Housing Cymru	Andrew Davies	RCT Homes
		Nick Gravell	SSE

Apologies

Wil Pritchard	Cartrefi Conwy	Nigel Sinnett	Pembrokeshire Housing
Kevin Bateman	Hendre Group	Chris Dinwoodie	Pennaf Housing Group

1.0 Introduction and Apologies

PK welcomed members to the meeting and thanked Anthony Williams who had agreed to act as Chair for today's meetings.

2.0 Minutes from previous meeting

The minutes from the previous meeting were agreed. The Chair reminded members if there were any topics they wanted to cover then they should inform Phillipa.

3.0 Asbestos

Anthony Davies from RCT homes provided a brief outline on the history of asbestos, types and associated risks as well as the legislation required to comply by.

Areas discussed and noted include:

- the importance of checking properties before work commenced as it cannot be assumed that what is used in one house will be the same in the other.
- obligation is to tell the contractor about the property conditions
- RCT survey every property and Andrew explained it is their obligation to protect contracted staff however, Paul (HSE) said that is not expected to survey every property but that you can use a sample process.

Discussion was held around how the process of dealing with asbestos was managed and the following were noted:

- Pembs Housing - management survey for 200 properties and are taking samples of private dwellings
- FA – there is a programme in place to pick up management surveys on individual properties
- MTHA - 100% of management surveys
- NCH – 100%
- CT Eryri – same as RCT
- Rhondda HA – have surveyed 75% and started management surveys a few years ago with more risky properties
- Melin – management surveys of all communal areas and have now introduced carrying out management surveys to all void properties
- V2C – same as Newport – have a long established asbestos system

It was noted that when using external companies for surveys they must be a member of UCAS and hold certificate of quality assurance.

How do you inform tenants?

Members discussed how they informed tenants about asbestos with many saying they had produced a leaflet which they distribute making tenants aware that they should acquire permission to undertake DIY before doing so.

Action: Members to send copies of their leaflets to CHC so that they can be made available on their website

It was noted that the re-inspection cycle is mentioned at 4 years and asked what others doing regarding this. RHA said that they did this annually and Paul (HSE) said that it is only required whenever there is a change .

4.0 Construction Design and Management

Paul Harvey, H&S Executive reminded the group that as clients all have an obligation to ensure that contractors are relevantly licensed but that the focus should be on organisation competence and not just about individuals. Members discussed their process for managing contractors on site. It was noted that the way contractors are managed is an active process and once methods statements and risk assessment had been obtained from contractors the next step would be to critically review.

Good tool to download on H&S website **[Leadership and involvement toolkit](#)**

Discussion took place around supply change and how it could be improved and Paul informed the group of the 'Working Well Scheme' where Health & Safety and local construction companies get together and run events aimed at small contractors.

The next meeting is taking place in June and should anybody require further information then they should contact Ann Redman at HSE office.

Paul (HSE) informed the group that there are significant changes to be made to F10 requirements so what is spoken about now may be changing in 2015. Revisions are to be implemented April 2014 but not sure how the change over will be made but assumes that there will be a transition period which will be made as simple as possible

It was noted that the CD role may disappear and be replaced with a principal designer role and there may also be some changes to competency and domestic premises as well something to notification. Competency will be the biggest change but basic requirements to ensure work done correctly will remain the same. The consultation process has already begun and the views of those involved have been included in the revisions

5.0 Automated External Defibrilators

Dave Gleeson, Posturite Ltd gave a presentation on the importance of defibrillation.

If you have your own device then you make other business in your surrounding area aware by registering with local community defib office in the ambulance service.

If you do not have a device you can locate your nearest defib by visiting [AED locator](#)

It was noted that the [European Resuscitation Council](#) is a useful website to read more about the guidelines around resuscitation.

6.0 Risk Assessment

Leon Lloyd from Hugh James gave a presentation on the importance of carrying out risk assessments. He stressed that these do not apply only to employees but to anybody who comes on site such as contractors, tenants and also general public near work is being undertaking.

HA's must ensure that any organisations they employee to undertake work hold the relevant insurance, have carried out risk assessments and have appropriately trained staff.

7.0 Siphoning of Free and Dangerous Electricity

Nick Gravel from SSE provided examples of situations he had come across where people had attempted to siphon electricity making the group more aware of things to look out for. He highlighted the dangers and informed the group should they came across any similar situation then they should be reported immediately.

8.0 Outcomes/discussion topics for the next meeting

- Gas safety and HSE gas safety expert – (next meeting)
- Lone working
- Legionella
- Stress
- Hugh James –Case Law Updates
- Electrical compliance
- General H&S training to operative and office staff
- Systems used for compliance
- Welfare facilities
- Systems of monitoring H&S

Action: Andrew Davies said he would be happy to share RCT systems for compliance with others

Action: HA's to send CHC the systems used for compliance and CHC will email a complete to all

9.0 Date of Next Meeting

18th June 2014