

Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Date: 22<sup>nd</sup> August 2012

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 **FRIDAY, 7<sup>TH</sup> SEPTEMBER 2012 AT 1000 HOURS.**

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on pages 2 and 3.

Yours faithfully,




Chief Executive Officer

To: Chairman & Members of the Safety Committee

### **ACCESS FOR ALL**

If you need help understanding this document or require a larger print on translation, please contact us on the following telephone number:-

 **01246 242435**  
**Minicom: 01246 242450**

**Democratic Services**  
**Fax: 01246 242423**



## **SAFETY COMMITTEE**

### **AGENDA**

**Friday 7<sup>th</sup> September 2012 at 1000 hours**  
**Committee Room One**

<b>Item No.</b>		<b>Page No.(s)</b>
	<b>PART 1 – OPEN ITEMS</b>	
1.	<b><u>Apologies</u></b>  To receive apologies for absence, if any.	
2.	<b><u>Appointment of Vice Chair</u></b>  Appointment of Vice Chair (Union Side)	
3.	<b><u>Urgent Items</u></b>  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.	
4.	<b><u>Declarations of Interest</u></b>  Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct 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	
5.	To approve the minutes of a meeting held on 1 <sup>st</sup> June 2012.	4 to 9
6.	Sickness Absence/Occupational Health Statistics April to June 2012. <b><i>Recommendation on Page 12</i></b>	10 to 13
7.	General Health and Safety Report.	To Follow

**PART 2 – EXEMPT ITEMS**

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

Paragraph 2

- |    |  |          |
|----|--|----------|
| 8. | Accident and Stress Statistics April to June 2012<br><b><i>Recommendation on Page 15</i></b> | 14 to 19 |
|----|--|----------|

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Friday 1<sup>st</sup> June 2012 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors P. Bowmer, D. McGregor, K. F. Walker and G.O. Webster.

Unison:-

R. Farnsworth and A. Lowery.

Unite:-

I. Barber, S. Sambrooks and T. Walker.

Officers:-

J. Leah (Health and Safety Officer) and R. Leadbeater (Democratic Services Officer).

### **57. APOLOGIES**

Apologies for absence were received from Councillor B.R. Murray-Carr and A. Grundy (Assistant Director of Human Resources and Payroll).

### **58. ELECTION OF CHAIR**

Moved by Councillor P. Bowmer, seconded by Councillor K. F. Walker  
**RESOLVED** that Councillor D. McGregor be elected as Chair for the ensuing year.

Councillor D. McGregor – Chair

## **SAFETY COMMITTEE**

### **59. APPOINTMENT OF VICE CHAIR**

Moved by S. Sambrooks, seconded by R. Farnsworth

**RESOLVED** that A. Lowery be appointed as Vice Chair for the ensuing year.

### **60. URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **61. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

### **62. TERMS OF REFERENCE**

Moved by Councillor G.O. Webster, seconded by Councillor P. Bowmer

**RESOLVED** that the Terms of Reference of the Safety Committee be agreed.

### **63. MINUTES – 2<sup>ND</sup> MARCH 2012**

Moved by Councillor G. O. Webster, seconded by I. Barber

**RESOLVED** that the minutes of a meeting of the Safety Committee held on 2<sup>nd</sup> March 2012 be approved as a true record.

#### Minute No. 937h – HSE Inspection of Waste Services

In response to questions, Members were advised that HW Martins had complied with all matters raised by the HSE. Regular meetings were now taking place between HW Martins and Street Services where health and safety matters were monitored.

### **64. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2011/12**

The Health and Safety Officer presented the report to provide Members with an update on sickness absence and Occupational Health statistics for 2011/12. The outturn was 7.83 days per full time equivalent (fte) against a target of 8 days per

## **SAFETY COMMITTEE**

fte and an outturn of 7.97 days per fte for the previous year. The main cause of sickness absence was reported as muscular/skeletal, it was added however this was not necessarily all work related. Occupational Health referrals had also reduced in comparison to the previous year.

Concerns were raised that absence attributed to stress had doubled since last year and that there were comparatively high levels of short and long term sickness absence in Contact Centres compared with other Council departments. Union representatives stated that Contact Centres had been consistently under resourced which, it was considered, could be a contributing factor to the absences.

Following discussion, the Chair requested that the Health and Safety Officer advise the Head of Human Resources and Payroll to explore the reasons for the increases in absence attributed to stress, along with the high number of Contact Centre absences. It was requested that the findings be reported back to the next meeting of the Safety Committee.

Moved by A. Lowery, seconded by Councillor K.F. Walker

**RESOLVED** that (1) the report be received;

(2) the Head of Human Resources and Payroll investigate the reasons for the increases in absence attributed to stress and the high number of Contact Centre absences and provide a report to the next meeting of the Safety Committee.

(Head of Human Resources)

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

The Health and Safety Officer presented the report to update Members on various Health and Safety issues.

#### **Workplace Inspections**

The Committee's attention was drawn to the table detailing workplace inspections. Out of the sixteen inspections scheduled to be carried out between January to March 2012, fifteen were stated as being overdue. One had been completed with the inspection report still awaited by Human Resources. The Health and Safety Officer advised that the relevant managers had been contacted and that this issue had also been raised at previous meetings.

## **SAFETY COMMITTEE**

The Committee voiced deep concerns and it was noted that this had become an issue since Member involvement in the workplace inspections had ceased. The Chair suggested that a letter be sent from the Safety Committee to the Chief Executive Officer expressing these concerns.

(Chair of Safety Committee)

### **Leased premises Inspections**

The Committee was advised that the Council had responsibility for the inspection of communal areas of leased properties. Questions were raised in respect of the inspections carried out on group dwellings. Members were advised that these inspections were not due to be carried out in the January to March programme.

### **Leisure Facilities Inspections**

Discussions had taken place with Estates requesting that they consider taking responsibility for health and safety inspections of non occupied facilities such as pavilions, on behalf of Leisure Services. Members were advised that Estates visited these premises on a more regular basis than Leisure staff and checked those issues that would be included in inspections.

### **Training**

Details of training provided between January to March 2012 was detailed in the report. The programme for next year was being closely considered to ensure that the training needs of the organisation were being met. The Health and Safety Officer was advised that a matrix of training requirements for each post had been previously provided by all Managers and this information should be held by Human Resources.

### **Pleasley Mills**

A number of fire safety issues were currently being looked at as well as transport, and pedestrian issues in communal spaces.

### **Apprentices**

Work was being carried out to produce guidance and procedures in relation to the Council's responsibilities for Apprentices.

## **SAFETY COMMITTEE**

### **Policy and Review**

The Health and Safety Officer advised that it was intended to align Health and Safety Policies across the councils involved in shared services. It was anticipated that many of the procedural inclusions would change. Committee members advised that any changes to policies would require the approval of the Safety Committee before being implemented.

### **SHE System Implementation**

Fourteen users had been trained on the basics of the operation of the new Human Resources reporting system. Implementation had been halted as some concerns had been raised by the responsible officer for Data Protection. The Committee discussed the issue at some length and it was confirmed that enquiries were being made with other local authorities currently using the system as to the Data Protection issues raised. The Committee requested that clarity and a decision on the way forward be provided urgently. The Health and Safety Officer was requested to advise the Safety Committee of progress and responses received.

(Health and Safety Officer)

### **Health and Safety Manager/Officer Responsibilities**

The Health and Safety Officer advised that the current health and safety policies had been written prior to the introduction of the two tier health and safety management and therefore individual roles were no longer defined. It was suggested that the responsibility for each aspect should be clear by referring to the individual job descriptions of the officers. As the policies were reviewed on a rolling programme it was suggested that these be amended as and when the review took place.

Moved by A. Lowery, seconded by Councillor K. Walker

**RESOLVED** that (1) updates in the report be noted;

(2) training be 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.



## **SAFETY COMMITTEE**

(4) a letter be sent to the Chief Executive Officer expressing the Safety Committee's concerns in respect of the non compliance with Workplace Inspections.

### **66. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved by Councillor D. McGregor, seconded by A. Lowery

**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.

### **67. ACCIDENT AND STRESS STATISTICS JANUARY TO MARCH 2012 EXEMPT – PARAGRAPH 2**

The Health and Safety Officer presented the report to advise the Committee of the Accident and Stress Statistics from January to March 2012.

The meeting was advised that incidences of accidents were generally low and there were no issues of concern.

Union representatives added that these figures were encouraging considering this was in respect of a period where icy conditions had been a factor.

Moved by A. Lowery, seconded by Councillor D. McGregor

**RESOLVED** that the report be received.

The meeting concluded at 1055 hours.

Committee:	Safety Committee	Agenda Item No.:	6.
Date:	7 <sup>th</sup> September 2012	Category	
Subject:	Sickness Absence/Occupational Health Statistics April to June 2012	Status	Open
Report by:	Assistant Director Human Resources		
Other Officers involved:	Human Resources Officer Senior Human Resources Officer		
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 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 April to June 2012 and 2011.
  - 1.1 The sickness absence outturn for the first quarter of 2012 (April to June) is shown below, with comparisons for the same period during 2011:

<b>April to June 2011</b>	<b>April to June 2012</b>
1.63 days per FTE	1.93 days per FTE

The target for April to June 2012 was 2 days per FTE. A breakdown of these figures by Department, and by long term/short term sickness

absence, is attached at page 13 for information.

The overall sickness figure is higher than last year but still within the target. This is largely due to an increase of 98 working days due to long term sickness, although short term sickness has reduced by 46 days. The vast majority of this increase results from the following sections where there have been increases in both long term and short term sickness absence:-

- Leisure
- Street Services
- Housing (Repairs and Management)

Please see below in 1.2 the reasons for continuing absence in these areas. A breakdown of the total sickness figures into long term/short term sickness absence is shown below for information:-

	<b>Long Term</b>	<b>Short Term</b>
April to June 2011	0.89 days per FTE	0.74 days per FTE
April to June 2012	1.19 days per FTE	0.72 days per FTE

It is also an important point to note that there has been a significant drop in short term and long term absence for Apprentices for this quarter, 1.5 days short term, and no long term absence, compared with 107.5 days short term and 42 days long term absence for the same period of 2011.

1.2 The outcome of occupational health referrals for the first quarter of 2012, with comparisons for 2011 are shown below:

	<b>April to June 2011</b>	<b>April to June 2012</b>
Rehabilitated	4	4
Continuing**	2	9
<b>TOTAL</b>	<b>6</b>	<b>13</b>

\*\* 1 case awaiting appointment with Hospital Consultant  
 1 case returning on completion of cardiac rehabilitation programme – hopefully August 2012  
 3 recuperating following surgery and are expected to return within 4 weeks following 28<sup>th</sup> June 2012  
 1 awaiting MRI scan results – absence due to an Industrial Injury. No return to work date known presently  
 2 awaiting ill health retirement authorisation  
 1 case returning on completion of physiotherapy

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

<b>Reasons for Long Term Sickness Absence April to June 2012</b>		
<b>Reason for Absence</b>	<b>No. of Employees Citing this Reason April to June 2011</b>	<b>No. of Employees Citing this Reason April to June 2012</b>
Muscular Skeletal	2	4
Stress/Depression	1	-
Other	1	4
Genito/Gynaechological	1	-
Back/Neck	1	1
Heart/BP/Circulation	-	3
Stomach/Digestion	-	1
<b>TOTAL</b>	<b>6</b>	<b>13</b>

1.4 The following routine health surveillance clinics have been held during April to June 2012:

- 18<sup>th</sup> April
- 15<sup>th</sup> May
- 13<sup>th</sup> June

and covered topics such as Hand Arm Vibration, audiometry, driver medicals for 9 employees and blood tests and Hepatitis B immunisation to 'at risk' groups in the current Hepatitis B programme.

There have been 2 employees undergoing counselling during this period.

### **ISSUES FOR CONSIDERATION**

The report is for monitoring purposes only and there are no specific issues for consideration other than the statistics given.

### **IMPLICATIONS**

Financial : None

Legal : None

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

### **RECOMMENDATION**

**The report be received.**

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

## BVPI12 - APRIL TO JUNE 2012 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	FTE	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
<b>CHIEF EXECES DIRECTORATE</b>							
CHIEF EXECUTIVES AND PARTNERSHIP	6.50	1	0.154	0	1	0.000	0.154
STRATEGY/PERFORMANCE	13.60	2	0.147	0	2	0.000	0.147
HUMAN RESOURCES AND PAYROLL	10.50	11	1.048	0	11	0.000	1.048
APPRENTICES	48.00	1.5	0.031	0	1.5	0.000	0.031
DEMOCRATIC	10.10	14.5	1.436	0	14.5	0.000	1.436
LEGAL AND LAND CHARGES	8.69	4	0.460	0	4	0.000	0.460
<b>RESOURCES DIRECTORATE</b>							
FINANCE	10.02	1	0.100	0	1	0.000	0.100
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	23.64	102	4.315	81	21	3.426	0.888
REVENUES	38.39	30	0.781	18	12	0.469	0.313
<b>HEALTH AND WELL BEING</b>							
LEISURE	45.99	74	1.609	42	32	0.913	0.696
<b>NEIGHBOURHOODS</b>							
COMMUNITY SAFETY	11.00	2	0.182	0	2	0.000	0.182
STREET SERVICES	86.23	321.5	3.728	186.5	135	2.163	1.566
HOUSING (REPAIRS AND MANAGEMENT)	112.27	292	2.601	211	81	1.879	0.721
<b>DEVELOPMENT</b>							
PLANNING/HOUSING STRATEGY	18.10	33	1.823	30	3	1.657	0.166
REGENERATION	28.58	25	0.875	0	25	0.000	0.875
<b>GRAND TOTAL</b>	<b>474.42</b>	<b>914.50</b>	<b>1.93</b>	<b>568.5</b>	<b>346.00</b>	<b>1.198</b>	<b>0.729</b>
Street Services include Depot Resources, Street Scene and Waste Services							
Housing includes Repairs and Maintenance and Supporting People Service							
Legal includes Land Charges							
Planning includes Housing Strategy							
Directors included as 50% in Leisure, Finance, Development Admin, CEPT, Street Services							
Assistant Directors included as 50% in Customer Service, Strategy/Performance, HR and Payroll, Legal, Finance, Leisure, Planning, Regeneration							

Committee:	Safety Committee	Agenda Item No.:	7.
Date:	7 <sup>th</sup> September 2012	Category	
Subject:	Health and Safety Officer's Report	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Assistant Director Human Resources		
Director	Chief Executive Officer		
Relevant Portfolio Holder			

### **RELEVANT CORPORATE AIMS**

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

### **TARGETS**

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

### **VALUE FOR MONEY**

The proposals made will help reduce health problems, potential litigation for free in one area and help managers, with a little of their time, manage and prioritise their health and safety management that will help minimise the costs of litigation and reduce potential absence costs through injury.

## **THE REPORT**

### **1. SHE system implementation**

Health and Safety have worked with the Council's Data Protection Officer to look at ways to overcome the data protection issue with the SHE system and have agreed a way forward.

The Go Live date for the first elements of the system (accidents and risk assessments) has been pushed back to September to allow for the additional training for new roles identified to comply with Data Protection requirements; and some necessary refreshing for those who were trained in May.

A User Group is being formed which will discuss roll out of other elements of the system, identify problems and share effective ways of working with the system.

### **2. Health and Safety Documentation**

In several areas looked at throughout the organisation and following discussions, it has been found that there is a need for more health and safety documentation (particularly risk assessments, safe working practices and DSE assessments) supporting the activities and good work that is being done within the Authority. In some of these there no assessments at all covering activities and in others they are lacking sufficient detail to meet the requirement of suitable and sufficient. The completion of suitable and sufficient risk assessments by competent persons is a legal requirement and as such, improvement is needed.

A spreadsheet has been developed (and is being initially trialled) for managers to complete to capture information on their levels of compliance.

Against a list of tasks they determine:

- Whether their team carries out that type of activity
- Whether a suitable and sufficient risk assessment is in place covering it
- Whether controls identified are in place and fully work
- Whether a safe working practice is in place
- Whether the safe working practice and/or significant risks are communicated
- Whether all legislative requirements are met
- Whether all equipment is fit for purpose; and
- Whether the employees have the appropriate competencies to manage or carry out the activities.

Following the completion of this, managers will be able to better determine how they are managing health and safety in their area and assist them to prioritise. This is something that could be achieved through the SHE system.

### 3. Inspections

Inspection scheduled between 01st April 2012 and 30 <sup>th</sup> June 2012					
Inspection	Onus	Target Date	Date complete	Significant Issues	Status
<b>Sherwood Lodge</b>					
CSPD	Assistant Director Strategy and Performance	May	19/7		Received 10/08/2012
Democratic Services	Head of Democratic Services <sup>1</sup>	May	19/7		Received 10/08/2012
Chief Executives	Chief Executive <sup>1</sup>	May	19/7		Received 10/08/2012
Finance	Chief Financial Officer <sup>1</sup>	May	19/7		Received 10/08/2012
Housing	Head of Housing <sup>1</sup>	May	19/7	Large amounts of combustible materials	Received 10/08/2012
Regeneration	Assistant Director of Regeneration <sup>1</sup>	May	19/7		Received 10/08/2012
Planning and Environmental Services	Assistant Director of Planning and Assistant Director of Environmental Health	May	19/7		Received 10/08/2012
Community Services	Director of Neighbourhoods	May	19/7		Received 10/08/2012
Human Resources and Payroll	Assistant Director of Human Resources and Payroll <sup>1</sup>	May	19/7		Received 10/08/2012
Legal Services	Senior Principal Solicitor	May	19/7		Received 10/08/2012
IT	Joint Head of IT <sup>1</sup>	May	19/7		Received 10/08/2012
Procurement	Head of Shared Procurement <sup>1</sup>	May	19/7		Received 10/08/2012
<b>Depots</b>					
Riverside Depot, Doe Lea	Depot & Resource Manager	May	13/7	Storage on mezzanine	Report Pending
<b>Contact Centres</b>					
Bolsover Contact Centre	Assistant Director of Resources	May	10/5		Received 21/5
Shirebrook contact centre	Assistant Director of Resources	May	10/5		Received 21/5
South Normanton Contact Centre / Hub – internal area only	Assistant Director of Resources	May	10/5		Received 21/5
Clowne Contact Centre	Assistant Director of Resources	May	10/5		Received 21/5
<b>Commercial and Industrial Units<sup>1</sup></b>					
<b>Leisure Facilities</b>					
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Assistant Director of Leisure	May	Email 13/7 all complete		Report pending
Creswell Leisure Centre	Assistant Director of Leisure	May			Report pending
Greaseworks, Pleasley Vale	Assistant Director of Leisure	May			Report pending
Pleasley Vale Outdoor Centre	Assistant Director of Leisure	May			Report pending

The following table shows the outstanding inspections from the previous Committee, where they were not picked up in an inspection in the above quarter. The Shirebrook Market (now no longer our property) was apparently inspected in

<sup>1</sup> All Commercial and Industrial Units scheduled for this period are fully leased properties with no communal areas and therefore have not been included



February 2012, although Health and Safety/ HR were not informed and the report not received. Leisure particularly has made an effort to get on top of their inspections.

Inspection	Onus	Target Date	Date complete	Significant Issues	Status
<b>Corporate</b>					
Sherwood Lodge, common areas/ exteriors	Assistant Director of Regeneration	Feb	19/7	Storage in garage	Report Pending
Oxcroft Lane Depot Site <sup>2</sup>	Assistant Director of Regeneration	Feb	u/k		Overdue
<b>Commercial and Industrial Units</b>					
Pleasley Vale Mills & Lodge	Assistant Director of Regeneration	Feb	17/07	See separate report	Received
<b>Leisure Facilities</b>					
Clune St. Pavilion, Clowne	Assistant Director of Leisure	Feb	Email 13/7 all complete (assumed covered)		Report pending
Shirebrook Model Village Pavilion	Assistant Director of Leisure	Feb			Report pending
Recreation Close Pavilion, Clowne	Assistant Director of Leisure	Feb			Report pending
Broad Meadows Sports Pavilion, S Normanton	Assistant Director of Leisure	Feb			Report pending
<b>Community Houses</b>					
South Normanton Cmty Centre	Director of Neighbourhoods	Feb	u/k		Overdue
New Haughton Cmty Centre	Director of Neighbourhoods	Feb	u/k		Overdue
Castle Estate Cmty Centre	Director of Neighbourhoods	Feb	u/k		Overdue
<b>Group Dwellings</b>					
Alder Hse, Shirebrook	Head of Housing	Feb	u/k		Overdue
Ashbourne Crt, Shirebrook	Head of Housing	Feb	u/k		Overdue
Jubilee Court, Pinxton	Head of Housing	Feb	u/k		Overdue
Hides Green, Bolsover	Head of Housing	Feb	u/k		Overdue
Mill Lane, Whitwell	Head of Housing	Feb	u/k		Overdue
Orchard Close, Bolsover	Head of Housing	Feb	u/k		Overdue
Parkfields, Clowne	Head of Housing	Feb	u/k		Overdue
Park View, Barlborough	Head of Housing	Feb	u/k		Overdue
Pattison St, Shuttleworth	Head of Housing	Feb	u/k		Overdue
The Paddock, Bolsover	Head of Housing	Feb	u/k		Overdue
Queens Court, Creswell	Head of Housing	Feb	u/k		Overdue
Valley View, Hillstown	Head of Housing	Feb	u/k		Overdue
Victoria House, Creswell	Head of Housing	Feb	u/k		Overdue
Woburn House, Blackwell	Head of Housing	Feb	u/k		Overdue

<sup>2</sup> Unoccupied

## **Inspections and the SHE system**

One of the ways in which usage of the SHE system will benefit the organisation is in the management of planned workplace inspections. Inspections can be programmed and reminders issued to managers automatically when future inspections are to be carried out. Details of deficiencies noted during the inspections together with the remedial action taken will be fully auditable. It is planned that this can be trialled during the last quarter of the year.

### **4. Fire Procedures**

At Sherwood Lodge, the existing fire procedure involves many different roles to incorporate sweeps by fire wardens and roll calls. Most organisations do either one or the other but rarely both except perhaps for visitors. A simplified yet robust system is required that is practical considering the way that the organisation operates.

The fire procedures are to be reviewed and amended in time for the Council's move to Clowne which will be an ideal opportunity for review.

Following a fire drill at Pleasley Mills, some weaknesses were highlighted with the current procedure [also see 6]. A meeting was held between the Commercial Property and Developments Manager (CPDM) and the Health and Safety Officer to look at the best way to address these. Whilst there are a lot of improvements that can be made in the medium term, the Safety Officer and Commercial Property Development Manager will continue to work together to produce a long term safety plan for the site. This issue will be referred by the CPDM / Safety Officer to a future meeting of the Business Risk Group for their consideration.

### **5. Clowne**

The Health and Safety Officer notes the professionalism and thoroughness of the project team in the manner that they are managing and approaching the various issues surrounding the move to Clowne. There is every confidence that Health, Safety and Welfare is being considered and managed in this design stage taking into consideration the resources and physical restraints.

Fire Warden and First Aid resources are being reviewed to see how the changes will affect them and allow for employees to be trained where necessary to cover shortfalls. Agreement has been reached with Leisure Services to utilise their first aid cover and to incorporate this into the plan.

During the moves, many employees will be engaged in a lot more basic manual handling: paper weeding, crating activities. It is essential that all staff involved have received some basic manual handling knowledge to minimise injuries and

manage the increased risk. A cost and time effective method is to be sought to deliver and record whether this be internal training, e-learning or another method.

## 6. Pleasley Mills

There are a number of difficulties and concerns at the Mills at Pleasley where we have responsibilities for the Health and Safety of communal spaces, the fabric of the building, un-let areas and safe co-ordination of site activities. These have been picked up through inspection and other site visits. Health and Safety have met with colleagues in Regeneration to try to find a workable way forward and to prioritise actions to be taken.

Priority	Issue	Scope	Comments
Priority A	Fire Evacuation procedure	To be changed and simplified to take into consideration resources and problems identified through the fire drill. This will reduce the number of assembly points and give emphasis and clarity on getting out of the building. It is appreciated that there are needs for further improvements over time but the important action is to ensure we have a basic system that works.	A letter has been sent to tenants detailing the issues raised during the latest drill, requesting their Fire Risk assessments and giving supporting advice on how to manage fire risk. We have made the suggested improvements to the fire alarm panel and changed some sensors from smoke to heat to reduce the number of false alarms.  The broad principles of the revised fire evacuation procedure have been agreed for drafting.
Priority A	No disabled refuges identified and assigned/ evacuation chairs in place	To identify disabled refuges and source appropriate evacuation chairs. Link in with fire evacuation procedure work	Linked with the fire evacuation procedure.
Priority A	Permit to Work system to prevent access to higher risk unoccupied areas by tenants, visitors, staff and contractors unless specific controls are met and good reason for access is given.	To be implemented for Mill 2 units 12 and 13 plus area previously occupied by the cadets. This is to include blocking off the stairs and barriers when exiting the lift on the affected floors	Short-term measures have been taken to restrict access to the units. This needs to be formalised with appropriate signage and a permit to work system.

Priority A	Traffic management between Mill 1 and Mill 2	To implement the amended proposals put together by Regeneration to reduce speeds and vehicle-pedestrian interface	Revised marking plan proposed and agreed with key tenants. Quotes to be sought for implementation.
Priority B	Fire integrity improvements	Progress plan on fire integrity work being carried out on fire doors etc from Regeneration	All known areas of risk have been repaired. Ongoing survey of doors and increased vigilance in identifying.
Priority B	Peeling paint potentially containing lead	Analysis of peeling paint to check for presence of lead. Outcome of analysis to determine the next step in management. Regeneration to check with Environmental Health on the next step that needs to be taken	No record of such a test can be recalled therefore, sample testing will assist in determining the risk.
Priority B	Areas to let	Regeneration to inspect areas planned to be let for conditions which are to include communal areas needed for facilities and access.	Due to the nature of the site this will be a large task undertaken over a period of time.

There are still concerns about the floor in one area that has recently been let out where several of the floorboards have collapsed. The Safety Officer and Commercial Property & Development Manager will have further contact with existing tenants to ensure that an acceptable Safe System of Work can be maintained.

## 7. Health and Safety Training

### Training Courses

No Health and Safety based training courses have been run from 1<sup>st</sup> April to 30<sup>th</sup> June 2012.

### Training (general)

There are several Health and Safety training courses required by Housing Repairs that are planned to go out to tender. Some of these have also be offered to other departments wanting the same training. These courses include Abrasive Wheels, Cable Detection, Non-licensed Asbestos Work and Scaffolding Inspection.

General Health and Safety training is to be reviewed in the autumn with an exploration of the different methods (internal, external, e-learning, toolbox talks etc), consideration of new starters and refresher training and also the methodology of the identification of training needs.

## **8. Workrave**

Many people who use computers remain in static postures for long periods of time using small muscle groups to carry out repetitive actions. This is completely opposite to how the body is designed to work and as a result prolonged working in such ways can lead to the computer user aggravating or developing diagnosed health problems, pain and discomfort and consequently a loss of productivity.

Other than setting up the workstation correctly, one way to assist in reducing such problems is to take regular frequent breaks from the computer, stretch and move about; however, in times when we are busy, this is something that is often forgotten about.

Workrave is a free downloadable software application intended to prevent computer users from developing or aggravating muscular skeletal problems associated with computer use which can include carpal tunnel syndrome, repetitive strain injuries or myopia.

It works in the background monitoring mouse and keyboard usage. When they are used intensely it pops up and reminds the user to take a micro-break whether this be a 10 seconds perhaps in every 5 intense minutes or a proper break away for 5 minutes in an hour (the parameters can be adjusted). When it is the proper break there are about 1-2 minutes of exercises that can be followed to assist further.

This product would be beneficial to all to have access to but particularly those who struggle to take the recommended breaks away from intense computer use.

ICT have approved this product and it has been run out to one individual for health prevention reasons as well as the Health and Safety Officer for demonstration purposes.

### **Benefits:**

- minimises the likelihood and severity of muscular skeletal pain associated with the use of computers such as Repetitive Strain Injury plus the associated potential litigation costs
- reduces down time caused by people being uncomfortable,
- helps organisation comply with the ACOP and Guidance of the Health and Safety (Display Screen Equipment) Regulation 1992
- It is free

## 9. Hand Arm Vibration (HAVs) update

HAVs monitoring has been carried out in an identical manner across Street Services and Housing Repairs which has given a good overview of exposure levels. The process has been reviewed to see if it is working appropriately, to see whether it is practical and to try to reduce bureaucracy. Exposure levels have been also been reduced through the purchasing and selection process.

As Grounds Maintenance are routinely exposed to over 100 points per day (where monitoring is a legal requirement) monitoring is going to continue in the same way but it is accepted that the present system does not inform the user of their daily exposure at any point and therefore they could unknowingly go over upper 400 points level (the higher exposure tasks are known about and good control measures are in place to minimise the likelihood of this happening).

The Housing Repairs team work differently, often changing tools, using them for short bursts and routinely, their exposure levels are below 100 points. As such changes are being made.

1. Forms are to be removed except:
  - a. Where a persons is new so that they are educated about their exposures
  - b. Where a persons is restricted due to health problems
  - c. Where equipment with high vibration levels are used
  - d. Where tasked with doing an activity with certain tools where the exposure is normally close to or above 100 points
  - e. 1/12<sup>th</sup> of the team each month will complete them to ensure that the typical vibrations levels for certain tasks are not increasing. The 1/12<sup>th</sup> will change each month so in a year each employee will have to complete them.
2. New forms are introduced for those restricted (based on 50 points) that they complete as they go on so that they know whether they are getting close to their maximum daily exposure level.
3. For those with health restrictions, a restriction on the power tools available to them has been made.
4. All machines to be colour tagged in accordance to indicate their exposure levels

## 10. Future External Health and Safety Changes

- **RIDDOR (Reporting of Injuries and Diseases and Dangerous Occurrences Regulations)**

In April, the new RIDDOR regulations came into place. The fundamental change in these was that where somebody was unable to do their full job for 3 or more days following an injury and it had to be reported to the HSE, this was replaced to a seven day period for reporting purposes and recording of 3 days injuries.

Further consultation is now open on more radical changes which the Health and Safety Officer will be considering. One of the main proposed changes that should reduce confusion on reporting for the Council is for persons injured, who are not employees, where they go direct to hospital from the scene of the accident; these are proposed to not need reporting under the regulations but will be picked up by the HSE from the hospitals.

There are also proposed changes to gas safety (under Dangerous Occurrences) which may result in a change to reporting by Housing Repairs and Regeneration.

- **HSE fees for intervention**

The Health and Safety Executive have undergone a review of their work and funding and legislation has been passed allowing them to charge for any of their time taken (administration and time visiting) in dealing with organisations where that organisation has been found to have weaknesses from letters of advice to court action. It is suggested that this is likely to cost from £900.00 upwards for each visit.

It is understood that the HSE are to carryout fewer inspections (with the exception when there is a focus on an industry or topic) and will mainly visit organisations when they have a reason i.e. where there has been a complaint, or where there has been previous concerns about the company due to bad practice or accidents.

There has been delay in the implementation (it was supposed to have been earlier in the year) with the latest date being from October 2012.

## **IMPLICATIONS**

### **Financial :**

1. Any additional training identified within this report for 2012 - 2013 will be contained within existing service budgets.
6. There may be costs associated with bringing some areas of Pleasley Mills up to standard before any further lettings are made.

### **Legal:**

2. The failure to maintain adequate risk assessment documentation contravenes the Management of Health and Safety at work Regulations and could lead to enforcement action against the Council by the Health and Safety Executive.
4. The inadequacies of the Pleasley Mill Fire Procedure could potentially result in action being taken against the Council or its tenants by the Fire Service if the issues are not adequately addressed.

**Human Resources:**

2. Additional time spent by management completing the proposed documentation

**RECOMMENDATIONS**

1. **The Safety Officer will provide feedback to the next Safety Committee following the trial of the “Risk Assessment Self-Assessment Spreadsheet.**
2. **That the Committee note the benefits to be achieved by the installation of Workrave across all PCs in the Council.**

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