

# **SAFETY COMMITTEE**

**8<sup>TH</sup> JULY 2009  
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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Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Date: 24<sup>th</sup> June 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 1, Sherwood Lodge, Bolsover, on Wednesday 8<sup>th</sup> July 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 16<sup>th</sup> 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 28.

Yours faithfully,



Chief Executive Officer  
To: Members of the Safety Committee

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

## ***DECLARATION OF INTERESTS***

COMMITTEE: SAFETY COMMITTEE      DATE: 8<sup>TH</sup> JULY 2009

NAME OF MEMBER- \_\_\_\_\_

Levels of Interest      1.    Personal  
   2.    Personal and prejudicial

Nature of Interest \_\_\_\_\_

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 conclusion of the meeting.

Good practice to give nature of interest – without declaring any confidentiality.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting, and before the relevant item on the agenda is discussed.

A nil return is not required.

**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 Committee Room 1, Sherwood Lodge, Bolsover, on Monday 27th April 2009 at 1400 hours.

### **PRESENT:-**

Councillor D. McGregor in the Chair

### Members:-

Councillors J.A. Clifton, B.R. Murray-Carr and K.F. Walker.

### Unison:-

R. Farnsworth and J. Hendy

### Unite:-

C. Dodsworth

### Officers:-

L. Keeling (Head of Human Resources and Payroll), D. Bonsor (Housing Needs Manager), T. Walker (Health and Safety Officer), T. Robinson (Property and Estates Manager) and A. Brownsword (Democratic Services Officer)

## **899. APOLOGIES**

Apologies for absence were received from Councillor P.M. Bowmer and S. Sambrooks (Unite)

## **900. URGENT ITEMS OF BUSINESS**

The Chairman consented to the following item being raised as an urgent item of business to be heard after agenda item 7:

Workers Memorial Day.

## **901. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **SAFETY COMMITTEE**

### **902. MINUTES - 2ND FEBRUARY 2009**

Moved by R. Farnsworth (Unison), seconded by Councillor J.A. Clifton.

**RESOLVED** that the minutes of a meeting held on 2nd February 2009, be approved as a true and correct record.

### **903. GENERAL HEALTH AND SAFETY REPORT**

A revised copy of the fire evacuation procedure for grouped dwellings was circulated to members.

The Health and Safety Officer presented the general health and safety report for Members' information. The report outlined:

- An update on the current situation at Kissingate Leisure Centre.
- An update on a civil claim for damages lodged by an individual claiming to have contracted legionella whilst visiting Creswell Leisure Centre.
- New fire safety procedures being rolled out to grouped dwellings.
- An update on asbestos management.
- Training which had taken place.
- Policies currently being developed.
- An Internal Audit carried out on Corporate Health and Safety.
- First Aid Boxes in Council Vehicles.
- The Fire Panel at Shirebrook Contact Centre.

A discussion took place regarding the new fire safety procedures for grouped dwellings and the display of the new procedures within the flats. The Housing Needs Manager noted that this was a sensitive issue as the flats were peoples' homes.

Members felt that that the Council should take responsibility for displaying the procedures within the homes to ensure that all residents knew where to look for the instructions in case of fire.

C. Dodsworth (Unite) asked who any enquiries regarding asbestos should be directed to and it was noted that this would be the Health and Safety Officer in the first instance.

The Chairman asked how often the first aid boxes in Council vehicles were checked and how this was monitored. The Health and Safety Officer noted that the boxes should be checked daily and were included on the drivers' checklist. The Chairman asked how the use of the boxes was monitored and requested that Committee be advised of the systems in place.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor J.A. Clifton

**RESOLVED** that (1) the report be noted,



## **SAFETY COMMITTEE**

(2 )the Health & Safety Officer provide a note to the next meeting setting out how the first aid boxes are monitored.

(Health and Safety Officer)

### **904. ELECTED MEMBERS' RESPONSIBILITIES FOR HEALTH AND SAFETY**

The Health and Safety Officer presented a report outlining Members' responsibilities for Health and Safety. The report gave a summary of the guidance received from IOSH (Institute for Occupational Safety and Health) and the Health and Safety Officer noted that once training materials were available, he would run sessions for Members.

The Health and Safety Officer would circulate a copy of the report to all members

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

**RESOLVED** that (1) the report be noted,

(2) the Health and Safety Officer circulate a copy of the report to all members.

(Health and Safety Officer)

### **905. UPDATE ON FIRE RISK ASSESSMENT REVIEWS**

A copy of the Risk Assessment and Action Plan was circulated to members.

