

SAFETY COMMITTEE

**10TH JULY 2008
AT 1400 HOURS**

REMINDER – THOSE MEMBERS IN RECEIPT OF BROADBAND ARE REMINDED TO BRING THEIR LAPTOPS TO THIS MEETING AS PAPER COPIES WILL NOT BE PROVIDED. MEMBERS ARE REQUESTED TO DOWNLOAD THE AGENDA ONTO THEIR LAPTOPS IN ADVANCE OF THE MEETING. FOR ASSISTANCE PLEASE CONTACT ICT ON THE HELPDESK NUMBER 01246 242456

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www.bolsover.gov.uk or by e-mail from equalities.officer@bolsover.gov.uk

Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 26th June 2008

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in Committee Room One, Sherwood Lodge, Bolsover, on Thursday, 10th July 2008 at 1400 hours.

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16th May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget.

You will find the contents of the agenda itemised on page 53.

Yours faithfully,



Chief Executive Officer
To: Members of the Safety Committee

Tel 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450 **Text** 07729 421737

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Chief Executive Officer: Wes Lumley, B.Sc., F.C.C.A.

DECLARATION OF INTERESTS

COMMITTEE - SAFETY COMMITTEE

DATE – 10TH JULY 2008

NAME OF MEMBER - _____

- Levels of Interest
1. Personal
 2. Personal and prejudicial

AGENDA ITEM	SUBJECT	LEVEL OF INTEREST
Signed		
Dated		

Note

- * Completion of this form is to aid the accurate recording of your interest in the minutes only. This form, duly signed, should be provided to the Clerk at the commencement of the meeting
- * A nil return is not required.
- * It is still your responsibility to disclose any interests which you may have at the commencement of the meeting.

**AGENDA ITEM 6
TERMS OF REFERENCE**

(8) SAFETY COMMITTEE

1. The overall purpose of the Safety Committee is to promote cooperation between the council and its employees in developing and carrying out measures to manage health and safety risks and to secure the health and safety of employees, service users, contractors and any others who may be affected by the work of the Council.
 1. To promote the development of a safety culture throughout Bolsover District Council.
 2. Reviewing the adequacy of and effectiveness of Bolsover District Council's Corporate Health and Safety Policy and any task specific or local health and safety policies, practices, procedures or safe systems of work.
 3. Reviewing accident and industrial disease information and trends, to identify unhealthy or unsafe conditions and practices, along with recommendations for remedial action.
 4. Review of health and safety information, risk assessments, audit reports, safety inspections and other monitoring information, making appropriate recommendations for remedial action.
 5. Analysis of information, reports and correspondence from enforcing authorities (Health and Safety Executive, fire service etc.).
 6. Consideration of reports from safety representatives.
 7. To receive and discuss health and safety reports.
 8. To approve new health and safety policies and procedures and amendments to existing policies and procedures.
 9. To review arrangements for health and safety information and training.
 10. To review the impact of proposed or new legislation, codes of practice or legal judgements.
 11. To consider any other health and safety matters raised by committee members.

MEMBERSHIP

12. The Committee shall comprise representatives of Management

and Employees holding office for a period of one year and eligible for reappointment or re-election.

13. The composition of the Employers Side of the Committee shall be 5 elected Members with voting rights. The Head of Human Resources and Payroll, Health and Safety Officer and Head of Paid Services shall attend in an advisory capacity without voting rights; together with such other officers of the Council as may be appropriate having regard to matters to be discussed.
14. The Employees Side of the Committee shall comprise 5 representatives selected by the local branch of the Trade Union representing the employees.
15. The Union Side shall submit the names of their representatives forming the Employees side to the Committee to the Chief Executive Officer of the Council not later than the beginning of each meeting.
16. The Committee shall appoint a Chairman and Vice Chairman from among the Committee. When the Chairman is appointed from one side of the Committee the Vice-Chairman will be appointed from the other side. These Officers will also act as Chairman of their respective sides of the Committee.
17. The Head of Democratic Services will act as Secretary to the Joint Committee.
18. The Members of the Committee shall hold office for one year and shall be eligible for re-appointment. Any vacancy that occurs shall be filled as it arises by the relevant side.

ADVISORS

19. Either side shall have the right to have in attendance upon them, persons with a specialised knowledge, in a consultative or advisory capacity but without the right to vote. Such attendance shall be notified to the Secretary of the Employers' Side who will arrange for notices of meeting, agendas and minutes to be forwarded to such representatives unless requested otherwise.

PROCEDURE

20. Regular meeting shall be convened during working hours at 3 monthly intervals and held at Sherwood Lodge, Bolsover.
21. Meetings may be called by the Chairman at any item at the request of either side, such requests to be submitted through their respective Chairmen.

22. Employees will be granted time off with pay to attend a reasonable number of meetings and will be entitled to payment in the event of meetings continuing beyond normal working hours.
23. The Employees Side shall submit to their respective secretaries items which they wish to be included on the agendas of regular meetings, and they will be responsible for forwarding this information to the Head of Democratic Services not later than 14 days prior to a meeting.
24. In the event of a scheduled meeting being due and there being no items from either side, following consultation with the Chairman and Vice-Chairman, the meeting may be cancelled and Members advised accordingly.
25. The agenda for business of regular meetings shall be circulated by the Chief Executive Officer to each Member and to any consultative or advisory representative not later than 10 working days before a meeting. The matters to be discussed at any meetings of the Committee shall be stated on the agenda with a notice summoning the meeting provided that any other business may be considered if admitted by a majority vote of each side. Nominated Trade union Officers shall be provided with 6 copies of the agenda and reports to circulate to their Members as appropriate and to their full-time Trade Union Officials.
26. Two Members of the Employers' Side and two members of the Employees' Side of the Committee shall together constitute a quorum.
27. An individual employee wishing to raise with the Committee any question within the function shall do this through his/her appropriate representative on the Committee.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the office of the Head of Human Resources and Payroll, Sherwood Lodge, Bolsover, on Thursday 24th April 2008 at 1020 hours.

PRESENT:-

J. Ritchie – Chair

Members:-

Councillors J.A. Clifton and D. McGregor.

Officers:-

L. Keeling (Head of Human Resources and Payroll), T. Walker (Health and Safety Officer), A. Lowery (Street Services Manager) and R. Leadbeater (Democratic Services Officer).

Unison:-

R. Frisby.

Unite:-

There were no Unite representatives in attendance.

953. APOLOGIES

Some confusion had arisen in respect of the meeting's start time due to an error in the advertised meeting schedule. The meeting was called for 1020 hours.

Apologies for absence were received from Councillors R.J. Bowler, P.M. Bowmer, and B.R. Murray-Carr, W. Lumley (Chief Executive Officer) and C. Dodsworth (Unite).

954. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

SAFETY COMMITTEE

955. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

956. MINUTES – 28TH JANUARY 2008

Moved by Councillor D. McGregor, seconded by R. Frisby.

RESOLVED that the minutes of a meeting held on 28th January 2008 be approved as a true record.

957. WASTE IMPROVEMENT PLAN UPDATE

The Street Services Manager gave a verbal update on the waste improvement plan. The meeting was advised that the majority of outstanding actions related to the introduction of the alternate week collection. Risk assessments had not yet been carried out as the alternate week collection was not likely to be introduced until late 2010. Planning for the commencement of the new collection schedule would start in the early part of 2010 to coincide with the opening of Derbyshire County Council's in-vessel composter.

The sickness absence procedure had identified that further work on risk assessments was required in respect of the bulky refuse collection service. This had been included in the improvement plan and an update would be brought to a future meeting.

The Street Services Manager provided an explanation on the procedures and legislation in respect of the collection of white goods.

958. EMPLOYEE SURVEY 2007 – HEALTH AND SAFETY ISSUES

At the Safety Committee in June 2007 Members had considered a report on the outcome of the employee survey 2006 and a number of areas were highlighted for concern and further monitoring. For the employee survey 2007 the areas of concern were in relation to Regeneration and Grounds Maintenance.

The Head of Human Resources and Payroll advised the meeting that the results from the new survey for 2007 were quite positive overall in respect to safety issues, with 87% of respondents reporting that they felt that their line manager or supervisor dealt with health and safety issues well. A full breakdown by department was attached to the report for information.

SAFETY COMMITTEE

The meeting was advised that there had been a low overall response rate from Grounds Maintenance and Regeneration which resulted in disproportionate percentages. It was explained that where only two members of staff had responded to the survey a 50% satisfaction rate related to just one person. This matter had been discussed by Senior Management and it had been agreed to report future surveys by numbers rather than as percentages to give a truer reflection. Low response rates had been referred to the relevant Heads of Service for consideration and would continue to be monitored.

The Head of Human Resources and Payroll advised the meeting that, in addition to the actions outlined in the report, the IIP Working Group had circulated a Behavioural Partnership document which set out appropriate behaviours for both employees and management, which would be distributed shortly.

In response to questions from Members the Head of Human Resources and Payroll confirmed that detailed feedback on the Employee Survey was provided to staff through team meetings. It was commented that it would be appropriate to review the format of the Employee Survey to make the questions more targeted and relevant to particular roles which may encourage increased participation.

Moved by Councillor J.A. Clifton, seconded by Councillor D. McGregor.
RESOLVED that the report be received.

959. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton.

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

960. ACCIDENT AND STRESS STATISTICS EXEMPT – PARAGRAPH 4

The Health and Safety Officer presented the report advising that the majority of accidents related to manual handling which had increased compared to the same quarter last year. The number of reportable accidents had also increased on last year.

In response to questions from Members, the Health and Safety Officer confirmed that the majority of extreme sports injuries involved minors, however this was as a result of the high proportion of young people taking part in these activities.

SAFETY COMMITTEE

The Health and Safety Officer added that the majority of manual handling incidents were in respect of waste handling which was not unexpected but further review of risk assessments would be undertaken to try to identify possible improvements.

It was further added that Bolsover District Council was 50% below the Government sector national average for sickness absence arising from accidents.

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton.

RESOLVED that the report be received.

961. MANUAL HANDLING POLICY AND GUIDANCE EXEMPT – PARAGRAPH 4

The Health and Safety Officer advised that the Manual Handling Policy had been reviewed to provide a more effective policy which clearly laid out responsibilities for all Council staff. The policy also provided guidance for controlling risks and risk assessment and would be supported by a training programme for manual handling assessors and operatives.

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton.

RECOMMENDED that the manual handling policy be agreed and recommended to Council for approval.

(Head of Human Resources and Payroll/Council)

962. FIRE SAFETY POLICY EXEMPT – PARAGRAPH 4

The Health and Safety Officer presented the report which included a new policy to comply with revised fire legislation and co-ordinate existing procedures. It was added that the main emphasis was on pro-active management of fire risk and outlined responsibilities for all levels of employees.

Most fire risk assessments would be carried out by consultants other than low profile areas which would be done in house. There was also greater emphasis on improved record keeping.

Members raised concerns that a number of items identified by the consultants as a result of the last review were still outstanding particularly with regard to group dwellings. Members were advised that the Business Risk Group were monitoring outstanding issues and funding was now in place.

SAFETY COMMITTEE

It was agreed that a letter be sent from the Committee to the Chair of the Business Risk Group expressing concerns over the outstanding issues. It was added that time restraints and funding would not be considered valid reasons for not addressing matters of fire safety.

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton.

RESOLVED that a letter be sent on behalf of the Committee to the Chair of the Business Risk Group expressing concerns over the matters outstanding from the last fire risk assessment, particularly with regard to group dwellings.

RECOMMENDED that the Fire Safety Policy be agreed and recommended to Council for approval.

(Democratic Services/Head of Human Resources and Payroll/Council)

963. WORKING AT HEIGHTS POLICY EXEMPT – PARAGRAPH 4

The Health and Safety Officer presented the report and policy which covered the Council's enhanced responsibilities under the Working at Heights Regulations 2005 and to reduce the risk of related accidents.

The policy outlined responsibilities for all employees throughout the Council and provided guidance on use of ladders, stepladders, platforms, scaffolding and recreational activities.

The draft risk assessment policy had been considered by Heads of Service and the final version was to be circulated by the Health and Safety Officer.

Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton.

RECOMMENDED that the Working at Heights Policy be agreed and recommended to Council for approval.

(Head of Human Resources and Payroll/Council)

The meeting concluded at 1125 hours.

Committee:	Safety Committee	Agenda Item No.:	8.
Date:	10th July 2008	Category	
Subject:	Sickness Absence/Occupational Health Statistics	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance Portfolio Holder		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

TARGETS

The subject matter of this report contributes towards the achievement of the Council's target of 1.25% non cashable efficiency gains.

VALUE FOR MONEY

As this report relates to retrospective monitoring data value for money criteria is not applicable

THE REPORT

1. Sickness Absence/Occupational Health Referral Statistics 2007/8 and 2006/7.

- 1.1 The new Managing Sickness Absence Procedure has been implemented from 1st April 2006, and was updated from April 2008.

- 1.2 The impact of these measures for 2007/8 are shown below, with comparisons for 2006/7:

Target 2007/8	Out turn 2007/8	Out turn 2006/7
9.5 days	7.37 days per FTE	7.4 days per FTE

A breakdown of these figures for 2007/8 by Department is attached for information.

- 1.3 The outcome of occupational health referrals in 2007/8, with comparisons for 2006/7 are shown below:

	2007/8	2006/7
Rehabilitation	37	39
Resigned	1	1
Ill Health Retirement	2	1
Death in Service	1	0
Dismissed	1	1
Outstanding	1	0
TOTAL	43	42

- 1.4 The top three causes of sickness absence for 2007/8 and 2006/7 are as follows:

2007/8		2006/7	
Cause	Days Lost	Cause	Days Lost
Stress	712	Stress	736
Musc/Skeletal	550.8	Back	563.9
Back	751.7	Musc/Skeletal	560.5
Other	2065	Other	2203.1
TOTAL	4079.5	TOTAL	4063.5

- 1.5 The following routine health surveillance clinics have been held during the period January to March 2008:

17th and 30th January
6th February
5th March

and covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation to 'at risk' groups.

ISSUES FOR CONSIDERATION

The report is for monitoring purposes only and there are no specific issues for consideration.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATION

That the report be received.

ATTACHMENT: **Y (1)**
FILE REFERENCE: **N/A**
SOURCE DOCUMENT: **N/A**

BVPI12 - 2007/8 LONG TERM SHORT TERM SPLIT - OUT-TURN							
DEPARTMENT	AVERAGE FTE	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
CHIEF EXECUTIVES OFFICE	6.50	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY SERVICES	19.75	86.00	4.35	21.50	64.50	1.09	3.27
CONTACT CENTRES	25.50	485.50	19.04	360.50	125.00	14.14	4.90
CUSTOMER SERVICE/PERFORMANCE	15.25	94.00	6.16	65.00	29.00	4.26	1.90
DEMOCRATIC	13.05	122.00	9.35	74.00	48.00	5.67	3.68
ENVIRONMENTAL HEALTH	31.42	97.50	3.10	46.50	51.00	1.48	1.62
FINANCIAL SERVICES	14.53	90.50	6.23	63.00	27.50	4.34	1.89
PROCUREMENT	4.00	1.00	0.25	0.00	1.00	0.00	0.25
HOUSING (INC REPAIRS AND WARDEN SERVICE)	118.67	971.50	8.19	590.50	381.00	4.98	3.21
HUMAN RESOURCES AND PAYROLL	8.13	88.00	10.82	86.00	2.00	10.58	0.25
ICT SERVICES	14.50	25.00	1.72	0.00	25.00	0.00	1.72
LEGAL SERVICES & LAND CHARGES	13.28	21.00	1.58	0.00	21.00	0.00	1.58
LEISURE SERVICES	36.51	172.00	4.71	22.00	150.00	0.60	4.11
PLANNING SERVICES	29.75	34.00	1.14	0.00	34.00	0.00	1.14
REGENERATION INCLUDING SECURITY	49.22	359.00	7.29	222.50	136.50	4.52	2.77
REVENUE SERVICES	45.00	234.00	5.20	84.00	150.00	1.87	3.33
STREET SERVICES	108.76	1198.50	11.02	728.50	470.00	6.70	4.32
GRAND TOTAL	553.82	4079.50	7.37	2364.00	1715.50	4.27	3.10

Street Services include Depot Resources, GM and Cleansing and Waste Services
Human Resources includes Payroll from October 2007

Committee:	Safety Committee	Agenda Item No.:	9.
Date:	10 th July 2008	Category	
Subject:	Fire Risk Assessments - update	Status	Open
Report by:	Property and Estates Manager		
Other Officers involved:	Health and Safety Officer		
Director	Strategy		
Relevant Portfolio Holder	Regeneration		

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure
CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services
ENVIRONMENT – Promoting and enhancing a clean and sustainable environment
REGENERATION – Developing healthy, prosperous and sustainable communities
STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Will help deliver the corporate aims by ensuring safe buildings used by staff and customers.

VALUE FOR MONEY

Delivers value for money by reducing the risk of fire damage to buildings and persons and the subsequent cost implications.

THE REPORT

The Regulatory Reform (Fire Safety) Order 2005 replaced or modified around 100 separate pieces of legislation – including the Fire Precautions Act 1971 – and replaced them with one all-embracing set of regulations.

The council were required by this legislation to carry out a fire risk assessment for all our premises which are workplaces and all places open to the public with the exception of the housing stock, but including common areas to these.

Fire Risk Assessments were carried out by an independent consultant (an ex fire officer) and comprehensive reports produced for all the respective sites. These were passed to the "responsible persons" on each site to implement the identified actions. Actions typically related to fire detection systems, fire escape and fire fighting equipment.

It is our intention to employ the same consultant to review the Fire Risk Assessments on Council sites and to identify what has not been implemented but also if anything has changed. This is anticipated to take place in September 2008.

To summarise the current position regarding the actions identified in the initial assessments based on information provided by the relevant managers :-

Sherwood Lodge – 100% completed

Contact Centres – 100% completed

Leisure Centres – 100% completed

Depots – 100% completed

Pleasley Vale Business Park – 90% completed, remaining works in progress.

Grouped Dwellings – completed, except for upgraded fire alarm installations and remedial work to fire doors which both commenced on 2/06/08.

IMPLICATIONS

Financial : No – funded from existing budget

Legal : Yes – Compliance with building regulations and Fire Officers requirements.

Human Resources : No

RECOMMENDATION

That the report be received and the content noted.

ATTACHMENT: **N**

FILE REFERENCE:

SOURCE DOCUMENT:

Committee:	Safety Committee	Agenda Item No.:	10.
Date:	10 th July 2008	Category	
Subject:	Workplace Inspection Programme Update	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

Strategic Organisational Development: - continually improving our organisation. By identifying and managing workplace hazards and risks we reduce the scope for accidents, incidents, and dangerous occurrences and thereby reduce the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

TARGETS

The Report does not contribute specifically to any targets specified in the Corporate Plan.

VALUE FOR MONEY

By active monitoring of Health and Safety issues we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

THE REPORT

All Service areas have completed at least one Health and Safety Inspection.

All Service areas have been reminded of the date of their next due inspection as it appears in the Workplace Inspection Policy.

The following Service Areas have confirmed (from a request from 11th June) that all the items identified in their most recent inspection have been resolved.

Revenues and Benefits
Legal
CEPT
Human Resources
CSPD
Leisure
Community
Finance
Democratic Services

ICT and Environmental Health have identified some issues that will be sorted out in July / August.

No other outstanding items have been identified.

Service areas which have not responded before the requested date will be contacted via Director for a response before the meeting.

A verbal update will be given on further responses at the meeting.

IMPLICATIONS

Financial : Reducing the risk of incurring loss from subsequent business interruption, reducing the risk of incurring compensation, legal, prosecution and increased insurance costs.

Legal : Compliance with the Health and Safety at Work Act 1974

Human Resources : Reduction in lost time and sickness absence due to accidents and ill health.

RECOMMENDATION

That the report be received.

ATTACHMENT: **NO**
FILE REFERENCE:
SOURCE DOCUMENT:

Committee:	Safety Committee	Agenda Item No.:	11.
Date:	10 th July 2008	Category	
Subject:	Risk Assessment Policy and Guidance	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

Strategic Organisational Development: - continually improving our organisation. By identifying and managing workplace hazards and risks we reduce the scope for accidents, incidents, and dangerous occurrences and thereby reduce the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

Customer Focused Services: - providing excellent customer focused services. By identifying and managing risks to employees, tenants, service users, contractors and members of the public, the likelihood of them suffering an accident, incident, illness, damage to property or an interruption to services is reduced.

Active management of health and safety risk reduces the cost of providing services, by getting it right first time more often, with no accidents, incidents or interruption to services.

TARGETS

The Policy does not contribute specifically to any targets specified in the Corporate Plan.

VALUE FOR MONEY

By complying with legislation and best practice and proactively managing risks we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

THE REPORT

The Policy and Guidance is designed to cover the Council's responsibilities under the Management of Health and Safety at Work Regulations 1999.

Employers have a legal duty to take reasonable care to ensure that health safety is not put at risk through excessive exposure to risk arising from the way any work is undertaken or organised.

Employers have a duty to assess and manage the health and safety risks to which their employees are exposed at work

The policy seeks to ensure that the council:

- Complies with legal requirements and follows best practice, including guidance from the Health and Safety Executive

- Identifies the **hazards** and manages the significant **risks** associated with all Council work activities.

- Enables managers and employees to carry out risk assessments that are accurate, understandable and consistent.

- Manages identified risks with solutions that are **reasonably practicable**

- Sees the provision of appropriate good quality information, instruction, training and supervision as core elements

- Enables managers to address health and safety issues raised by employees and anyone who is affected by our services.

The main requirement is the assessment and management of risks to persons where there is a risk of an accident or dangerous occurrence.

The policy covers responsibilities of employees at all levels throughout the authority.

Those specific Regulations requiring specialised risk assessment are outlined.

The concept of general / generic assessments and specific assessments is explained.

The difference between hazard and risk is described.

Ranking of risk for severity, likelihood, and timescales is detailed.

'Safe systems of work', 'hierarchy of control' and a step by step guide to risk assessment are included.

A form for completing assessments is included as an appendix.

The Policy will replace the two existing conflicting documents – the risk assessment policy in the Health and Safety Manual and the Risk Assessment Guide for Managers. The pre-employment risk assessment will remain in use.

IMPLICATIONS

Financial : Reducing the risk of incurring loss from subsequent business interruption, reducing the risk of incurring compensation, legal prosecution and increased insurance costs.

Legal : Compliance with the Management of Health and Safety at Work Regulations 1999

Human Resources : Reduction in lost time and sickness absence due to accidents and ill health.

RECOMMENDATION

That the Workplace Health and Safety Risk Assessment Policy and Guidance is considered and recommended to Council for approval.

ATTACHMENT: **YES**

FILE REFERENCE:

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Health and Safety Workplace Risk Assessment Policy and Guidance

July 2008

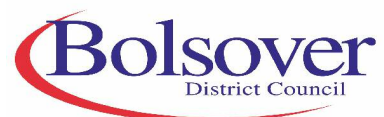
This Policy addresses the following Corporate Aims



CUSTOMER
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT



The District of Bolsover Equalities Statement

The District of Bolsover is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Health and Safety Workplace Risk Assessment Policy and Guidance
Document type – i.e. draft or final version	Final
Location of Policy	Human Resources
Author of Policy	Tim Walker, Health and Safety Officer
Member route for Approval & Cabinet Member concerned	Safety Committee Personnel & Performance Portfolio Holder
Reviewed by Director of Strategy	Awaiting feedback
Date Risk Assessment completed	
Date Equality Impact Assessment approved	With CSPD
Partnership Involvement (if applicable)	No Specific Involvement
Policy Approved by	Council
Date Approved	
Policy Review Date	July 2010
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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Risk Assessment Policy

1 INTRODUCTION

The Management of Health and Safety at Work Regulations 1999 places a duty upon all employers to carry out ***suitable and sufficient*** (see S.7 Definitions) assessments of the ***significant risks*** to their employees and any others who may be at risk from work activities.

A successful health and safety management system has risk assessment, leading to safe systems of work as a core element. Management of risks in the workplace reduces the likelihood and severity of incidents and subsequent injuries, illness, property / equipment damage and loss of service delivery.

Bolsover District Council seeks to provide a safe working environment that is free from all reasonably foreseeable and significant risks to our employees, service users, clients, contractors, elected members, members of the public and anyone else affected by our activities. This policy and guidance supports the Corporate Health & Safety Policy with information enabling the effective management of workplace risks.

2 SCOPE

This policy applies to all Service Areas within Bolsover District Council.

This policy applies to all employees. Contractors will be required to operate their own equivalent risk assessment systems.

The compliance standards that form part of this policy will be used to monitor operational practices and management of the risk assessment process.

3 LEGISLATION & PRINCIPLES OF THE POLICY

3.1 Corporate Aims

The Policy meets the following corporate aims:

Strategic Organisational Development: - continually improving our organisation. By identifying and managing workplace hazards and risks we reduce the scope for accidents, incidents, and dangerous occurrences and thereby reduce the likelihood of ill health or injuries occurring, and also reduce the likelihood of enforcement action, legal action or compensation claim.

Customer Focused Services: - providing excellent customer focused services. By identifying and managing risks to employees, tenants, service users, contractors and members of the public, the likelihood of

them suffering an accident, incident, illness, damage to property or an interruption to services is reduced.

Active management of health and safety risk reduces the cost of providing services, by getting it right first time more often, with no accidents, incidents or interruption to services.

3.2 Legislation

The Health and Safety at Work Act 1974: employers have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees;

The Management of Health and Safety at Work Regulations 1999: employers have a duty to assess and manage the health and safety risks to which their employees are exposed at work.

Employers have a legal duty to take reasonable care to ensure that health is not put at risk through excessive exposure to risk arising from the way work is undertaken or organised.

4 POLICY STATEMENT

Bolsover District Council is committed to ensuring the health, safety and welfare of all of its employees. We will therefore promote a positive workplace culture that:

Complies with legal requirements and follows best practice, including guidance from the Health and Safety Executive

Identifies the **hazards** and manages the significant **risks** associated with all Council work activities.

Enables managers and employees to carry out risk assessments that are accurate, understandable and consistent.

Manages identified risks with solutions that are **reasonably practicable**

Sees the provision of appropriate good quality information, instruction, training and supervision as core elements

Enables managers to address health and safety issues raised by employees and anyone who is affected by our services.

The successful implementation of this policy can only be achieved by co-operative effort at all levels within the organisation.

5 REVIEW

The Health and Safety Risk Assessment Policy will be reviewed by the Health and Safety Officer at least every two years

6 PERFORMANCE AND AUDIT

All Service Areas within Bolsover District Council must be able to demonstrate compliance with this policy. This will be audited by the Health and Safety Officer and reported on to the Safety Committee

Service Areas will be expected to have reviewed existing arrangements for undertaking assessments and carried out steps for implementation.

Risk assessments for work activities are carried out.

Managers carry out their responsibilities as outlined in sections 8.2, 8.3, 8.4.

Employees are meeting the responsibilities outlined in section 8.5

7 DEFINITIONS

Hazard: This is the potential of something to cause harm

Risk: this is a combination of the likelihood of something occurring with the expected severity if it does

Reasonably Practicable: this is a way of saying that when considering controls for risks we can take into account both the level of risk and the resources required to resolve it; in other words we can balance costs against benefits

Generic Assessment: an assessment designed to cover a number of similar situations, for example an assessment for the setting up of mobile scaffold towers. It is important when using these that they are checked for relevance before use and that it would not be more appropriate to use a specific assessment.

Specific Risk Assessment: An assessment designed to look at one particular task, hazard or event, for example we may need a *specific* assessment for setting up a mobile scaffold tower where there are particular unique risks involved not covered by the generic assessment suggested above or where the assessment needs to be more closely tailored to a specific situation, such as the assessment of a workstation for a particular individual.

Significant Risk: where it is foreseeable that an injury requiring first aid or medical treatment or resulting in an absence from work, or long term damage, e.g. to hearing or a medical condition, could occur.

8 ROLES AND RESPONSIBILITIES

8.1 The Chief Executive Officer

Is responsible for ensuring that there are effective measures in operation to assess and manage work related risks, and to protect employees and other from those risks in accordance with the Health and Safety Risk Assessment Policy and procedures

8.2 Directors

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility: They will ensure:

Compliance with the Health and Safety Risk Assessment Policy
Employees in their area are aware of, accept and carry out their responsibilities under the Health and Safety Risk Assessment Policy.
Adequate resources are made available to undertake health and safety risk assessments and to manage the health and safety risks identified.

8.3 Heads of Service

Are responsible to their Director for ensuring that the Health and Safety Risk Assessment Policy is implemented within their service area in a decisive and proactive way: Additionally they will:

Provide employees with adequate supervision, instruction, training and supervision.
Ensure health and safety hazards and all persons at risk from those hazards are identified.
Ensure that all significant health and safety risks are assessed and that the findings of these risk assessments are implemented.
Attend appropriate training.
Ensure that where employees express concern about health and safety issues appropriate action is carried out.
Provide employees with the results of assessments which are relevant to them.
Maintain a record and register of health and safety risk assessments.
Review assessments and procedures in the light of incidents, new information but otherwise at least every two years.
Ensure that where relevant, service partners and contractors are able to demonstrate their safe working practices by means of their own risk assessment process.

8.4 Managers and Team Leaders

Are responsible to their Head of Service for ensuring that measures that are in place carry out health and safety risk assessments and control work related risks are operating effectively.

Additionally they will:

- Conduct appropriate risk assessments, implement actions arising out of those risk assessments.

- Ensure safe systems of work are in place and operating

- Ensure employees are aware of and use the findings of relevant risk assessments.

- Monitor and check the effectiveness of risk assessments in place and safe systems of work in place.

8.5 All Employees

All employees have an individual responsibility to minimise the risk of harm to themselves and others who may be affected by their work and to co-operate with the Council in its efforts to manage health and safety risks: employees will:

- Co-operate and assist with the undertaking of risk assessments.

- Co-operate with their managers to reduce hazards that may affect their physical and/or mental well-being, including following guidance given.

- Comply with the procedures and safe systems of work put in place to control health and safety risks

- Undergo training as requested.

- Be aware of and recognise their own training and development needs, keep managers informed of these needs.

- Report any problems or shortfalls with risk assessments or safe systems of work to their line manager.

8.6 The Head of Human Resources and Payroll

- Will ensure there are adequate policies and procedures in place to assess and manage health and safety risk.

- Ensure that the policy and guidance is reviewed at least every two years.

- Report as required to the Chief Executive Officer and Senior Management Team.

- Consult with trade unions on the effectiveness of the policy, its implementation, review and revision.

8.7 The Health and Safety Officer

The Health and Safety Officer in Human Resources will assist managers and employees in carrying out their roles under this policy by:

Advise on the carrying out and implementation of risk assessments.
Monitoring the implementation of the Policy within Service Areas
Providing additional information, guidance and professional support, as required.
Assisting in carrying out and reviewing risk assessments.
Advising on the provision of training.
Making employees aware of the Council's procedures at induction training.
Reviewing the corporate Health and Safety Risk Assessment Policy and procedures at least every two years.

RISK ASSESSMENT GUIDANCE

9 INTRODUCTION

The assessment of risk is central to the management of health and safety. It is also required by Management of Health & Safety at Work Regulations 1999 (MHSWR).

Certain Regulations also require more specific risk assessments,

- Display Screen Equipment (DSE)
- Manual Handling
- Control of Noise
- Vibration
- Hazardous Substances (COSHH)
- Personal Protective equipment
- Fire Safety
- Working at Heights
- Working with Asbestos

Risk assessment requires an assessment of the work related risks to employees, clients, service users, visitors and members of the public arising from the Councils' work activities. This is to assist in identifying those measures which are needed to remove or otherwise control the health and safety risks and to reduce any consequences which might occur.

Consider whether there are any specific groups of individuals who could be at particular risk under some circumstances, e.g. disabilities affecting their ability to evacuate the building in an emergency, adverse <http://www.nottingham.ac.uk/safety/publications/circulars/risk-assessment.html> - to effects on pregnancy or other medical conditions.

Risk assessment can be considered as falling into one of two groups, **general** / **generic** or **specific**.

General or Generic assessments would apply where there are common hazards or activities to the Service Area, such as emergency situations, lone working or out-of-hours working, first aid requirements etc.

Specific assessments are related to a particular task such as use of a piece of equipment. Assessments are best carried out at Service Area level; the specific assessments should be performed by the individuals responsible for the work areas where these work activities occur since they will have the greatest knowledge of the activities being carried out.

It is important that the assessment only considers **significant risk** arising out of the work activity and does not get distracted by **trivial problems** which may be identified.

A significant risk is one where it is foreseeable that an injury requiring first aid or medical treatment or resulting in an absence from work, or long term damage, e.g. to hearing could occur.

10 HAZARD AND RISK

It is important to understand the meaning of these two terms to effectively carry out a risk assessment.

Hazard is defined as the potential to cause harm;

Risk is defined as combination of the likelihood of an event occurring and the severity of the effect.

The level of risk depends upon a combination of these two factors, for example a flammable liquid presents a fire **hazard**. The **risk** of this occurring is **low** whilst being correctly stored, but will be **high** if used in an area where there is a source of ignition.

In the vast majority of situations the consequences would be restricted to a single individual. A small number of situations could give rise to the event affecting a small number of people within the immediate vicinity of the incident, e.g. other occupants of a work room. At its most extreme an incident could endanger individuals beyond the locality, for example everyone else within the building. Higher consequence events will only be associated with higher hazard activities, typically activities which could result in a fire, explosion, toxic gas release or serious mechanical failure, e.g. of heavy lifting equipment.

Where this is the case we would raise the risk rating to take account of this.

11 RANKING OF RISK

<http://www.nottingham.ac.uk/safety/publications/circulars/risk-assessment.html> - top

To assist in prioritising areas requiring health and safety improvements then the level of risk may be ranked. This can be done by scoring each factor – Severity and Likelihood from 1 to 3, 1 being the lowest, and 3 being the highest. These scores are then multiplied together, to give a score between 1 and 9, with 9 being the highest.

Risk level = Severity x likelihood

The **Severity** may be scored as follows:

3 - Major (death or severe injury may result)

2 - Serious (injuries requiring medical treatment or more than three days off work)

1 - Slight (injuries requiring no more than first aid treatment, or brief absences from work)

Do not always consider ‘the worst case scenario’ as the consequent result; try to think of ‘reasonable’ and ‘foreseeable’ results rather than ‘freak’ results.

Likelihood can be similarly ranked:

3 - High (event will occur frequently)

2 - Medium (event will occur occasionally)

1 - Low (event will seldom occur)

Use the Risk reference matrix to help you if you are unsure as to the level at which you should categorise the risk





In determining the likelihood of an event occurring, account needs to be taken of both the chance of it happening each time the task is carried out and the frequency/regularity of that task. Hence an infrequently carried out task which entails a near certainty of injury would be high risk. Similarly a task which is carried out very frequently but for which the likelihood of mishap for each occasion is low, would also be high risk since it is inevitable that the mishap will occur within a realistic time period.


It must be realised that this is a subjective process, giving numbers to the factors does not imply any mathematical precision – the aim is to identify and prioritise risks, and then to take action to reduce or eliminate them.

11.1 LIKLIHOOD INDICATORS	Risk Rating Level 3 – High RED	Risk Rating Level 2 – Medium AMBER	Risk Rating Level 1 – Low GREEN
Frequency of exposure to the risk	Constantly during work, Daily	Occasionally, weekly or monthly	Rarely Few times per year or less often
Experience of hazard potential	Always happens / Very likely to have been experienced by those facing the risk	Has happened Possibility that those exposed have experienced the hazard	Never happened previously Unlikely that those facing the risk have had first hand experience
Number of persons exposed to risk	100 or more	11-99	1-10
Number of persons affected by a single incident	Over 10	2-9	1
Reliability of control measures	Low Reliability	Moderate reliability	High reliability

11.2 SEVERITY INDICATORS	Risk Rating Level 3 – High RED	Risk Rating Level 2 – Medium AMBER	Risk Rating Level 1 – Low GREEN
Physical injury	Fatality or long term / permanent injury or disability	First aid injury, short term illness or injury	Minor injuries not resulting in lost time or requiring treatment
Adverse health impact	Life threatening or shortening disease or condition	Moderate short term impact, not likely to lead to permanent condition	No significant adverse health impact
Impact on BDC operations	Significant – possible long term disruption	Moderate limited disruption to operations – days or weeks	Low – no significant disruption to operations
Impact on client / public / enforcing agency concerns	Significant reaction expected	Moderate –reaction not thought likely	Low – adverse reaction unlikely
Estimated business impact	Significant – in excess of £25000	Moderate – between £5000 and £25000	Low – less than £5000

11.3 Action and Timescales

http://www.nottingham.ac.uk/safety/publications/circulars/risk-assessment.html - topRisk level	Action and Timescale	Appropriate Controls	Colour Code
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk)	Maintain & review current measures Communicate by signs or general instructions	GREEN 
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.	Largely informal controls Appropriate monitoring and supervision	GREEN/AMBER 
Moderate (3, 4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.	Controls must be reliable from here Mostly formal Regular review Structured & formal communication	AMBER 
Substantial (5, 6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.	Formal and highly reliable controls Capable of enhancement Fully documented Frequent review	RED/AMBER 
Intolerable (9)	Work should not be started or continued until the risk level has been reduced.	All aspects formal.	RED

	<p>While the control measures should be cost-effective, the legal duty to reduce the risk is absolute.</p> <p>This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.</p>	<p>Controls to highest possible level of reliability</p> <p>Regularly tested</p> <p>emergency arrangements</p> <p>Regular review and monitoring</p>	
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12 APPLICATION OF RISK ASSESSMENT

A form is available in **Appendix 1**.

Although the risk assessment process may be delegated, the manager responsible for managing the work area or activities remains responsible for the findings and for ensuring that any remedial actions are implemented.

13 STRATEGY FOR RISK ASSESSMENT

It is important not to lose sight of the purpose of health and safety risk management such that the assessment seems to become an end in itself. The objective is to have in place the necessary physical or procedural controls and for the people doing the work to know what these are.

The following points summarise the steps to be taken:

- Identify the different areas of the Service Area to which risk assessments will be devolved – if the Service Area is small this may not be necessary
- Identify who will carry out the risk assessments in these areas.
- Identify the range of work activities carried out in each area.
- Identify those work activities which are carried out across the Service Area for a general assessment.
- Define the scope of each assessment
- Identify the significant hazards present
- Decide who might be harmed and how
- Identify existing control measures and estimate their reliability
- Taking into account existing controls estimate THE RISK FOR EACH HAZARD
- Decide if the risks are acceptable
- If not determine management action, using the action plan in Appendix 1
- Sign / authorise the assessment
- Communicate the findings to those exposed to the risk or those carrying out the work
- Review the action plan regularly entering completion dates as the measures are achieved.

