

SAFETY COMMITTEE

**2ND FEBRUARY 2009
AT 1400 HOURS**

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Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 19th January 2009

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 Monday 2nd February 2009 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 29.

Yours faithfully,



Chief Executive Officer

To: Chair and Members of the Safety Committee

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

Email enquiries@bolsover.gov.uk Web www.bolsover.gov.uk

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

DECLARATION OF INTERESTS

COMMITTEE - SAFETY COMMITTEE

DATE – 2ND FEBRUARY 2009

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.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Executive Meeting Room, Sherwood Lodge, Bolsover, on Tuesday 23rd September 2008 at 1400 hours.

PRESENT:-

Members:-

Councillors P. M. Bowmer, J.A. Clifton and B. R. Murray-Carr.

Unison:-

R. Frisby and G. Hutchinson.

Unite:-

C. Dodsworth.

Officers:-

W. Lumley (Chief Executive Officer), T. Walker (Health and Safety Officer), and R. Leadbeater (Democratic Services Officer).

362. APOLOGIES

Apologies for absence were received from Councillor D. McGregor, R. Farnsworth and J. Ritchie (Unison) and L. Keeling (Head of Human Resources and Payroll).

363. ELECTION OF CHAIR

In the absence of Chair and Vice Chair nominations were requested to preside over the meeting.

Moved by Councillor P. M. Bowmer, seconded by Councillor J. A. Clifton.

RESOLVED that Councillor B. R. Murray-Carr be appointed as Chair for the meeting.

Councillor B. R. Murray-Carr in the Chair

SAFETY COMMITTEE

364. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

365. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

366. MINUTES – 10TH JULY 2008

Moved by Councillor J. A. Clifton, seconded by R. Frisby.

RESOLVED that the minutes of a meeting held on 10th July 2008 be approved as a true record.

Members raised concerns that some residents in group dwellings were unaware of current emergency evacuation procedures. The meeting was advised that the current procedure was total evacuation and this would remain so until replacement fire doors had been fitted at all group dwellings. The Health and Safety Officer was requested to write to the Head of Housing to ensure that all residents were made aware of the evacuation procedures in place.

367. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS APRIL TO JUNE 2008

The Health and Safety Officer presented the report to advise members of Sickness Absence and Occupational Health Referral Statistics from April to June 2008 with comparative figures for 2007. Full time equivalent absence was down between 4 and 5% overall on last year to 1.79% which was below the target of 2.25%.

Occupational Health referrals had also reduced from last year. Hand Arm vibration assessments had been carried out as part of the routine health surveillance events held in April and May. The Health and Safety Officer was currently looking at staff working patterns, recommended exposure times and the tools used to ascertain whether the vibration output was a problem. A full breakdown by department of days lost through long and short term absence was attached to the agenda for information.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RESOLVED that the report be received.

SAFETY COMMITTEE

368. HSE SENSIBLE RISK CAMPAIGN

The Chief Executive Officer presented the report in respect of the Health and Safety Executive's co-ordination of a national campaign aimed at promoting a common sense approach to health and safety decision making. A copy of the document signed by all three partners of the collaborative agreement was attached to the agenda for information.

Members welcomed the move of signing up to the Sensible Risk Campaign.

Moved by Councillor P. Bowmer, seconded by C. Dodsworth.

RESOLVED that the report be received.

369. FIRST AID AT WORK POLICY AND GUIDANCE

The Health and Safety Officer presented the report including the revised First Aid at Work Policy and Guidance for consideration.

The meeting was advised that lists of first aiders had been posted on notice boards and on ERIC and the only outstanding action was to erect green signs throughout Sherwood Lodge to identify the nearest first aider/first aid kit, which the Health and Safety Officer would attend to.

A broad assessment had been carried out and it had been identified that some Depot Staff required first aid training.

Questions were raised as to whether there were first aid boxes available in every Council vehicle. The Health and Safety Officer advised that this should be the case and the size of the first aid kit would depend on the nature of the work carried out by the staff using a particular vehicle. Questions were also raised as to how staff could replenish first aid kits.

The Health and Safety Officer advised that first aid kits could be replenished through Stores and this advice would be notified to staff by including a sticker on top of all first aid kits. The Health and Safety Officer agreed to write to Managers to request that all vehicles were checked for first aid boxes and that these were fully stocked.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RECOMMENDED that the First Aid at Work Policy and Guidance be referred to Council for adoption.

(Council)

SAFETY COMMITTEE

370. DISPLAY SCREEN EQUIPMENT POLICY AND GUIDANCE

The Health and Safety Officer presented the revised Policy and Guidance for Members' consideration.

The meeting was advised that interactive software would be put on ERIC to assist staff with the self assessment process. Discussion took place on the frequency of self assessment, which was 2 years and whether this was adequate.

Concerns were raised in respect of the quality of lighting at the depot in areas where PCs were used and also the effectiveness of the self assessment process for shared PCs. The Health and Safety Officer advised that shared PCs were assessed on their ease of adjustability to each individual's requirements and confirmed that lighting levels had not been assessed within the last 2 years, but this could be built into the general inspections. C. Dodsworth advised that he had the relevant equipment to test lighting levels which could be made available for the assessments.

Members raised questions as to whether the policies were considered by PPMGs. The Chief Executive Officer advised that those policies considered through PPMGs were largely patch management policies. However, Scrutiny Committee could make a decision to review the health and safety policies through PPMGs.

In response to Members' questions the Health and Safety Officer advised that guidance on home working and self assessments of home work stations had been provided for staff.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RECOMMENDED that the Display Screen Equipment Policy and Guidance be referred to Council for adoption.

(Council)

371. ACCIDENT REPORTING AND INVESTIGATION POLICY AND PROCEDURE

The Health and Safety Officer presented the revised Policy and Guidance for Members' consideration which was designed to assist the Council in carrying out its duties under the Health and Safety at Work Act and RIDDOR.

Moved by Councillor J. A. Clifton, seconded by G. Hutchinson.

RECOMMENDED that the Accident Reporting and Investigation Policy and Procedure be referred to Council for adoption.

(Council)

SAFETY COMMITTEE

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

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

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 it involves 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.

373. ACCIDENT AND STRESS STATISTICS

The Health and Safety Officer presented the report to submit for the meeting's attention Accident and Stress Statistics for the period 1st April 2008 to 30th June 2008 with comparative figures for 2007.

The meeting was advised that working days lost had fallen significantly as had absence through stress.

Members commented on items stored at heights in offices at Sherwood Lodge. The Health and Safety Officer stated that storage shortages were recognised and any concerns would be identified in routine inspections.

Moved by Councillor J. A. Clifton, seconded by Councillor P. Bowmer.

RESOLVED that the report be received.

The meeting concluded at 1442 hours.

Committee:	Safety Committee	Agenda Item No.:	5.
Date:	2 nd February 2009	Category	
Subject:	Sickness Absence/Occupational Health Statistics Jul-Sept 2008	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Human Resources Assistant		
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 does not contribute to any specific targets in the Corporate Plan.

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 July to September 2008 and 2007.

- 1.1 The sickness absence outturn for the second quarter of 2008 (July to September) is shown below, with comparisons for the same period during 2007:

Jul-Sept 2008	Jul-Sept 2007
2.13 days per FTE	2.04 days per FTE

The target for July to September 2008 was 2.25 days per FTE.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 12 for information.

Whilst the overall sickness figure is encouraging, there is a slight increase in the overall figure compared with the same quarter last year. This is due to both long term and short term sickness absence showing a slight increase as shown below:

	Long Term	Short Term
Jul-Sept 2007	1.23 days per FTE	0.81 days per FTE
Jul-Sept 2008	1.27 days per FTE	0.86 days per FTE

Despite the fact that the number of long term sickness cases has doubled compared with the same quarter last year, the HR team have worked hard to reduce the number of long term sickness cases, with all cases resolved by December 2008 (see paragraph 1.3). In terms of the short term sickness absence Heads of Service in those departments with the highest levels of short term sickness absence have been asked to ensure proactive measures are taken.

- 1.3 The outcome of occupational health referrals for the first quarter of 2008, with comparisons for the same period during 2007 are shown below:

	Jul-Sept 2008	Jul-Sept 2007
Rehabilitation	12	6
Resigned	1	0
Dismissal	1	0
Ill Health Retirement	0	1
Outstanding	0	0
TOTAL	14	7

- 1.4 The following health surveillance events have been held during the period July to September 2008.

Three routine health surveillance clinics were held in July, August and September covering reviews for Hepatitis B and blood tests, Hand Arm Vibration assessments, driver medicals and audiometry reviews for 24 employees.

There have been two employees undergoing counseling during this period.

ISSUES FOR CONSIDERATION

Members of the Committee are asked to note the statistical information provided and action taken to address any adverse trends.

IMPLICATIONS

Financial : None

Legal : None

Human Resources: Compliance with employment legislation relating to managing sickness absence

RECOMMENDATION

The report be received.

ATTACHMENT: **Y (1)**

FILE REFERENCE: **N/A**

SOURCE DOCUMENT: **N/A**

BVPI12 - JULY TO SEPTEMBER 2008 LONG TERM SHORT TERM SPLIT

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
FINANCIAL SERVICES	13.61	1.5	0.11	0	1.50	0.00	0.11
PROCUREMENT	4.00	0	0.00	0	0.00	0.00	0.00
CHIEF EXECUTIVES OFFICE	5.00	5	1.00	0	5.00	0.00	1.00
ICT SERVICES	13.50	10	0.74	0	10.00	0.00	0.74
LEGAL SERVICES INCLUDING LAND CHARGES	11.78	19	1.61	14	5.00	1.19	0.42
PLANNING SERVICES	21.50	21.5	1.00	2	19.50	0.09	0.91
LEISURE SERVICES	34.72	33.5	0.96	0	33.50	0.00	0.96
DEMOCRATIC	11.35	23	2.03	0	23.00	0.00	2.03
COMMUNITY SERVICES	18.25	47	2.58	38	9.00	2.08	0.49
HUMAN RESOURCES AND PAYROLL	9.44	1	0.11	0	1.00	0.00	0.11
ENVIRONMENTAL HEALTH	28.82	48	1.67	24	24.00	0.83	0.83
CUSTOMER SERVICE/PERFORMANCE	15.00	15	1.00	0	15.00	0.00	1.00
REGENERATION INCLUDING SECURITY	41.76	68	1.63	54	14.00	1.29	0.34
REVENUE SERVICES	40.25	39	0.97	0	39.00	0.00	0.97
HOUSING (INC REPAIRS AND WARDEN SERVICE)	116.03	232.5	2.00	168	64.50	1.45	0.56
STREET SERVICES	100.30	405	4.04	267.5	137.50	2.67	1.37
CONTACT CENTRES	25.90	122	4.71	82	40.00	3.17	1.54
GRAND TOTAL	511.21	1091.00	2.13	649.5	441.50	1.27	0.86

Street Services include Depot Resources, GM and Cleansing and Waste Services

Committee:	Safety Committee	Agenda Item No.:	6.
Date:	2 nd February 2009	Category	
Subject:	General Health and Safety Report	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

Environment – Promoting and enhancing a clean and sustainable environment. Enhancing our management of asbestos risk

Strategic Organisational Development: - continually improving our organisation. By reducing the consequences of accidents, incidents, and dangerous occurrences and thereby reduce likelihood of enforcement action, legal action or compensation claim.

Customer Focussed Services: - providing excellent customer focussed services. By providing services that reduce the consequences of an accident, incident, illness or dangerous occurrence.

TARGETS

The report does not contribute to any specific targets in the corporate Plan.

VALUE FOR MONEY

The proposals deliver value for money by reducing the likelihood of loss through accident, service interruption and personal injury/damage claim.

