

Committee:	Safety Committee	Agenda Item No.:	7.
Date:	7 th 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 th June 2012					
Inspection	Onus	Target Date	Date complete	Significant Issues	Status
Sherwood Lodge					
CSPD	Assistant Director Strategy and Performance	May	19/7		Received 10/08/2012
Democratic Services	Head of Democratic Services ¹	May	19/7		Received 10/08/2012
Chief Executives	Chief Executive ¹	May	19/7		Received 10/08/2012
Finance	Chief Financial Officer ¹	May	19/7		Received 10/08/2012
Housing	Head of Housing ¹	May	19/7	Large amounts of combustible materials	Received 10/08/2012
Regeneration	Assistant Director of Regeneration ¹	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 ¹	May	19/7		Received 10/08/2012
Legal Services	Senior Principal Solicitor	May	19/7		Received 10/08/2012
IT	Joint Head of IT ¹	May	19/7		Received 10/08/2012
Procurement	Head of Shared Procurement ¹	May	19/7		Received 10/08/2012
Depots					
Riverside Depot, Doe Lea	Depot & Resource Manager	May	13/7	Storage on mezzanine	Report Pending
Contact Centres					
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
Commercial and Industrial Units¹					
Leisure Facilities					
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

¹ 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
Corporate					
Sherwood Lodge, common areas/ exteriors	Assistant Director of Regeneration	Feb	19/7	Storage in garage	Report Pending
Oxcroft Lane Depot Site ²	Assistant Director of Regeneration	Feb	u/k		Overdue
Commercial and Industrial Units					
Pleasley Vale Mills & Lodge	Assistant Director of Regeneration	Feb	17/07	See separate report	Received
Leisure Facilities					
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
Community Houses					
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
Group Dwellings					
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

² 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 1st April to 30th 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. 1/12th of the team each month will complete them to ensure that the typical vibrations levels for certain tasks are not increasing. The 1/12th 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: