



notes

Health and Safety Group
held on Wednesday 6th November 2014
at the Elan Valley Hotel, Nr Rhayader, Powys

Present

Lisa Rogers	Bron Afon Community Housing	Ian Hall	Melin Homes
Alan Thomas	Cartrefi Cymunedol Gwynedd	Paul Berry	Merthyr Tydfil HA
Lowri Ann James	Cartrefi Cymunedol Gwynedd	Dave Gorman	North Wales HA Ltd
Andrew Palmer	Charter Housing Association Ltd	Barry Davies	Pembrokeshire Housing
Chris McDonnell	Coastal Housing Group	Chris Dinwoodie	Pennaf Housing Group Ltd
Rod Gregory	Coastal Housing Group	Andy Evans	Perthyn
Shane Fairburn	CT Cantref	Andrew Davies	RCT Homes
Dewi M Evans	CT Eryri	Annalisa Beavan	Rhondda HA
Peter Davies	Family HA (Wales) Ltd	Neil Lewis	Rhondda HA
Helen Tucker	Grwp Gwalia Cyf	Peter O'Connell	Tai Calon Community Housing
Adrian Brain	Linc-Cymru Housing Association	Luke Mitchell	United Welsh

Apologies

Care & Repair Cymru	Heather Dungey	NPT Homes	Jeff Lewis
Cartrefi Conwy	Wil Pritchard	RCT Homes	David Skipsey
Flintshire County Council	Chris Grocott	Tai Ceredigion Cyf	Kevin Jones
		Valleys to Coast	Sue Jones

In attendance

Phillipa Knowles	Community Housing Cymru	Sue Williams	Community Housing Cymru
Shea Jones	Community Housing Cymru	Leon Lloyd	Hugh James Solicitors

The group met for the first time and several key actions were agreed:

- The Health and Safety Group will meet 3 times a year
- The meetings are going to be held in a venue in mid Wales
- Please email shea-jones@chcymru.org.uk if you want to express an interest in becoming chair of this group
- Please also email shea-jones@chcymru.org.uk if you would be interested in note taking at the meetings.

A non exhaustive list of what people want from the network:

- **Policy and sharing information**
- **Networking**
- **Best practice**
- **Construction specific H&S**
- **Approaches to H&S**
- **Legal Updates**
- **H&S in Development and Construction**
- **Benchmarking**
- **To learn and keep up to date**
- **Counselling sessions???**

Wales & West Housing-Approaches and outcomes to internal audits

Wales & West HA presented on some of their work in relation to health and safety audits. Wales & West HA first employed an H&S professional around 5 1/2 years ago. They created a register of applicable legislation, a simple check against the register was conducted and a prioritised action plan created.

Why audit? Key questions include-much has been achieved, but how much? If we audit, what do we measure against? HSG65 guidance on managing health and safety-it was noted in the presentation that accidents are seldom random events, the causes are normally failures in control which are the responsibility of management, H&S responsibilities should be allocated to line managers, specialists act as advisors, people held accountable, measured by benchmarking systems.

Wales & West Housing used ROSPA. Why RoSPA?:

- The RoSPA QSA Audit is based on the HSG65 model.
- RoSPA is one of the UK's leading safety bodies.
- Accreditation.

For details of the Quality Safety Audit (QSA) Objectives, the Structure of the RoSPA Quality Safety Audit (QSA) and the RoSPA QSA award scheme please see the presentation. Wales & West housing picked their top 10 Risk Control Performance Indicators for ROSPA to audit against. (Please see the presentation for details of the top 10 and also what's left to do and what's next for Wales & West).

It was noted that measuring health and safety before the audit had been difficult. In identifying priorities for the audit, some of the actions included asking directors for input, reading health and safety literature, etc. Wales & West have an intranet system for contractors (please ask Anthony from Wales & West for more details). The timeframe for the audit was about 3 months. It was noted that there are limitations with the latest technology-you need a good process behind it. Wales & West have worked with HR a lot-the leaning and development manger, training, etc (For detail on outcomes including, Planning and Implementation, Risk Control Performance Indicators, etc please see the presentation)

Legislative update

Leon Lloyd from Hugh James gave a legislative update, including updates on new EL/PL claims procedure and an update on Section 69 of the Enterprise and Regulatory Reform Act 2013. For details, please see the presentation.

Group discussions

Some areas that were discussed and noted include:

- Some RSL's have audited in house.
- Merthyr valleys homes are using ORBIT.
- RCT have a learning pool
- Asbestos awareness training-do you have to do it every 12 months? Gone to UKATA accredited?
- Lone working policy -do we need a generic lone working risk assessment? It was noted that any vulnerable people in particular circumstances may require a different risk assessment.
- Fire risk accessor training-FRA qualification-Wales & West starting a new programme in the new year
- Melin-training staff IOSH 'managing safety course'.
- An RSL noted that it had driving training as insurance insisted on it for fleet drivers. Fleet safety is an issue. Car driving and insurance – insurers only offering temp cover unless drivers had req'd training (BTEC – log book based driver training).
- Control of contractors-how much monitoring of them? Dependant on size of job, etc-evidence to prove they visited and everything was right? Level of detail required that we need to do?

- Merthyr Valleys homes DLO site supervisors now undertake the SMSTS rather than IOSH Managing safely as more construction related.
- RCT homes decision March next year on whether keeping CDM. RCT-health and safety questionnaire for their framework?
- An association noted an 125% increase in assaults in last 3 months due to welfare reform
- CDM Regs – Client/contractor/CDM designer – where do we stand with mixed role? Clarified that CDM does move to the designers. CDM framework – if we are going to use sub contractors – they need to let us know that the people they are using are competent.
- How do we manage the framework? Linking to finance alerts (green/amber/red)?
- Core H&S – window slippings/ valiance radiators.

Action: The group to identify training for CHC to plan in house. How much can be e-learning?

Action: CHC to set up a linked in page? Link to John Newton. Sarah Roberts to pick up with Sue from V2C?

Action: CHC to gather basic information on what RSL's are doing in relation to health & safety-investment on training, etc. Learning and development – spend per employee/type of training / how often it is repeated/legal requirements/ how its delivered e.g. e learning/in-house. Members to send in data areas they want to cover

Future agenda items suggestions

- Look at how we can improve the purchasing power of the RSL movement – e.g. Guardian Badge down from £19 - £9. Guardian 24-badge system-learn from RSL's on this. Finding out what systems are out there. There's an app for Guardian 24
- Andrew RCT-asbestos policy (RCT done P405 for asbestos?)
- Risk assessment in the future
- Skills-awareness raising for housing officer
- Health and Safety in the household? Ask EHO or an ex EHO. Whats in WHQS? sliding doors, staircases. Building surveyor trained in it? Taught by university lecturer?
- CDM speaker-where to start- Phil Harvey (HSE)-Memorandum of understanding for notifications- we can drive forward what we want for CDM. Total CDM-Owen Griffiths or Alyn Griffiths noted?
- Health & Safety surveillance – vibration
- Care health & safety window restrictors, valves in radiators(?)-when and when not to(?). Adrian Brain Linc Cymru to ask a care inspector for

homes. Ask Lisa Rogers from Bron Afon? Managing falls-ask Sian Clayton about this? HSE inspectors?

- Writing and understanding risk assessments was on the training list as well as a thought that they should be used in back to work reviews and also be part of the annual reviews-whether they should be done by individual roles?
- Managing health and safety driving policy for owner/fleet drivers-some sort of computer based training was mentioned?
- Contractors on site.
- Risk assessment. Look at hazards pertinent to the role and include as part of the induction
- Invite the Health and Safety Executive
- Lone working – desescalation / breakaway techniques (Steps trainer) Melin

H&S Training noted and possibly undertaken

- Manual handling training
- Working at height
- Asbestos awareness training
- Lone working training
- Risk assessment (part of annual review/staff coming back from long term sick/maternity) Risk assessment for vulnerable people (e.g. hearing difficulties)
- Individual vs generic training (RA for lone worker? Consider for individual circumstances/environments
- IOSH for managers
- Managing safely
- SMSTS construction
- Site supervisors course
- Risk assessment in occupied properties – WHQS / e.g. sliding doors issues (EHO). University lecturer – RCT Homes – Building surveyors
- Driver training – driving simulators
- Fleet H&S