

Committee:	Safety Committee	Agenda Item No.:	5.
Date:	27 th April 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

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by ensuring we comply with legislation and best practice.

TARGETS

The subject matter does not relate to any targets specified in the Corporate Plan.

VALUE FOR MONEY

Helping ensure that the Council discharges its legal responsibilities and does not incur legal costs, fines or civil penalties.

THE REPORT

Kissinggate Leisure Centre

The Centre has been made secure; tenders for the refurbishment works will be/have been are opened on 15th April. Projected reopening is September. Recommissioning will include safety checks, water hygiene, electrical wiring etc.

After a feasibility study it was decided not to attempt to open the Centre with temporary toilet and changing facilities – due to the additional cost, impact on the contract duration and safety / security issues regarding the temporary structures.

A person has been convicted of criminal damage and sentenced in regard to the fire.

Legionella

A civil claim for damages has been lodged by an individual claiming to have contracted legionella whilst visiting Cresswell Leisure Centre in 2007. The response to and defence against the claim is being co-ordinated by Tony Cheetham.

Legionella and water quality continues to be monitored through the Asset Management Group.

Fire Safety at Group Dwellings

Following the last Committee meeting the resolution from minute 336 was forwarded to the Head of Housing. Subsequently the issues of distributing fire procedures to tenants at group dwellings has been discussed between the Chair and the Housing Needs Manager – ‘old’ procedures will not be distributed to sites where this will change imminently.

The Housing Needs Manager has given assurances that tenants at other sites are familiar with their evacuation procedures and that practice evacuations are carried out regularly.

New fire safety procedures are to be rolled out in April to the following Group Dwellings:

Valley View
Woburn House
Jubilee Court
Alder House
Victoria House

As previously discussed this will emphasise a ‘stay put’ procedure as the first resort. A copy of the general procedure is attached for your information as

Appendix I– this may of course be tailored to fit individual circumstances / buildings.

Asbestos Management

All asbestos surveys on ‘commercial’ properties have been carried out and reports received from the contractor. The Estates and Property Services Manager is managing a programme of remedial work.

Arrangements for a representative sample of the housing stock, detached garages and all communal areas of the housing stock is being finalised.

Training

26 employees attended fire awareness training on 13th and 20th March.
6 employees attended herbicide sprayer training on 4th and 5th March.
5 employees attended manual handling training on 4th March.
8 employees attended induction training on 10th March.
22 employees attended asbestos awareness training on 17th February and 3rd March.

Policy Developments

Asbestos Policy has been to HOS group, and procedures are now in detailed development with the departments who will manage the asbestos ‘stock’ (Regeneration and Housing).

Stress Policy has been to heads of service group, and will be developed further following their comments and a pilot scheme in Housing and Planning.

Internal Audit

Corporate Health and Safety has been audited by the joint Internal Audit Consortium. The report, signed off on 3rd February, included the following recommendations:

Make Corporate Policy more prominent – improvements have been made to the Health and Safety Web page; more up to date paper copies have been made available; Heads of Service have been asked to bring employees attention to the corporate Policy. Information has been placed in the Weekly Bulletin and will be placed in ‘@work’.

Develop Safety Manual – Policies to cover Asbestos, Driving and Stress are under development.

Benchmarking – The Health and Safety Officer continues to work with other Derbyshire authorities to develop performance information.

Inductions – HR now regularly chase up outstanding new starters for inductions.

Web Based Training - web based induction training packages have been investigated - unfortunately 66% of those failing to attend do not have PC access, so this will not be cost effective. Current Induction package to be placed on intranet for refresher purposes.

Risk Assessments - Health and Safety Officer to audit risk assessments in higher risk areas (housing maintenance, waste operation, depot garage), this is underway with Housing.

First Aid in Boxes in Vehicles

Heads of service were asked on 4th February to confirm that all vehicles carried fully stocked first aid boxes. Confirmation of response will be given verbally at the Meeting.

Fire Panel at Shirebrook Contact Centre

This has been checked, no problems were discovered.

IMPLICATIONS

Financial: No direct financial implications or additional commitments

Legal: No direct implications

Human Resources: No direct implications

RECOMMENDATION

That the report be noted.