THE REPORT

Legislation

Health and Safety (Offences) Act 2008 – This Comes into force on January 16th 2009.

The Act amends section 33 of the Health and Safety at Work etc. Act 1974, and raises the maximum penalties available to the courts for certain health and safety offences.

The new law means bigger fines for health and safety crimes and prison as an option for more health and safety offenders who have committed serious offences. Health and safety penalties are now comparable to those for environmental and food law offences.

The Act:

increases the maximum fine for the lower courts from £5,000 to £20,000 for most health and safety offences

introduces unlimited fines for higher courts

makes imprisonment an option for more offences in the lower and higher courts

makes certain offences that can currently be tried only in the lower courts triable in either the lower or higher courts. This opens up the potential for larger penalties

Please see the more detailed briefing attached as Appendix 1

The briefing note has been sent to all Heads of Service.

Policy issues

Asbestos

Draft revised Control of Asbestos at Work Policy and Guidance has been sent to those who will operate it for specialist input and will go to Heads of Service Group by the time of the Safety Committee Meeting.

This brings our policy into line with the requirements of the Control of Asbestos at Work Regulations (2006), reflects organisational and personnel changes within Housing and Regeneration Service areas and the use of an improved asbestos surveying and information storage system.

This will come to the next Safety Committee, if approved.

Stress Management

The Draft Stress Management Policy and Guidance will go to Heads of Service Group then will come to the next Safety Committee, if approved.

Audits

Corporate Health and Safety Management has been audited by the joint audit unit. Their report is only in draft form at the time of this report being written, and states that performance is satisfactory.

Recommendations and remedial actions will be reported to the next Safety Committee when finalised.

Health and Safety at a Service area level is being audited by the Health and safety officer.

Pleasley Vale Industrial Park is the first area to be audited, which is currently underway. Housing Maintenance and Grounds Maintenance will be the next areas to be examined.

The results for the first audit will be reported to the next Safety Committee.

1st Aid

The Health and Safety Officer has undertaken an assessment of Health and safety Needs across the Authority.

The area highlighted as needing increased provision is mobile workers, particularly waste operations.

Increasing provision for waste collection crews is being explored.

Fire Risk Assessments

Fire risk assessments are currently being reviewed by the original assessors, this will enable us to compare like with like.

As of 12/01/09 the following reports have been received by BDC:

South Normanton Contact Centre
South Normanton Depot
Clowne Contact Centre
Ashbourne Court Group Dwelling
Kissingate Leisure centre (before the fire)

The Kissingate report did not highlight any significant issues, particularly in the area where the fire occurred.

The Estates and Property Services Manager will provide a report on progress towards reassessing all our buildings and resolving issues identified.

Safety Inspections

The following inspections have been received / undertaken since the Last Safety Committee:

Sherwood Lodge (Estates and property Services)
Contact Centres (CSPD)
Democratic Services
Human Resources and Payroll

There are no major outstanding items

The following Service Areas are making arrangements to carry out inspections:

Legal Services
Revenues and Benefits
ITC

All Services Areas were reminded on 9th of December and will be reminded again of the due dates for their inspections.

Training

The following training has been put in the training plan for the forthcoming year April to March

Risk assessment (24)
Coshh awareness (60)
Hand arm Vibration awareness (40)
Noise at Work awareness (40)
Manual Handling for Waste Operatives (40)
Fire warden training (12)
Working at Heights (40)
Managing Safely (IOSH Training for Managers (12))

Additionally

New Employee Induction
Manual Handling (general)
Display Screen Equipment Awareness
Cleaners / Caretakers Training
Members Safety Awareness Training

Will be provided on request subject to demand

ISSUES FOR CONSIDERATION

The contents of the report.

IMPLICATIONS

Financial : None

Legal : Compliance with legislation

Human Resources : None

RECOMMENDATION

That the report be received.