The Property and Estates Manager presented a report which gave details of the Fire Risk Assessment Reviews carried out on the Council's sites.

It was noted that some sites still had a number of risks still outstanding, but these may be different to the risks identified in the original risk assessment. The Property and Estates Manager noted that significant progress had been made, but not enough.

A discussion took place and Councillor Murray-Carr raised concerns that some substantial risks identified in 2006 had still not been dealt with and he felt that Heads of Service should be given a maximum of 8 weeks to either deal with the risks or provide an explanation for why they had not been dealt with.

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

**RESOLVED** that an Action Plan be developed in conjunction with Heads of Service to complete the identified works within 8 weeks or provide a reasonable

## **SAFETY COMMITTEE**

explanation of non completion of works and that further reports on progress be provided to the Safety Committee.

(Property and Estates Manager)

### **906. WORKERS MEMORIAL DAY**

The Head of Human Resources and Payroll reported that a letter had been received from Unison regarding the Workers Memorial Day. It was noted that the letter had been received with too short notice to organise anything formal.

Moved by R. Farnsworth (Unison), seconded by Councillor D. McGregor

**RESOLVED** that the Health and Safety Officer and R. Farnsworth (Unison) agree wording to be emailed to all staff informing them of Workers Memorial Day and that Unison be informed that more notice would be needed in future in order to organise a more formal event.

(Health and Safety Officer)

The meeting concluded at 1503 hours.

Council/ Committee:	Safety Committee	Agenda Item No.:	8.
Date:	8 <sup>th</sup> July 2009	Category	*
Subject:	Sickness Absence/Occupational Health Statistics 2008/9	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	HR 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 towards the achievement of any Council targets.

#### **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 2008/9.**

1.1 The sickness absence outturns for 2008/9 are shown below, with comparisons for 2007/8:

Target 2008/9	Out turn 2008/9	Out turn 2007/8
9 days	8.43 days	7.37 days per FTE

A breakdown of these figures for 2008/9 by Department, and by long term/short term sickness absence, is attached for information.

1.2 The outcome of occupational health referrals 2008/9, with comparisons for 2007/8 is shown below:

	2008/9	2007/8
Rehabilitation	43	38
Resigned	1	1
Ill Health Retirement	1	2
Death in Service	0	1
Dismissed	3	1
Outstanding	1	0
<b>TOTAL</b>	<b>49</b>	<b>43</b>

The ill health retirement in 2008/9 was at tier 3 under the new ill health scheme, which provides for a temporary pension of up to 3 years.

1.3 The top three causes of sickness absence for 2008/9 and 2007/8 are as follows:

2008/9		2007/8	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	1199	Stress	712
Stress	478	Musc/Skeletal	551
Infections	661	Back	752
<b>TOTAL</b>	<b>2338</b>	<b>TOTAL</b>	<b>2015</b>

In respect of the Musc/Skeletal days lost, further analysis is attached at page 15.

1.4 The following routine health surveillance clinics have been held during the period January to March 2009:

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.

1.5 There have been 9 employees undergoing counselling during this period.

### **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 - OUT-TURN 2008/9 LONG TERM SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE (12MTHS)	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	5.50	6	1.09	0	6.00	<b>0.00</b>	<b>1.09</b>
COMMUNITY SERVICES	19.25	265	13.77	219	46.00	<b>11.38</b>	<b>2.39</b>
CONTACT CENTRES	26.91	271.5	10.09	195	76.50	<b>7.25</b>	<b>2.84</b>
CUSTOMER SERVICE/PERFORMANCE	15.25	39.5	2.59	0	39.50	<b>0.00</b>	<b>2.59</b>
DEMOCRATIC	12.10	62	5.12	0	62.00	<b>0.00</b>	<b>5.12</b>
ENVIRONMENTAL HEALTH	31.40	274	8.73	111	163.00	<b>3.54</b>	<b>5.19</b>
FINANCIAL SERVICES	14.88	23.5	1.58	0	23.50	<b>0.00</b>	<b>1.58</b>
HOUSING (INC REPAIRS AND WARDEN SERVICE)	118.09	1203.5	10.19	695	508.50	<b>5.89</b>	<b>4.31</b>
HUMAN RESOURCES AND PAYROLL	9.44	14.5	1.54	0	14.50	<b>0.00</b>	<b>1.54</b>
ICT SERVICES	14.75	41	2.78	0	41.00	<b>0.00</b>	<b>2.78</b>
LEGAL SERVICES INCLUDING LAND CHARGES	12.94	140	10.82	103	37.00	<b>7.96</b>	<b>2.86</b>
LEISURE SERVICES	37.75	322	8.53	147	175.00	<b>3.89</b>	<b>4.64</b>
PLANNING SERVICES	27.15	68	2.50	19	49.00	<b>0.70</b>	<b>1.80</b>
PROCUREMENT	4.00	7	1.75	0	7.00	<b>0.00</b>	<b>1.75</b>
REGENERATION INCLUDING SECURITY	46.17	308.5	6.68	148	160.50	<b>3.21</b>	<b>3.48</b>
REVENUE SERVICES	41.33	171	4.14	29	142.00	<b>0.70</b>	<b>3.44</b>
STREET SERVICES	107.55	1375.5	12.79	871	504.50	<b>8.10</b>	<b>4.69</b>
<b>GRAND TOTAL</b>	<b>544.46</b>	<b>4592.50</b>	<b>8.43</b>	<b>2537</b>	<b>2055.50</b>	<b>4.66</b>	<b>3.78</b>

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

	LGEM Musculo-Skeletal			LGEM Neck and Back			All		
Year	2007-2008	2008-2009	Percentage Change	2007 - 2008	2008 - 2009	Percentage change	2007 - 2008	2008 - 2009	Percentage Change
Total number of periods of absence (Five days or more)	20	25	+25%	21	18	-17%	41	43	+4%
Total number of days lost (five days or more)	520	1031	+98%	695	379	-45%	1215	1410	+16%
<b>Periods of absence directly attributable to accidents</b>	<b>3</b>	<b>4</b>	<b>+33%</b>	<b>4</b>	<b>4</b>	<b>0%</b>	<b>7</b>	<b>8</b>	<b>+14%</b>
<b>Days lost directly attributable to accidents</b>	<b>83</b>	<b>158</b>	<b>+52%</b>	<b>179</b>	<b>61</b>	<b>-71%</b>	<b>242</b>	<b>219</b>	<b>-10%</b>
Periods of absence not attributable directly to accidents	17	21	+24%	17	14	-18%	34	35	+3%
Days lost not directly attributable to accidents	437	863	+97%	516	318	-39%	953	1381	+31%
Percentage periods of absence attributable to accidents	15%	16%	+1%	19%	22%	+3%	17%	19%	+2%
Percentage days lost directly attributable to accidents	16%	15%	-1%	26%	16%	-10%	18%	16%	-2%

Council/ Committee:	Safety Committee	Agenda Item No.:	9.
Date:	8 <sup>th</sup> July 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**

Renovation works on the site have commenced, the expected re-opening time is mid October. Re-commissioning will include safety checks, water hygiene, electrical wiring etc.

#### **Legionella**

The civil claims case noted in the last minutes is still ongoing; there has been no further communication from the insurers on the matter.

Refresher training was undertaken by H20 in June.



Risk assessments have been reviewed and a work programme is being developed with the contractor to deal with any issues raised.

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

### **Fire Safety at Group Dwellings**

New fire procedures have been introduced at:

Woburn House  
Valley View  
Jubilee Court  
Alder House  
Victoria House

All wardens have been trained on the new system

All tenants have been given instruction and information

All tenants have been given a copy of the new procedure and have attached it to their doors.

### **Asbestos Management**

Asbestos surveys on the commercial/non domestic properties have been received and a programme of work is being put together with the contractor.

Arrangements for carrying out a representative sample of the housing stock have been agreed, and a pre contract meeting held with Interserve who will be undertaking the survey work.

### **Training**

8 employees attended induction training on 13<sup>th</sup> May  
8 employees attended asbestos management training on 20<sup>th</sup> April  
26 employees attended legionella refresher training on 9<sup>th</sup> and 10<sup>th</sup> of June (there will be a further session)  
23 employees attended risk management training on 5<sup>th</sup> and 6<sup>th</sup> of May

Planned training

Further asbestos awareness training course for 12 employees and asbestos task training for 60 over the next month.

### **Policy Development**

The asbestos policy has been redrafted and is out for consultation with managers who will operate it.

The revised stress policy will go to the next Heads of Service Group.

### **First Aid in Boxes in Vehicles**

Relevant Heads of Service have been asked what arrangements are in place to ensure that first aid boxes in vehicles are kept fully stocked.

A requisition form is available on ERIC to obtain first aid supplies.

Confirmation of response will be given verbally at the meeting.

### **Fire at Depot North Bolsover District Council**

On June 2nd a petrol fire occurred at Depot North, which involved petrol being poured from a container onto the ground then ignited by either a dropped cigarette or by a lighter.

Two employees, including the individual responsible for the fire received minor burns.

Prompt action from the employees nearby controlled what could have been a very serious fire, both in terms of casualties and damage.

The following measures are proposed, in relation to petrol refuelling, to reduce the risk of recurrence at Riverside Depot:

- Improved labelling of petrol containers
- Reduction in amounts of flammable liquids/oils stored
- Provision of spill proof spouts for containers
- Provision of extinguishers close to this area
- Carrying out a risk assessment and producing a safe working method statement.
- Making the depot an entirely non-smoking area, (or allocating a specific area only for smoking.)
- Training for personnel
- Providing a spills kit
- Allocate a specific area for this activity, away from potential fuel sources, parked vehicles etc.
- Ensuring refuelling is not carried out by lone workers.

The employee concerned is the subject of an investigatory hearing, to be held on 25th June.

### **Health and Safety Inspection Reports**

I am awaiting copies of the Group dwellings health and safety reports and Leisure Services QUEST reports (these are externally verified reports tailored to leisure services needs, and incorporate health and safety issues.)

No issues are outstanding from the reports previously received.

## **Health and Safety Audits**

The Health and Safety audit for Pleasley Vale Mills has been completed, the report is being drafted. Provisionally recommendations will centre around additional training for council personnel on site.

### **IMPLICATIONS**

Financial: No direct financial implications or additional commitments  
Legal: No direct implications  
Human Resources: No direct implications

### **RECOMMENDATION**

That the report be accepted

ATTACHMENT: None  
FILE REFERENCE:  
SOURCE DOCUMENT:

Council/ Committee:	Safety Committee	Agenda Item No.:	10.
Date:	8 <sup>th</sup> July 2009	Category	*
Subject:	Update on Fire Risk Assessment Reviews	Status	Open
Report by:	Property and Estates Manager		
Other Officers involved:	Health and Safety Officer		
Director	Director of Strategy		
Relevant Portfolio Holder	Strategy		

### **RELEVANT CORPORATE AIMS**

COMMUNITY SAFETY – Ensuring that communities are safe and secure

CUSTOMER FOCUSED SERVICES – Providing excellent customer focused services

REGENERATION – Developing healthy, prosperous and sustainable communities

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Helps corporate aims by improving fire safety in Council properties for the benefit of residents, staff and Council's assets.

### **VALUE FOR MONEY**

Fire Risk Assessments highlight any deficiencies in fire safety that might exist within a Council property which when rectified reduces the chance of future fire damage to buildings and the subsequent costs involved.

## **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 in 2006 by an independent consultant and comprehensive reports produced for all the respective sites.

The Council employed the same consultant, (i.e. Peakland Fire Safety Ltd.) commencing in December 2008 to review the FRA's and to identify what has not been implemented but also if anything has changed. This review is now completed, all reports having been received by end of March 2009, and at the last Safety Committee it was agreed that all Heads of Service be contacted and given a deadline of 30<sup>th</sup> June 2009 for them to action any Priority 1 or 2 items which were identified in the review as being still outstanding or give reasons why not. A schedule itemising these Priority 1 and 2 items will be circulated at the meeting for information.

## **SUMMARY**

On the 30th June 2009, Heads of Service will be contacted again for them to state the position regarding the outstanding items and their response will be reported verbally to this committee by the Property and Estates Manager.

## **IMPLICATIONS**

Financial : None - funded from existing budget  
Legal : Yes – compliance with Building Regulations and Fire Officers requirements  
Human Resources : None

## **RECOMMENDATION**

**That members note the report**

ATTACHMENT:                   **N**  
FILE REFERENCE:  
SOURCE DOCUMENT:

## SAFETY COMMITTEE

### AGENDA

Wednesday 8<sup>th</sup> July 2009 at 14:00 hours

Item No.		Page No.(s)
<b>PART 1 – OPEN ITEMS</b>		
1.	To receive apologies for absence, if any.	
2.	To elect a Chair	
3.	To appoint a 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.	To receive declarations of interest in respect of business on the agenda and any urgent additional items to be considered at the meeting.	3
6.	To agree the Terms of Reference of the Safety Committee	4 - 6
7.	To approve the minutes of a meeting held on 27 <sup>th</sup> April 2009.	7 - 10
8.	Sickness Absence/Occupational Health Statistics 2008/9.	11 - 15
9.	General Health and Safety Report	16 - 19
10.	Update on Fire Risk Assessment Reviews	20 - 21
<b>PART 2 – EXEMPT ITEMS</b>		
<i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
11.	Exempt – Paragraph 4 Accident and Stress Statistics	22 - 27