ATTACHMENT:	YES
FILE REFERENCE:	L:\Common\Tim Walker\committee reports\Safety Committee April 09\GD Evac POL~PROC MAR 09.doc
SOURCE DOCUMENT:	As above

Fire Evacuation Procedure for

This procedure applies to the following premises

Valley View
Woburn House
Jubilee Court
Alder House
Victoria House

From April 1st 2009

The Housing Needs Manager will ensure that:

All Housing needs Officers Attend Fire Wardens training at least once every three years.

Doors to flats and any internal windows and partitions provide 30 minutes fire protection to the occupants when closed.

Detection and alarm systems operate effectively and must signal to central control in the event of fire when there is no warden presence.

Effective means are in place to ensure that fire can be detected, alarms given help summoned and residents protected in the event of fire.

Information must be provided for the fire brigade:

- The location of the fire panel.
- The flat numbers of any tenants who would be unable to either detect the alarm or effect their own escape easily without assistance. This should be kept adjacent to the panel.

The Housing Needs Officers will ensure

Each tenant will be given, either at the point of changeover or on their arrival at the Group Dwelling:

- A copy of the procedure
- A copy of the sign
- An explanation from their Warden / Housing Needs Officer to ensure they understand the changes

All Wardens attend fire warden training either on commencement of their duties of every three years. Training to be arranged through the **Health and Safety Officer**.

All Warden personnel are able to operate and reset any fire panels in Group Dwellings they will work in.

Fire Books which are held each Group Dwelling are completed to monitor faults, maintenance and servicing of fire fighting systems, alarm systems and emergency lighting.

An evacuation point is designated for each Group dwelling, should it become necessary to leave the building for a short period of time.

A Refuge point is designated should it become necessary to leave the vicinity of the Group dwelling, for example if there is a large fire.

The Group Dwelling Warden

The Warden will check the panel if onsite or on their arrival onsite if there is no obvious to check if there is a real fire at the location highlighted.

If the fire is very small the warden should consider fighting it using the appliances provided and their training – but not to put themselves at risk.

If the larger than this, the warden should contain it using fire doors and move those nearest to the fire away from it.

If there is no fire they should contact the Control Centre in Bolsover.

The Warden will be on site within 15 minutes – this does depend on the location of the warden summoned and the location of the site.

The first Warden on site will take charge until the arrival of the Fire Brigade.

Central Control

Alarms when activated will alert Central Control in Bolsover.

The Control Centre will assume there is a fire unless the warden informs them that there is not.

Central Control will summon the fire brigade on being alerted. Central Control operates 24 hours a day seven days a week.

The Control Centre will summon the fire brigade. If the warden instructs the Control Centre that there is no fire, they will contact the Fire Brigade again and inform them that it is a false alarm.

The Control Centre will summon a mobile warden from the duty rota to attend to manage the situation.

Line management Responsibilities for the group dwellings are:

Lisa Evans - Housing Needs Officer	Valley View, Static Warden - Helen Kirk
Rob Farnsworth - Housing Needs Officer	Woburn House, Static Warden - Cheryl Slater
	Jubilee Court, Static Warden - Michael Palmer (Deputy - Pat Bacon)
Marion Cooper - Housing Needs Officer	Alder House, Static Warden - Karina Hill
	Ashbourne Court - No Static Warden - Vacant
Hazel Shaw - Housing Needs Officer	Victoria House, Static Warden - Julia Kinell
	Parkfields, Static Warden - Jackie Gravener (Deputy - Irene Harrison)
	Park View, Static Warden - Julie Kent
	Recreation Close, Static Warden - Anita Kelly



IF THE FIRE IS IN YOUR FLAT

- **Leave your flat, closing doors on the way out.**
- **Sound the alarm using the nearest break glass in the corridor or staircase (Control Centre or the Warden will call the Fire Brigade)**

IF YOU HEAR THE ALARM AND THE FIRE IS NOT IN YOUR FLAT

- **Stay in the flat you are in, closing the front door and any inside corridor windows.**
- **This will protect you until the fire brigade arrive**
- **Wait for further instructions from the fire brigade or the warden**

IF YOU HEAR THE ALARM AND YOU ARE IN THE COMMON ROOM - leave the building and go to the assembly point which is at



Do not use Lifts

Do not return to the building until you are told it is safe to do so