ATTACHMENTS: Appendix 1 & 2

Health and Safety Offences Act 2008

Briefing from the Institute of Occupational safety and Health (iosh)

Headlines

New law means bigger fines for health and safety crimes
Prison an option for more health and safety offenders
Health and safety penalties now comparable to environment and food law

What is it?

The Health and Safety Offences Act increases penalties and gives the courts greater sentencing powers for organisations that break health and safety law. Its aim is to provide more of a deterrent to rogue organisations gambling with the health and safety of their employees and others.

The Act was introduced as a Private Member's Bill. It was progressed through the House of Commons by Keith Hill MP, and the House of Lords by Lord Bruce Grocott.

When is it law?

The Act will come into force on 16 January 2009. It covers Great Britain and Northern Ireland.

Why has it been introduced?

For a number of years, courts have expressed their frustration over not being able to hand down tougher sentences for health and safety offences. At the same time, a broad consensus has developed among stakeholders, including IOSH, that more serious sentences are needed.

The higher penalties under the new Act were first recommended following a 1999 review by the Home Office, Department of the Environment, Transport and the Regions, and Health and Safety Executive. In 2000, in its Revitalising Health and Safety strategy, the government pledged to seek an early parliamentary opportunity to give courts greater sentencing powers for health and safety crimes. In the consultation leading up to the publication of the strategy, the

question of penalties generated the most responses – the overwhelming message was that penalties were inadequate.

In 2005/06, the average penalty per conviction was just under £10,000. If untypical large fines (more than £100,000) are taken out, the average fine was just under £5,000. Provisional figures for 2006/2007 are around £15,000 for the average penalty per conviction and just under £9,000 if fines of over £100,000 are excluded.

What difference will it make?

The Act amends section 33 of the Health and Safety at Work Act 1974, and raises the maximum penalties available to the courts for certain health and safety offences.

The Act:

- increases the maximum fine for the lower courts from £5,000 to £20,000 for most health and safety offences
- introduces unlimited fines for higher courts
- makes imprisonment an option for more offences in the lower and higher courts
- makes certain offences that can currently be tried only in the lower courts triable in either the lower or higher courts. This opens up the potential for larger penalties

The new Act brings the fines under health and safety law closer into line with those under comparable legislation – for example, environmental and food safety laws.

Appendix 2 - SCHEDULE OF REASSESSMENTS FOR BOLSOVER DISTRICT COUNCIL

<i>Inspection planned for Week Beginning</i>	<i>Ref</i>	<i>Location</i>	<i>Contact from 2006</i>	<i>Telephone contact 2006</i>
3 Nov 2008	BOL9	Kissinggate Leisure Centre, Park Road, Shirebrook, NG20 8JQ	David Downes	01623 748313
3 Nov 2008	BOL10	Ashbourne Court, Shirebrook, NG20 8VA (communal areas / boiler house)	(Vacant Post) Diane Bonsor	01623 742181
10 Nov 2008	BOL11	Depot:-Meadow Lane, South Normanton	Pam Burrows	01246 242547
10 Nov 2008	BOL12	9, Church Street, Clowne, S43 4JR	Sarah Smith	
10 Nov 2008	BOL13	124a Market Street, South Normanton, DE55 2EJ	Maxine Marriott	01246 242662
17 Nov 2008	BOL7	<u>Depot:-Oxcroft Lane, Bolsover</u>	Pam Burrows	01246 242547
24 Nov 2008	BOL8	Creswell Leisure Centre, Duke Street, Creswell, S80 4AS	Mr P Blakemore	
1 Dec 2008	BOL1	Main Council Offices, Sherwood Lodge, Bolsover, Chesterfield S44 6NF	Mr T Robinson	01246 242239
8 Dec 2008	BOL14	District Office, 2a Main Street, Shirebrook, NG20 8AW (BDC parts only)	Ms S Asher	01246 242633
8 Dec 2008	BOL15	Alder House, Shirebrook, NG20 9AP(communal areas / boiler house)	Ms Karina Hill, Resident Warden Diane Bonsor, Housing Manager	01623 742442
15 Dec 2008	BOL16	Jubilee Court, Pinxton, NG16 6NU (communal areas / boiler house)	Mr M Palmer, Resident Warden Diane Bonsor, Housing Manager	01773 860610
15 Dec 2008	BOL29	Broadmeadows Sportsground South Normanton		
6 Jan 2009	BOL2 BOL3 BOL4 BOL5	<u>Pleasley Vale Business Park</u> <u>NB Landlords common areas only</u> Mill 1 – 9899m2 Mill 2 – 14172m2 (+ dye house) Mill 3 – 13400m2 Lodge	Tim Rogers Facilities Manager	01246 242239

Inspection planned for Week Beginning	Ref	Location	Contact from 2006	Telephone contact 2006
12 Jan 2009	BOL17	Valley View, Hillstown, S44 6NB(communal areas / boiler house)	Miss H Kirk (Resident Warden) Diane Bonsor	01246 823319
19 Jan 2009	BOL20	Woburn House, Blackwell, DE55 5HE(communal areas / boiler house)	Cheryl Slater	01773 812477
19 Jan 2009	BOL36	Eastfield Drive South Normanton	Julie Lewis	01773 863457
26 Jan 2009	BOL25	Mill Lane, Whitwell (Communal areas only)	Susan Cooper, Resident Warden	01909 720424
26 Jan 2009	BOL26	Park View, Barlborough (Communal areas only)	Julie Kent, Resident Warden	01246 819924
26 Jan 2009	BOL27	Queens Court, Creswell (Communal areas only)	Diane Bonsor	01246 240000
26 Jan 2009	BOL28	Recreation Close, Clowne (Communal areas only)	Anita Kelly, Resident Warden	01246 810670
26 Jan 2008	BOL30	Clune Street Sportsground Clowne	Wayne Carter, Leisure Services	01246 242322
2 Feb 2009	BOL31	Shirebrook Model Village Sportsground	Wayne Carter, Leisure Services	01246 242322
2 Feb 2009	BOL34	Model Village drop in centre, The Vic, Acreage Lane Shirebrook	Julie Lewis	01773 863457
9 Feb 2009	BOL21	Hides Green, Bolsover (communal areas only)	Diane Bonsor	01246 240000
9 Feb 2009	BOL22	Orchard Close, Bolsover (communal areas only)	Diane Bonsor	01246 240000
9 Feb 2009	BOL32	Castle Leisure Park New Bolsover	Wayne Carter, Leisure Services	01246 242322
16 Feb 2009	BOL18	Victoria House, Creswell, S80 4AH(communal areas / boiler house)	Julia Kinnell, Resident Warden Diane Bonsor, Housing Manager	01909 721809
16 Feb 2009	BOL19	Parkfields, Clowne, S43 4EF (communal areas / boiler house)	Ms J Gravener and Diane Bonsor	01246 811777

<i>Inspection planned for Week Beginning</i>	<i>Ref</i>	<i>Location</i>	<i>Contact from 2006</i>	<i>Telephone contact 2006</i>
16 Feb 2009	BOL23	Pattison Street, Shuttlewood (communal areas only)	Diane Bonsor	01246 240000
16 Feb 2009	BOL24	The Paddock, Bolsover (communal areas only)	Diane Bonsor	01246 240000
22 Feb 2009	BOL33	Community House 7a Rotherham Road New Houghton	Emma Kendall	01623 812130
22 Feb 2009	BOL35	Orchard Drop In Centre 41 Hyndley Road Bolsover S44 6RX	Julie Lewis	01246 828080

SAFETY COMMITTEE

AGENDA

Monday 2nd February 2009 at 1400 hours

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
1.	To receive apologies for absence, if any.	
2.	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.	
3.	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.	3
4.	To approve the minutes of a meeting held on 23 rd September 2008.	4 to 8
5.	Sickness Absence/Occupational Health Statistics	9 to 12
6.	General Health and Safety Report	13 to 22
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>		
7.	Accident and Stress Statistics July to December 2008	23 to 28