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|---------------------------|---|------------------|------|
| Committee: | Safety Committee | Agenda Item No.: | 9. |
| Date: | 1 st June 2012 | 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 | Councillor E Watts, 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 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

Workplace Inspections

| Inspection scheduled between January and March 2012 | | | | | |
|---|-----------------------------|-------------|---------------|--------------------|-----------------|
| Inspection | Onus | Target Date | Date complete | Significant Issues | Status |
| Sherwood Lodge, common areas/ exteriors | Head of Regen | Mar | Unknown | | Overdue |
| Pleasley Mills & lodge (common areas) #1 | Head of Regen | Feb | Unknown | | Overdue |
| Shirebrook Market Office #2 | Head of Regen | Feb | Unknown | | Overdue |
| Riverside Depot | Depot and Resources Manager | Feb | 26/03/12 | | Awaiting report |
| Kissinggate #2 | Head of L S | Feb | unknown | | Overdue |
| Castle Leisure Park Pavillion #3 | Head of L S | Feb | unknown | | Overdue |
| Creswell LC | Head of L S | Feb | unknown | | Overdue |
| Greaseworks | Head of L S | Feb | unknown | | Overdue |
| Pleasley Vale outdoor centre | Head of L S | Feb | unknown | | Overdue |
| Clune St Pavillion #3 | Head of L S | Feb | unknown | | Overdue |
| Model Village Pavillion #3 | Head of L S | Feb | unknown | | Overdue |
| Recr Cl. Pavillion #3 | Head of L S | Feb | unknown | | Overdue |
| Broadmeadows Pavillion #3 | Head of L S | Feb | unknown | | Overdue |
| S Normanton Cmty House #1 | Head of C&SS | Feb | unknown | | Overdue |
| New Haughton Cmty House #1 | Head of C&SS | Feb | unknown | | Overdue |
| Castle Estate Cmty House #1 | Head of C&SS | Feb | unknown | | Overdue |

#1 See leased premises/ common areas below

#2 Transfer of ownership and responsibility to Parish Council imminent

#3 See leisure facilities below

The Schedule for inspections is set out in section 6.4 of the Workplace Inspection Policy and Guidance which was passed by this Committee in March 2011.

The overdue inspections will be raised at the next meeting of Governance Management Team and an action plan will be agreed with SAMT to bring the inspection schedule back on target as a matter of urgency.

Leased premises

An agreement has been made with the Building and Contracts Manager at the end of March that health and safety inspections are not required for properties that we lease to others with the exception of any communal areas which the Council have responsibility for in the same way as shared accommodation. This was suggested as bi-annual inspections. Each building that is leased will, however, require a periodic building condition survey which will pick up any significant health and safety issues relating to the fabric, mechanics and services of the building.

Leisure facilities

Traditionally, inspections have not been carried out on buildings where we do not have members of staff based such as various pavilions. The most frequent visitors are our Estates team who carry out routine and reactive building and services inspection and maintenance. Discussions are being held to see whether Estates will complete Health and Safety inspection forms on behalf of leisure services.

The leisure centres carry out several daily and weekly inspections that cover many of the elements of the Health and Safety Inspections and therefore at present there is duplication. It has been agreed that whilst there are elements of repetition that this will continue to ensure all elements are being covered. This will be reviewed through implementation of the SHE system.

Training

Between January and March 2012 the following courses have been run/ attended

| Course | Atten dees | Course | Atten dees |
|--|-----------------------|---|-----------------------|
| First Aid (Emergency Skills) | 23 | Tree Climbing and Aerial | 1 |
| First Aid at Work | 3 | Fire Warden training | 18 |
| First Aid at Work Refresher | 6 | Lone Worker | 7 |
| Defibrillator (refresher) | 4 | Managing Safely | 1 |
| Abrasive Wheels Training and Awareness | 4 | Other courses have been run which contain elements of Health and Safety | |

There is concern that organisational and individual training needs are not being addressed.

Pleasley Mills

Following a visit to Pleasley Mills and the Grease works, problems have been highlighted in relation to Fire Safety and the safety within the communal areas which Bolsover District Council have responsibility for. Health and Safety is working closely with members of the Estates team to analyse the problem and to find the best way to address them in so far as is reasonably practicable.

Apprentices

Guidance and procedures are being produced to further assist the Apprentice team appropriately discharge the Council's duties to the Apprentices when they are placed in other organisations as well as within the Council itself

Policy and Review

There is a desire to have aligned Health and Safety Policies across the councils involved in the shared service of the Health and Safety Manager. The following Policies are the first ones being reviewed as part of this:

- Corporate Health and Safety
- Workplace Risk Assessment
- Asbestos

With the implementation of the SHE system, many procedural parts of the Policies will change over time as it is implemented such as the method of reporting accidents. The principles in the Policy part shall remain the same. It is felt that it would not be an effective use of time to repeatedly keep changing each policy through this transitional period of implementation but instead wait until there is no further foreseeable change to be made. Employees and Members will be alerted to change through good Communication.

SHE system implementation

The SHE system has vast capabilities and is going to be a great asset to the organisation's Health and Safety management. It will bring about quite a lot of changes and therefore a flexible phased implementation plan has been put together which endeavours to consult with the main users to ensure that it is achievable yet allow some to move forward quicker should they wish.

At the beginning of May, key users from different departments were trained on the system with the intention that they disseminate the training to all those in their areas as appropriate.

The first part of the system to go live is for accident and incident reporting with other areas to be phased in over time and communicated.

Health and Safety Manager/ Officer Responsibilities

The Health and Safety Policies were written prior to the two tier of Health and Safety management being in post – the Officer and the Manager – where previously just the Officer existed. The Policies therefore stipulate responsibilities for the Officer only.

With the two tiers, some responsibility is clearly passed to the Manager and some remains with the Officer, however, due to the generalisation of the statements within Policy, responsibility can not be easily and or clearly defined as one role or the other.

ISSUES FOR CONSIDERATION

The contents of the report.

IMPLICATIONS

Financial: On the basis of the information currently available it seems likely that the issues identified at Pleasley Mills will require some remedial work. Once the extent of such work has been clarified then it will be clear whether this can be met from within previously approved budgets held within the Estates section. In a situation where it is not possible to fund this work from within already agreed budgets then a further report will be brought back to detail both the work required and how it will be funded.

Legal : None

Human Resources : None envisaged

RECOMMENDATIONS that

- 1. Updates within the report are noted.**
- 2. Training is looked at by Human Resources to ensure that organisational and individual health and safety training needs are being met.**
- 3. Until there is clarity established post the shared service review with regards to the two tier role (Health and Safety Officer/ Manager), it is to be considered that responsibility rests with both roles/ Health and Safety team where Policy states it rests with the Health and Safety Officer.**

ATTACHMENT: **No**