Review the risk assessment every two years or when there is significant change to ensure that it is still valid.

14 SAFE SYSTEMS OF WORK

The risk assessment process fits into the concept of the safe system of work. As with risk assessment the formality and complexity of the safe system of work must be proportional to the risk presented by that work.

A Safe System of Work is a combination of control measures which work together to achieve and maintain safe conditions,

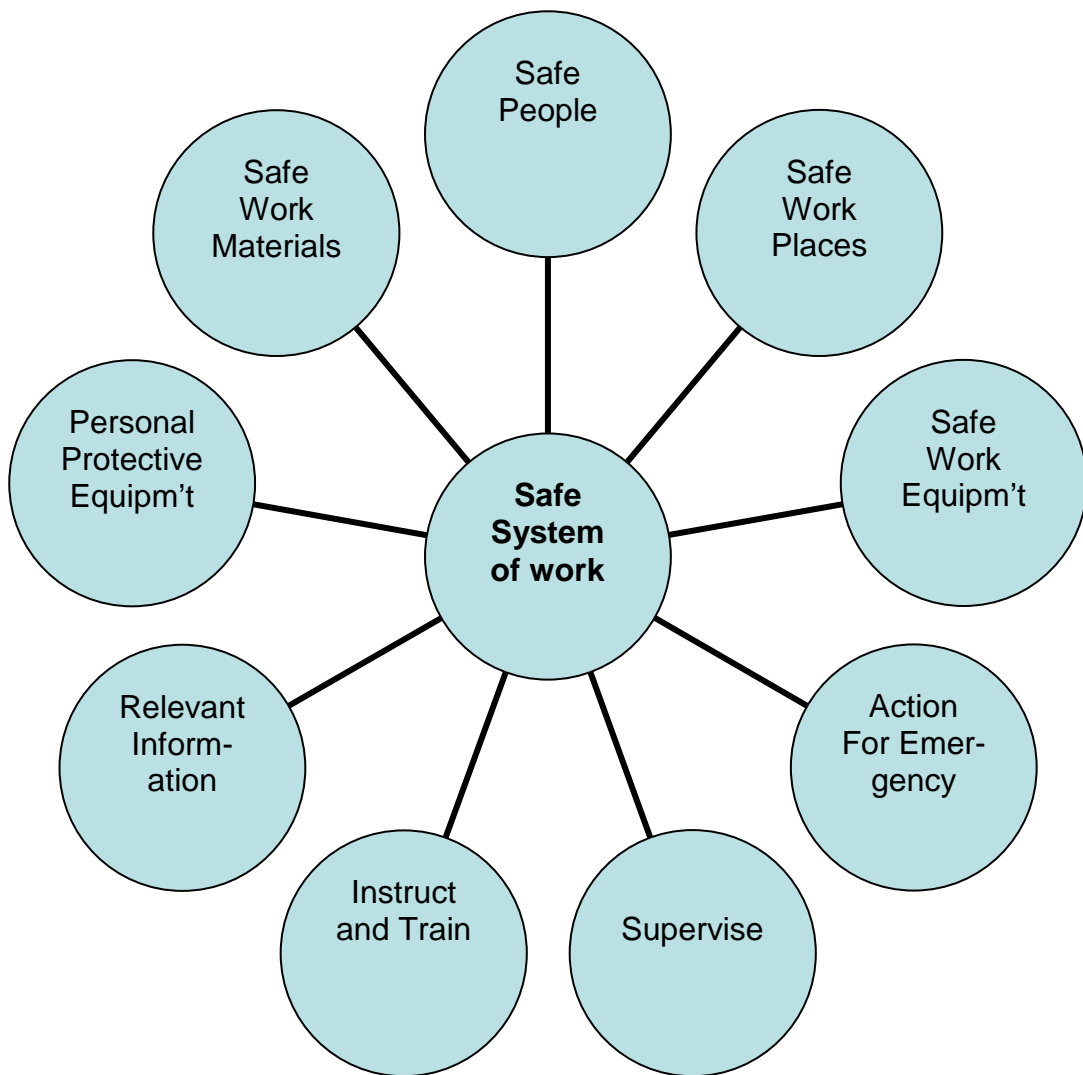
The Safe System of Work consists of a number of combined control measures which can be represented as elements (processes, equipment etc.)

No single element will deliver the desired safe condition

In circumstances where one or some of the elements are not available (for example where the work place is an unsafe environment) the other elements have to be further developed to compensate.

Any element within the safe system of work must be fit for purpose.

Safe System of Work Diagram



Safe People – Individuals with the necessary competence, (knowledge, skills and experience), also those likely to have responsible attitudes and exhibit reasonable behaviour. Adaptations to the workplace, equipment or procedures may be necessary in order that people who have a disability are able to work safely

Safe Workplace – Where it is within the control of the Council the workplace must be fit for purpose - to have been designed / adapted for the intended purpose and maintained in a suitable condition. Where the workplace is unsafe (e.g. a naturally hazardous environment) then other elements of the SSW must combine to ensure that the person remains safe (e.g. provide wet weather / cold weather clothing.)

Safe Work Equipment – This must be suitable and fit for purpose, be used for its intended purpose and must be maintained in good condition and full working order.

Action for Emergency – Formal emergency procedures are required in most circumstances, and should consist of a means to raise the alarm, a means of evacuating the area and/or summoning assistance and/or neutralising the hazard.

Supervise – the quality and nature of the supervision afforded is directly influenced by the competence of the persons at work and the risks they face. Lone or remote working is acceptable, provided that the other elements of the SSW are developed to compensate.

Instructions and Training – unambiguous instruction outlining the action to stay safe in all reasonably foreseeable situations. Formal training in all aspects of the SSW where necessary.

Relevant and Comprehensible Information – sometimes using standardised signage, or information sheets, standard operating procedures, method statements etc. This should include the findings of relevant risk assessments. Here necessary information must be provided in alternative formats and/or languages to ensure comprehension.

Personal Protective Equipment (and clothing) – this should be seen as a low reliability control measure – but there are still likely to be circumstances where PPE is a valid control measure. All stages of the selection, management and use of PPE require the highest levels of consideration.

Safe Work Materials – as low a risk level as is necessary to achieve the outcome required – there are often many alternative cleaning materials available for example. Also consider environmental toxicity.

15 THE HIERARCHY OF CONTROL

The hierarchy of control is a simple concept which can be applied when making decisions about control measures within a safe system of work.

The hierarchy is based on the principal that elimination of the risk by completely removing it from the workplace is the most effective control measure, thereafter all other control options can be ranked according to effectiveness.

1 ELIMINATION

Complete removal of the hazard from the workplace
Can be achieved by removing people from the location of the risk or by discontinuing the process

2 SUBSTITUTION

Use where elimination is not a practical option
A hazard may be substituted for a safer alternative, which results in reduced risk. Example: use of low voltage/battery tools rather than mains powered.
Patterns of exposure can be changed to reduce the risk (Example: reducing the amount of time a person spends in a noisy environment)

3 ENGINEERING CONTROLS

Solid barriers, isolation technology, enclosures or other structures and assemblies which prevent exposure to risk
Engineering controls need maintenance to ensure they remain fit for purpose. They should fail to a safe condition (i.e. power off). In general the more complex the engineering control the more opportunities there are for failure, including human error.

4 PERSONAL PROTECTIVE EQUIPMENT

Clothing or items of equipment which are worn or held to afford protection. PPE is known to be a low reliability option (often referred to as a 'last resort option', primarily because its effectiveness depends upon being worn at all times when the hazard is present). It obviously offers no protection to those nearby not using it.

5 INFORMATION INSTRUCTION SUPERVISION AND TRAINING

It should be apparent that the provision of information instruction and supervision (IITS) is a requirement in all of the above control options. However there are also circumstances where none of the other options are available, and the only way to prevent exposure is by providing information (perhaps a warning siren) give clear instruction (safety signs) on how to avoid the risk, train personnel in correct procedures and supervise all of the above, including in emergency situations.
Information must always be in a form comprehensible to the user.

16 TEN STEP GUIDE TO RISK ASSESSMENT

Step 1: Define the Scope of the Risk Assessment

The assessor should record details of the process being assessed and where the process will take place.

Indicate if the assessment is generic (multiple locations or processes where practical similarities allow general decisions to be effective) or specific (applicable to a single location or circumstance) and whether it is a new or existing process being assessed.

Each risk assessment should have a reference number which is generated by the Service Area

Every risk assessment should be reviewed. Initially after the first time the process is carried out and then at least annually until confidence is high that the assessment is valid. The maximum period between reviews should be 2 years.

Step 2: Identify the Hazards

A hazard is anything with the potential to cause harm.

For each process it is important that all *significant* hazards are identified.

You need to think carefully about the hazards to ensure that they are described properly to ensure that they are easily understood and communicated.

Step 3: Identify who might be Harmed

For each hazard think about and record who might be harmed. This may be an individual but it could also be a generic group (e.g. roofers, squash court etc.).

Will those who may be harmed be the same ones for all of the hazards or not?

Consider people who are not directly involved in the process but may be harmed (e.g. maintenance staff, cleaners, visitors, etc.).

You may also need to consider people or groups of people who may be particularly vulnerable (e.g. disabled persons, children, new starters, etc.).

Step 4: Identify Existing Controls and their Reliability

For each hazard think about and record the existing controls (safety measures).

For each control consider its reliability. This will help to determine the risks.

Step 5: Level of Risk

Taking into account the existing controls, estimate the risk for each hazard (e.g. low, medium, high).

This estimation of risk should consider factors that affect the likelihood of an incident occurring and the severity of the outcome. Use the risk estimator for guidance if you are unsure.

Step 6: Decide if the Risks are Tolerable

To determine if the overall risk is tolerable, summarise the individual risk estimates and use your experience to estimate the overall risk and decide whether or not it is tolerable.

This process is **subjective** and no 'accurate' mathematical formula exists.

If the risk is **not** tolerable, additional safety measures **must** be considered and recorded.

Now the question of risk tolerability should be asked again. If it is still considered that the risk is **not** tolerable, **STOP – prevent any significant exposure to the risk and arrange reassessment.**

Step 7: Define Management Actions

To ensure effective implementation of the risk assessment controls it may be necessary to carry out some management action.

This should be recorded, along with the name(s) of the person(s) responsible for carrying it out and the associated timescales.

Step 8: Authorisation

All risk assessments should be signed (or initialled if electronic) and dated by the person carrying out (or leading) the assessment.

The assessment should be checked and authorised by the manager responsible.

This authorisation indicates that the findings of the assessment are valid and that the control measures will be implemented.

Step 9: Communicate significant findings to those exposed to the risk

Ensure that the findings of the assessment get to those exposed to the risks.

Step 10: Monitor and review

Check that assessments are available to and used by those who need them

Check that the safe systems of work outlined in the assessment are in use

Check that the measures in use are actually effective

Review the assessment after the first time it is used and then every two years.

17 REFERENCES

Practical guidance and example of risk assessments can be found on the Health and Safety Executive website;

<http://www.hse.gov.uk/risk/casestudies/index.htm?ebul=hsegen/17-mar-2008&cr=5>

Leeds City Council on line risk assessment training package

<http://www.leeds.gov.uk/risk/>

Bolsover District Council Risk Assessment Sheet



Assessment Log Number		Who Might be Harmed			
Activity					
Hazards	Current Controls	Likelihood	Severity	Risk	
1					
2					
3					
4					
5					
Assessor Signature		Print Name		Date	
Manager Signature		Print Name		Date	

Bolsover District Council Risk Assessment Sheet



Assessment Log Number		Activity					
Additional Controls Required		Responsible Person	Target Date	Date Complete	Risk After Control Introduced		
					Likelihood	Severity	Risk
1							
2							
3							
4							
5							
Assessor Signature		Print Name		Date			
Manager Signature		Print Name		Date			

SAFETY COMMITTEE

AGENDA

Thursday 10th July 2008 at 1400 hours

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
1.	To receive apologies for absence, if any.	
2.	Election of Chair	
3.	Appointment of Vice Chair	
4.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
5.	Members should declare the existence and nature of any personal or prejudicial interest in respect of any business on the agenda and any urgent additional items to be considered or any matters arising out of that business of those items and withdraw from the meeting at the relevant time, if appropriate.	1
6.	To agree the Terms of Reference	2 to 4
7.	To approve the minutes of a meeting held on 24 th April 2008.	5 to 9
8.	Sickness Absence/Occupational Health Statistics	10 to 13
9.	Fire Risk Assessments Update	14 and 15
10.	Workplace Inspection Programme Update	16 and 17
11.	Risk Assessment Policy and Guidance	18 to 44
PART 2 – EXEMPT ITEMS		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a (as amended)</i>		
<u>Paragraph 2</u>		
12.	Accident and Stress Statistics 2007/08	45 to 52