

SAFETY COMMITTEE

**25TH JULY 2011
AT 1400 HOURS
COMMITTEE ROOM
ONE**

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Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 11th July 2011

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Safety Committee of Bolsover District Council to be held in Committee Room One Sherwood Lodge, Bolsover, on Monday 25th July 2011 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 pages 45 and 46.

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.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Monday 18th April 2011 at 1400 hours.

PRESENT:-

Members:-

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

Unison:-

C. Gilfillan, R. Frisby and J Hendy.

Unite:-

C. Dodsworth and S. Sambrooks.

Officers:-

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

1038. APOLOGIES

Apologies for absence were received from Councillors Bowler and McGregor, the Chief Executive Officer and R. Farnsworth (Unison).

1039. ELECTION OF CHAIR

Moved by Councillor B.R. Murray-Carr, seconded by Councillor P. M. Bowmer **RESOLVED** that Councillor J.A. Clifton be elected as Chair for the meeting.

Councillor J.A. Clifton in the Chair

1040. URGENT ITEMS

There were no urgent items of business to consider.

SAFETY COMMITTEE

1041. **DECLARATION OF INTEREST**

There were no declarations of interest submitted.

1042. **MINUTES – 4TH FEBRUARY 2011**

Moved by Councillor B.R. Murray-Carr, seconded by Councillor P.M. Bowmer

RESOLVED that the minutes of a meeting of the Safety Committee held on 4th February 2011 be approved as a true record subject to the start of the meeting being amended to 1000 hours.

1043. **SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS**

The Head of Human Resources and Payroll advised that due to the timing of the meeting, a full report was not available. Members were advised that the outturn for 2010 was 7.97 days of sickness absence per full time employee against a target of 8.4 days. This was the best ever outturn achieved by the Authority.

1044. **GENERAL HEALTH AND SAFETY REPORT**

The Health and Safety Officer presented the report to update Members on a number of health and safety issues.

Asbestos Management - A further document was tabled for Members' consideration which provided detail on the surveying procedure and changes to the Asbestos Management guidance.

Stress Risk Assessments – Members were reminded that stress risk assessments were carried out on posts and not the post holders. A number of stress risk assessments had now been received by Human Resources.

Training – Induction training was now undertaken by line managers rather than by Human Resources.

Occupational Health Contract – a new provider would be in place in June 2011.

SAFETY COMMITTEE

Policy Reviews – these were available to Members on request.

Legionella - Valley View – Temperature checks had been carried out on cold water tanks in the Council's group dwellings which had highlighted some potential issues. Housing and Regeneration had met to formulate a preventative action plan. Valley View and Woburn House had been prioritised for works to be carried out by the end of summer.

Members raised concerns in respect of the timescales for the work on all group dwellings to be carried out. The Health and Safety Officer agreed to e-mail the Members of the Safety Committee with details of the actual programme of works when this information was provided by the Housing Stock Group.

Sherwood Lodge – Members were advised that the Fire Evacuation Procedure had been revised. A fire evacuation drill would take place shortly.

Members raised questions with regard to the evacuation procedures for the upper floors, to which the Health and Safety Officer responded. The Health and Safety Officer confirmed that the fire evacuation signage would also be checked. Members noted further concerns in respect of extraneous equipment and boxes being stored in the offices and potential tripping hazards, following recent office moves. The Health and Safety Officer agreed to send out a reminder to staff in respect of these issues.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor P.M. Bowmer
RESOLVED that the report and changes to policies outlined in the report be accepted.

(Health and Safety Officer)

1045. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor J.A. Clifton, seconded by Councillor P.M. 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 item of business on the grounds that it may 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.

SAFETY COMMITTEE

**1046. ACCIDENT AND STRESS STATISTICS – JANUARY TO MARCH
2011
EXEMPT - PARAGRAPH 2**

The Health and Safety Officer presented the report to update Members on the Accident and Stress Statistics for the period January to March 2011. The number of accidents was low overall and reportable accidents continued to reduce year on year.

The Head of Human Resources and Payroll advised that the number of days lost per full time employees had reduced from 0.98 days in 2009/10 to 0.8 days in 2010/11. The number of reportable accidents per 1000 employees was 9.8 in 2009/10 and 1.6 in 2010/11 which was a significant improvement.

Members' attention was drawn to the detailed breakdown of accidents appended to the report. Further manual handling training would be provided to address some of the recurring issues.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor P.M. Bowmer **RESOLVED** that the report be received.

The meeting concluded at 1438 hours.

**AGENDA ITEM 7
SAFETY COMMITTEE
25TH JULY 2011**

(11) 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.
 - (i) To promote the development of a safety culture throughout Bolsover District Council.
 - (ii) 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.
 - (iii) Reviewing accident and industrial disease information and trends, to identify unhealthy or unsafe conditions and practices, along with recommendations for remedial action.
 - (iv) Review of health and safety information, risk assessments, audit reports, safety inspections and other monitoring information, making appropriate recommendations for remedial action.
 - (v) Analysis of information, reports and correspondence from enforcing authorities (Health and Safety Executive, fire service etc.).
 - (vi) Consideration of reports from safety representatives.
 - (vii) To receive and discuss health and safety reports.
 - (viii) To approve new health and safety policies and procedures and amendments to existing policies and procedures.
 - (ix) To review arrangements for health and safety information and training.
 - (x) To review the impact of proposed or new legislation, codes of practice or legal judgements.
 - (xi) To consider any other health and safety matters raised by committee members.

2. MEMBERSHIP

- (i) The Committee shall comprise representatives of Management and Employees holding office for a period of one year and eligible for reappointment or re-election.
- (ii) 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.
- (iii) The Employees Side of the Committee shall comprise 5 representatives selected by the local branch of the Trade Union representing the employees.
- (iv) 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.
- (v) 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.
- (vi) The Head of Democratic Services will act as Secretary to the Joint Committee.
- (vii) 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.

3. ADVISORS

- (i) 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.

4. PROCEDURE

- (i) Regular meeting shall be convened during working hours at 3 monthly intervals and held at Sherwood Lodge, Bolsover.
- (ii) 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.
- (iii). 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.
- (iv) The Employees Side shall submit to their respective secretary's 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.
- (v) 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.
- (vi) 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.
- (vii) Two Members of the Employers' Side and two members of the Employees' Side of the Committee shall together constitute a quorum.
- (viii) 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.

Committee:	Safety Committee	Agenda Item No.:	8.
Date:	25 th July 2011	Category	
Subject:	Sickness Absence/Occupational Health Statistics 2010/11	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Portfolio Holder for Customer Service and People and Performance and Leader of the Council		

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 2010/11 and 2011/12.

- 1.1 The sickness absence outturns for 2010/11 are shown below, with comparisons for 2009/10:

Target 2010/11	Out turn 2010/11	Out turn 2009/10
8.4 days	7.97 days	8.39 days per FTE

A breakdown of these figures for 2010/11 by Department, and by long term/short term sickness absence, is attached for information.

- 1.2 The outcome of occupational health referrals 2010/11, with comparisons for 2009/10 is shown below:

	2010/11	2009/10
Rehabilitation	42	45
Resigned	1	0
Ill Health Retirement	0	1
Dismissed	1	1
Redundancy	1	0
Retired	1	0
Outstanding	2	0
TOTAL	48	47

The ill health retirement in 2009/10 was at tier 3 under the new ill health scheme.

- 1.3 The top three causes of sickness absence for 2010/11 and 2009/10 are as follows:

2010/11		2009/10	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	1137	Musc/Skeletal	934
Stress	481	Stress	481
Infections	444	Infections	444
TOTAL	2062	TOTAL	1923

- 1.4 A breakdown of the reasons for all long term sickness absence is as follows:

Reasons for Long Term Sickness Absence 2010/11	
Reason for Absence	No. of Employees Citing this Reason
Muscular Skeletal	16*
Stress/Depression	7
Back/Neck	7
Miscellaneous	4
Genito/Gynaechological	3
Neurological	3
Heart/Blood Pressure	2
Miscellaneous	3
Ear/Nose/Mouth	2

Reasons for Long Term Sickness Absence 2010/11	
Reason for Absence	No. of Employees Citing this Reason
Infections	2
Chest	1
Pregnancy	1

*only two cases of muscular/skeletal problems were work related

1.5 The following routine health surveillance clinics have been held during the financial year 2010/11:

- 24 June 2010
- 1 and 22 September 2010
- 12 and 21 October 2010
- 17 November 2010
- 6 and 26 January 2011
- 2 February 2011
- 31 March 2011

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

There have been 10 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

HR12 - APRIL 2010 TO MARCH 2011 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 12 MTHS	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 EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	6.00	10	1.67	0	10	0.00	1.67
CONTACT CENTRES	22.72	108	4.75	34	74	1.50	3.26
CUSTOMER SERVICE/PERFORMANCE	12.43	71	5.71	19.5	51.5	1.57	4.14
HUMAN RESOURCES AND PAYROLL	10.90	23	2.11	0	23	0.00	2.11
APPRENTICES	51.00	527.5	10.34	112.5	415	2.21	8.14
LEGAL/DEMOCRATIC DIRECTORATE							
DEMOCRATIC	10.60	81	7.64	62	19	5.85	1.79
LEGAL/LICENSING AND LAND CHARGES	11.60	173	14.91	151	22	13.02	1.90
RESOURCES DIRECTORATE							
FINANCE	11.04	10	0.91	0	10	0.00	0.91
PROCUREMENT	3.50	0	0.00	0	0	0.00	0.00
ICT	4.75	40	8.42	0	40	0.00	8.42
REVENUES	37.48	201.5	5.38	83	118.5	2.21	3.16
NEIGHBOURHOODS							
LEISURE	47.08	217	4.61	135	82	2.87	1.74
COMMUNITY	14.50	171	11.79	145	26	10.00	1.79
STREET SERVICES	98.28	902	9.18	532.5	369.5	5.42	3.76
HOUSING (REPAIRS AND MANAGEMENT)	115.55	1360.5	11.77	1026	334.5	8.88	2.89
DEVELOPMENT							
PLANNING/ENVIRONMENTAL HEALTH	34.10	51	1.50	0	51	0.00	1.50
REGENERATION	40.53	314	7.75	169	145	4.17	3.58
DEVELOPMENT ADMIN	5.26	21.5	4.09	0	21.5	0.00	4.09
GRAND TOTAL	537.32	4282.00	7.97	2469.5	1812.50	4.60	3.37

Committee:	Safety Committee	Agenda Item No.:	9.
Date:	25th July 2011	Category	
Subject:	General Health and Safety Report	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Portfolio Holder for Customer Service and People and Performance and Leader of the Council		

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

Asbestos Management

Contractors have been reminded that they are required to check the electronic asbestos register before commencing any intrusive works in any of our tenancies or other properties.

A suitable amendment will be added to the 'Managing Contractors' policy.

Stress Risk Assessments

All stress risk assessments have been received as of 6th July.

Only assessments from two teams raised issues, both of which are under management by the respective departments.

Health and Safety Audit

A health and safety audit has been completed by internal audit. The overall rating was 'Satisfactory'.

Three points were identified for action:

- 1. Benchmarking** – The Health and Safety Officer is asked to find matching partners for comparing health and safety performance. These will need to be comparable in size and function and have the same profile of retained services (Housing, Leisure, Waste, Grounds Maintenance).
- 2. Workplace inspection** – The Health and Safety Officer was asked to remind all Heads of Service that they must comply with the inspection timetable outlined in the Workplace inspections Policy. Whilst inspections are being undertaken they are often not being undertaken at the frequency outlined in the policy. All areas are expected to use the format included in the policy, unless they have agreed a different format with Human Resources.
- 3. Policies** – It was noted that certain health and safety policies had not been reviewed within the timescales outlined in the policies themselves. As a matter of urgency those policies with the most significant updating required have been either subsequently updated or are 'in the system'. Following consideration by the Head of Human Resources and Payroll, the frequency of the review of policies will move from every two years to every three years in line with all other HR policies. Amendments will be made if there are any legislative or organisational structure changes during the three year period. Human Resources will be amending all the health and safety policies to reflect this during August/September.

Training

Induction training was undertaken for the last four apprentices in June

Six Working at Heights Training and Manual Handling Training sessions (72 places) have been organised for the housing operatives for August.

A 'Safe Supervision' training e-learning package is being arranged for depot based managers.

Improvement Notice Action Plan (Vibration)

Work activity continues to be surveyed for all operatives as before – No further incidents of exposure over the legal maximum ($5\text{ms}^2/400$ points) have been recorded.

Electronic vibration measuring equipment will be introduced by the Street Services Manager.

Occupational Health Contract

The new occupational health provider RPS, is now in place and undertaking the full range of duties. Feedback from employees has so far been positive.

Policy Reviews

The following policies have been reviewed:

Electricity at Work
First Aid at Work
Mobile Phone Safety
Noise at Work

Apart from the Electricity at Work Policy, the other three policies listed above have only had minor changes relating to changes of personnel.

Electricity at Work

This has been substantially re-written since the original policy was compiled and takes account of the new 17th Edition of Guidance from the **Institute of Electrical Engineers (IEE)** (also known as BS 7671) and is included as an attachment.

The policy was sent out for consultation in April 2011.

The policy is linked to the following objectives: Strategic Organisational Development, Community Safety and Customer Focussed Services.

References to legislation have been updated and a link to the HSE has been included.

Under the policy the Council will

- Ensure installations and equipment complies with and is maintained in accordance with 17th edition requirements.
- There is a regime for testing and maintenance of portable equipment.
- There is a safe system of work for testing, maintenance and inspection of equipment.
- Strictly control the use of 'live working' and work on high voltage equipment.
- Ensure competence of employees and
- Ensure only competent contractors are used and that they comply with our safety requirements
- Provide suitable personal protective equipment.

Responsibilities are laid out for all levels of employees

Guidance on a safe system of work includes:

- Repair and disposal of faulty equipment.

- Safe use of portable electrical equipment.
- Inspection of fixed wire systems.
- Temporary installations control of access to switch rooms.
- Restrictions on voltage ratings and restrictions relating to extra low, low and high voltage systems and 'dead' or isolated systems are outlined.

Appendix 1 shows the proposed permit to work for high voltage and live working.

Appendix 2 shows the schedule for frequency of portable electrical equipment in low risk environments, (i.e. offices) (from HSE).

Appendix 3 gives the schedule for initial frequencies for fixed wiring testing depending on building type (From IEE)

The following three policies have been reviewed, only minor issues have been identified - drafts for the three policies are available on request to the Health and Safety Officer to comment on.

First aid at work: The more significant changes are:

- Employees responsibilities expanded to include elected members and others,
- Lengths of courses and refresher periods, which have changed, following changes in regulations,
- Inclusion of links to Travis Perkins,
- Reference to the updated 2009 Regulations,
- References to Sherwood Lodge 1st aiders being defibrillator operators included,
- New first aid risk assessment flow chart included as an appendix.

Control of Noise: No significant material changes to the policy, but some changes in formatting, dates, legislation etc.

Use of Mobile Phones: No significant material changes to the policies, but some changes in formatting, dates, legislation etc.

Legionella - Valley View, Shirebrook, Parkfields, Woburn House, Jubilee Court.

This issue will be reported on by the Head of Housing.

Sherwood Lodge

New tenants Bolsover Police and Whyldre about food are now in residence. A fire risk assessment with the café has been undertaken, and we are awaiting a response from Bolsover Police regarding their arrangements

IMPLICATIONS

Financial: No direct financial implications or additional commitments

Legal: None

Human Resources: No direct implications

RECOMMENDATIONS

1. That the report and changes to policies outlined be considered.
2. Amendments to the Electricity at Work Policy, First Aid at Work Policy, Mobile Phone Safety Policy and Noise at Work Policy be noted and the policies be updated and placed on ERIC.

ATTACHMENT: Yes – Electricity at Work Draft Policy

FILE REFERENCE:

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL

Electricity at Work

July 2011



This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):



COMMUNITY
SAFETY



COUNCIL &
COUNCIL SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT



ACCESS FOR ALL

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اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔



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Revised February 2011

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Electricity at Work
Document type – i.e. draft or final version	Draft
Location of Policy	Human Resources, ERIC
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	Safety Committee Cabinet Member for Performance
Date Risk Assessment completed	22/04/11
Date Equality Impact Assessment approved	22/04/11
Partnership Involvement (if applicable)	N/A
Date added to the Forward Plan	
Policy Approved by	
Date Approved	
Policy Review Date	July 2014
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

CONTENTS

Section	Title	Page
1	Introduction	5
2	Scope	5
3	Principals of the Policy and Legal Requirements	5
3.1	Principals of the Policy	5
3.2	Legal Requirements	6
4	Policy Statement	7
5	Responsibilities	7
5.1	Chief Executive Officer	7
5.2	Senior Management Team	7
5.3	Heads of Service	8
5.4	Managers and Team Leaders	8
5.5	All Employees	8
6	Training and Competency	8
7	Safe Systems of Work	9
7.1	Voltage Ratings	9
7.2	Low Voltage working	9
7.3	High Voltage Working	9
7.4	Faulty Equipment	9
7.5	Safe use of Portable and Transportable Electrical equipment	10
7.6	Inspection and Testing of Fixed Wire Systems	10
7.7	Temporary Installations	10
7.8	Access to Electrical Switch Rooms	10
7.9	Live Working	11
7.10	Working on Isolated (Dead) Systems	11
8	Fixed Wire and Equipment Testing	11
9	Records	12
Appendix 1	Permit to Work on Electrical Equipment	13
Appendix 2	Servicing and Maintenance of Portable Electrical Equipment in Low Risk Environments	14
Appendix 3	Inspection and Maintenance of Fixed Wiring Installations	15

ELECTRICITY AT WORK

1. INTRODUCTION

Bolsover District Council is committed to protecting the health, safety and welfare of all of its employees.

The Council acknowledges that work on electrical equipment can be hazardous and it is therefore the Council's intention to reduce the risks as far as possible.

2. SCOPE

All reasonable steps will be taken by the Council to secure the health and safety of employees who use, operate or maintain electrical equipment and installations.

The policy will apply to all employees (including volunteers, casual employees agency staff and apprentices) and to all Council Properties.

The implementation of this policy requires the full co-operation of all employees and contractors. Contractors will be required to work to an equivalent standard.

The use of portable electrical equipment is more fully covered in the Provision and Use of Work Equipment Policy.

3 PRINCIPLES OF THE POLICY and LEGAL REQUIREMENTS

3.1 Principles of the policy

The purpose of the policy is to assess and manage the risks to health and safety from working on with or near electrical systems or with electrical equipment, as part of a wider risk management programme.

The use of portable electrical equipment is covered in more detail in the Provision and use of Work Equipment Policy, available on ERIC.

The policy seeks to address the following corporate aims

Strategic Organisational Development - Continually improving our organisation by ensuring that we comply with the requirements of the Electricity at Work Regulations 1989 and current best practice.

Community Safety – Ensuring communities are safe and secure, by making sure that all our properties are electrically safe and do not present a risk to our tenants or to anyone using our other buildings.

Customer Focussed Services – Providing excellent customer focussed services by making sure that electrical installation, repair and maintenance work is carried out to the best standard.

3.2 Legal Requirements

Health and Safety at Work etc. Act (HASWA) 1974 requires the Council to ensure the safety of employees and others and requires employees to take care for their own health and safety and that of others.

The Management of Health and Safety Regulations 1999 requires the Council to assess risks arising from work activities.

The Electricity at Work Regulations 1989 requires the Council to assess and manage work activities involving electricity or taking place near electricity.

The Electrical Equipment (Safety) Regulations 1994 (Section 9) places a duty on the Council to ensure that all electrical equipment procured (or its documentation or guarantee) carry a 'CE' mark.

The Provision and Use of Work Equipment Regulations 1998

The Health and Safety (Signs and Signals) Regulations 1996

Additional guidance is provided in:

- The Memorandum of Guidance on the Electricity at Work Regulations (HS(R)25)
- Electricity at Work (Safe Working Practices) HS(G)85
- Memorandum of Guidance on the Electricity at Work Regulations

These are all freely available electronically from the Health and Safety Executive:

www.hse.gov.uk

and

- The Institute of Electrical Engineers (IEE) Regulations for electrical installation, 17th Edition – also known as BS 7671

The Council must ensure

- That electrical equipment is properly constructed, installed and maintained and that installations are suitable for the environments in which they are used.
- Suitable personal protective equipment should be provided where necessary and maintained in good condition.
- That work activities, including maintenance, are carried out safely.
- That persons carrying out electrical work are competent for the work assigned.

4. POLICY STATEMENT

The Council will seek to ensure that where hazards and risks to employees from electricity at work are identified these are controlled by a safe system of work.

The Council will;

- Ensure that electrical installations and equipment are installed in accordance with BS7671 / The Institute of Electrical Engineers Wiring Regulations (currently 17th edition);
- Ensure that fixed installations are maintained in a safe condition by carrying out routine safety testing;
- Ensure inspection and testing portable and transportable equipment is carried out as frequently as required, dependent on the environment in which the equipment is used and the conditions of use;
- Promote and implement a safe system of work for maintenance, inspection and testing of electrical equipment and installations;
- Forbid live working unless absolutely necessary in which case a permit to work must be issued before work begins;
- Ensure that employees who carry out electrical work are competent to do so;
- Ensure only competent contractors are employed.
- Forbid all work by the Authority's employees on equipment or systems rated as **HIGH VOLTAGE**.
- Ensuring that contractors will comply with the Council's health and safety arrangements;
- Provide suitable personal protective equipment.

5. RESPONSIBILITIES

General health and safety responsibilities are laid out in the Corporate Health and Safety Policy.

5.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there are effective measures in place to manage the health and safety risks from electricity at work to employees.

5.2 Senior Management Team

Directors are accountable to the Chief Executive officer for ensuring that arrangements are in place for the effective management of health and safety risks from electricity at work within their area, that policy and guidance is complied with and that employees carry out their responsibilities under the policy.

5.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the Electricity at Work Policy and guidance is complied with within their area.

Additionally they will ensure that:

- Adequate resources are made available
- Risk assessments are carried out and recorded.
- Employees receive adequate information and training.
- Reasonable adaptations are made to equipment, procedures and processes to meet the needs of disabled employees.

5.4 Managers and Team Leaders

Are accountable to their Head of Service for ensuring that this policy and guidance is followed in their area of responsibility, and will ensure that employees understand and comply with their duties under this policy.

5.5 All Employees (including those in the categories above)

All employees at all levels have responsibilities for health and safety. All employees will:

- Cooperate with the Council in compliance with the EAW Regulations
- Comply with the EAW Regulations in all matters that are under their control
- Work in accordance with instruction and training.
- Clean, maintain and store equipment and tools appropriately.
- Report any health and safety issues or unsafe practices to their line manager.
- Participate in risk assessment and occupational health programmes as required.
- Report their training needs to their line manager.

6. TRAINING AND COMPETENCY

The Council will provide information, instruction and training for all employees to enable them to work safely.

All persons carrying out electrical work must be competent, knowledgeable and experienced or work under the **direct** on-site supervision of someone who is.

Competency means:

- Adequate knowledge of electricity and electrical systems;
- Adequate training and experience in electrical work;
- Adequate understanding of the systems and practical experience of that class of system;

- Understanding of the hazards and of the appropriate precautions e.g. emergency first aid;
- Ability to recognise at all times whether it is safe to continue work or whether additional technical knowledge, support or equipment is required.

7. SAFE SYSTEMS OF WORK

7.1 Voltage Ratings

The following definitions are from the IEE wiring regulations 17th Edition. The following ranges of nominal voltages (route mean square values for a.c.) are defined:

Extra Low Voltage: - not exceeding 50V a.c. or 120V ripple-free d.c., whether between conductors or to earth.

Low Voltage: - exceeding Extra Low Voltage but not exceeding 1000V a.c. or 1500V d.c. between conductors, or 600V a.c. or 900V d.c. between conductors and earth.

High voltage: - normally any amount exceeding low voltage.

7.2 Low Voltage Working

Work on electrical equipment or systems which involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energisation;

A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

7.3 High Voltage Working

Under no circumstances must any work be carried out on equipment or system rated as **HIGH VOLTAGE** by council employees.

No work must be undertaken on high voltage apparatus without the immediate knowledge and consent of an Electrical Engineer. A permit to work must be issued by the Contract/Project Manager before any work is undertaken on high voltage apparatus.

7.4 Faulty Equipment

All faults must be reported to be reported immediately by the person discovering them to their line manager.

Faulty equipment will be taken out of use until disposed of or repaired.

Repairs will only be carried out by competent persons.

7.5 Safe use of Portable and Transportable Electrical Equipment

Regular testing and inspection of portable electrical equipment will be organised by the operating department. This will include any items brought in by employees for use at work.

- Personal issue equipment should be visually inspected weekly by the user;
- Equipment used out of doors must be either 110 volt or be supplied via a residual current device (R.C.D);
- Avoid the use of long extension leads wherever possible. If the use of long leads is unavoidable, the connector must be manufactured to BS4343 (BS EN 60609-Z).
- Extension leads are not to be 'daisy chained' into longer runs.

Appendix 2 gives a list of recommended intervals for office and 'indoor' equipment.

7.6 Inspection and testing of fixed wire Systems

Fixed wire systems will be inspected, tested and certificated at the intervals laid out in Appendix 3.

All new, refurbished or upgraded systems will be inspected, tested and certificated before being commissioned for live use.

Wherever possible, testing of systems should be undertaken by someone other than the person who installed it.

7.7 Temporary installations

Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable, particularly if period of use is likely to exceed three months.

7.8 Access to Electrical Switch Rooms

All electrical switch rooms must be clearly marked and must remain locked at all times.

Electrical switch rooms must only be used for this purpose and not be used, for example, as storerooms. The only exception will be where further adequate fire precautions have been taken to compensate.

Clear access and egress must always be maintained at all times.

Clear access to electrical panels and switchgear cupboards must be maintained at all times.

Only authorised personnel are allowed in the switch rooms.

7.9 Live working

Live working **MUST** be avoided wherever possible;
Work on or near live conductors is **only** permitted when the following conditions are met:

- It is unreasonable in all circumstances for the system to be dead
- It is reasonable in all circumstances for the work to be carried out live
- Suitable precautions are taken (see below)

Only competent persons can be authorised to carry out live working;
All practicable precautions must be taken when working live, including:

- The use of special tools, rubber mats and gloves
- No 'lone working' - another authorised person who understands the activity and is able to assist in an emergency must be present at all times.
- The erection of barriers to keep authorised persons out of harm's way.
- Use of written permit to work systems (see appendix 1 for permit format)

7.10 Work on Isolated (dead) Systems

Systems, apparatus etc. which can be made live must be either isolated or made dead. A 'permit to work' should be issued prior to any work being undertaken on the apparatus.

Precautions must be taken to prevent any system from becoming accidentally or inadvertently live when people are working on them.

- Controlling switches should be locked in the 'OFF' position, and the person working on the circuit should keep the key.
- Where it is not possible to lock the switch 'OFF', then other precautions must be taken to prevent the switch being inadvertently closed. This could take the form of the switch handle or switchgear door being securely tied or locked.
- Where fuses protect a circuit, the fuses should be removed and kept in a safe place, preferably with the person who is carrying out the work.
- Fix securely a notice at the point of isolation, warning that persons are working on the circuit.

8 FIXED WIRE AND EQUIPMENT TESTING

The Electricity at Work Regulations (EAW) 1989, require all electrical installations in work places to be designed, constructed and maintained in such a manner as to be safe to use at all times.

Inspection and maintenance of fixed wire installations will be in accordance with the schedule and guidance in the current edition (17th Edition as of 01/07/11) of the IEE Wiring Regulations/BS 7671.

All Council buildings are included.

Inspection and Testing shall only be carried out by competent persons.

The testing engineer must have an understanding of the use of the premises, the operating environment and any relevant safety standards or licensing requirements that may be applicable to the premises.

The inspection should comprise a careful scrutiny of the installation to ascertain if there has been any deterioration or damage to the installed equipment, or if there are any installation defects that may give rise to danger. Cables, trunking and conduits, switchgear, distribution boards and protective devices, equipment, lighting fittings and accessories, all need inspecting for deterioration; due to age, the working environment, or the affects of heat generated by overloading or loose connections, and for electrical and mechanical damage.

Testing intervals are given on page 15:

Refer to the schedule and notes in Appendix 3.

9. RECORDS

Records will be kept of the following for at least three years:-

- Inspection and test details for all fixed electrical installations,
- Portable and transportable appliances,
- Personal protective equipment.
- Instruments and test equipment used for electrical work;
- Training
- Permits to work issued for work on electrical equipment;
- Contractor's safety information
- Safety information provided to contractors;
- Documents or guarantees associated with electrical equipment where is required to carry a 'CE' mark.
- Operational, instruction and maintenance manuals will be held centrally by the operating department for the lifetime of that equipment.

Inspection and test details will include:-

- Date tested
- Name of tester
- Date of next test
- Details of any modifications or repairs made

Appendix 1 **Permit to Work on Electrical Equipment** For High Voltage and Live Working:

Issue: To.....(in charge of the work).

I hereby declare that the following apparatus in the area specified is dead,
isolated from all live conductors and is connected to earth:

.....

Treat All Other Apparatus and Areas as Dangerous

The apparatus is efficiently connected to EARTH at the following points:

.....

The points of isolation are:.....

.....

CAUTION NOTICES have been posted at the following points:

.....

SAFETY LOCKS have been fitted at the following points:

.....

The following work is to be carried out:

.....

.....

Signed..... Time.....

Date.....

RECEIPT (Senior electrician on the task): I accept responsibility for carrying out
the work on the apparatus
detailed on this permit-to-work and no attempt will be made by me or by
people under my charge to work on any other apparatus or in any other area.

Signed..... Time.....

Date.....

Appendix 2 Servicing and Maintenance of Portable Electrical Equipment in Low Risk Environments.

Offices and other low-risk environments only **Suggested *initial*^{*} intervals**

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment, low voltage desk lights	No	No	No
Information technology: eg desktop computers, VDU screens	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines: NOT hand-held. Rarely moved	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, eg fans, table lamps, slide projectors	No	Yes, 2 - 4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1): eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1 - 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes, 6 months - 4 years depending on the type of equipment it is connected to	Yes, 1 - 5 years depending on the type of equipment it is connected to

**NB: Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.*

Source: HSE

**Appendix 3 – Inspection and Maintenance of Fixed Wiring Installations.
Recommended Initial Frequencies of Inspection of Electrical Installations**

Type of Installation	Routine check sub clause 3.5	Maximum period between Inspections and testing as necessary	Reference (see notes below).
General Installations			
Domestic	-	Change of occupancy or 10 years	-
Commercial	1 year	Change of occupancy or 5 years	1, 2
Industrial	1 year	3 years	1, 2
Residential accommodation	any change / 1 year	5 years	1
Offices	1 year	5 years	1, 2
Shops	1 year	5 years	1, 2
Buildings Open to the Public.			
Leisure complexes (excluding swimming pools)	1 year	3 years	1, 2, 6
Public entertainment	1 year	3 years	1, 2, 6
Public houses / Bars	1 year	5 years	1, 2, 6
Village hall / centres	1 year	5 years	1, 2
Special Installations			
Agricultural / Horticultural	1 year	3 years	1, 2
Swimming pools	4 Months	1 year	1, 2, 6
Emergency lighting	Daily / Monthly	3 years	2, 3, 4
Fire Alarms	Daily/weekly/monthly	1 year	2, 4, 5
Construction sites	3 Months	3 Months	1, 2

Reference Key:

1. Particular attention must be taken to comply with SI 1988 No.1057. The electricity supply regulations 1988 (as amended)
2. SI 1989 No 635. The electricity at work regulations 1989 (Regulation 4 & memorandum).
3. See BS 5266: Part 1: 1988 Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.
4. Other intervals are recommended for testing operations of batteries and generators.
5. Se BS5839: Part 1: 1988 Code of practice for system design installation and servicing (Fire detection and alarm systems for buildings).
6. Local authority conditions of license.

Source IEE

Committee:	Safety Committee	Agenda Item No.:	10.
Date:	25 th July 2011	Category	
Subject:	Health & Safety Officer Vacancy	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Portfolio Holder for Customer Service and People and Performance and Leader of the Council		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by ensuring a review of the needs of the Council is undertaken before a recruitment exercise is undertaken

TARGETS

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

VALUE FOR MONEY

A review of the need for health and safety provision will include value for money criteria.

THE REPORT

Safety Committee should be aware that the Health & Safety Officer has submitted his resignation to the Council and will be leaving at the end of July 2011 to take up employment with the University of Lincoln.

A review is currently underway to determine whether a replacement should be recruited to this position, or whether this service would benefit from partnership working with another authority.

A report is being submitted to Senior Management Team on 7th July 2011, and an update will be provided at the meeting.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : Review of health & safety advice provision to the Council
in light of the vacancy from 1 August 2011

RECOMMENDATION

That the report be received.

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

Committee:	Safety Committee	Agenda Item No.:	11.
Date:	25th July 2011	Category	
Subject:	Group Dwellings – Legionella Risk	Status	Open.
Report by:	Head of Housing		
Other Officers involved:	Asset Management Officer		
Director	Director of Neighbourhoods.		
Relevant Portfolio Holder	Councillor K. Bowman, Portfolio Holder for Housing Management		

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

Legionella - Valley View

Members will be aware that a tenant of Valley View was diagnosed with Legionella. Subsequent investigation suggested that the cold water storage in the property contained high levels of the bacteria. This was due to the cold water tank being installed above the hot water tank in the property, with the heat warming the cold water to a level where Legionella could spread.

Initial solutions suggested that installation of additional insulation between the two tanks would resolve the problem. However, this was rejected as it reduced rather than eliminated the risk.

The Housing Department has worked with Regeneration to design a new water heating system to each flat, which would also benefit from cold water feeding from the main supply. This option eliminates the risk.

This work does involve more substantial work than originally envisaged. We are also looking at renewing the bathrooms at each flat. Carrying out the works as one package will reduce the disruption to the tenants.

The work will include taking out both hot and cold water storage and replacing with an electric vented water heater. We will also remove the existing bath, and install a new shower unit with associated screens and handrails, provide non slip safety flooring and a new wash hand basin and toilet if necessary. Dead legs, where bacteria can accumulate, will also be removed.

Work has started in one empty flat on 4th July 2011 and asbestos was discovered in the property. This means that additional work will be needed to remove and make safe the area.

Following the completion of the work there will be a session for residents to view the work and to make choices regarding the bathroom, although the hot water change over is compulsory. There will be an open day on 14th July and a rolling programme of works over the next few months.

The value of this contract is in the range where Financial Regulations mean that competitive prices must be sought. Although competitive prices have been obtained the cost of the work could be up to £100k, therefore an application will be made for Standing Orders to be waived to allow the work to be carried out in as short a time scale as possible. This is to recognise the risk of both asbestos and Legionella and the need to complete this work before winter.

It is envisaged that works will last about three days. However, given the client group who live at Valley View the Authority may need to be more flexible.

It is intended to roll this option onto other sheltered housing schemes with similar water storage. However, before starting other work an assessment will be carried

out on the current heating plant in each scheme as some may be due for replacement.

IMPLICATIONS

Financial: Costs are included within the main report.

Legal: None

Human Resources: No direct implications

RECOMMENDATION

That this report is considered, and actions noted.

ATTACHMENT:

FILE REFERENCE:

SOURCE DOCUMENT:

SAFETY COMMITTEE

AGENDA

Committee Room One
25th July 2011 at 1400 hours

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	To elect a Chair for the ensuing year (Union Side)	
3.	To appoint a Vice Chair for the ensuing year (Members' Side)	
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 interests in respect of:- a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
6.	To approve the minutes of a meeting held on 18 th April 2011.	3 to 6
7.	To agree the Terms of Reference for the Safety Committee.	7 to 9
8.	Sickness Absence/Occupational Health Statistics 2010/11 Recommendation on Page 12	10 to 13
9.	General Health and Safety Report Recommendation on Page 18	14 to 33
10.	Health and Safety Officer Vacancy Recommendation on Page 35	34 and 35

11. Group Dwellings – Legionella Risk 36 to 38
Recommendation on Page 38

PART 2 – EXEMPT ITEMS

*The Local Government (Access to Information) Act
1985, Local Government Act 1972, Part 1, Schedule
12a*

Paragraph 2

12. Accident and Stress Statistics April to June 2011 39 to 44
Recommendation on Page 40