

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 15th November 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, 30TH NOVEMBER 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 30th November 2012 at 1000 hours
Committee Room One

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	<u>Apologies</u> To receive apologies for absence, if any.	
2.	<u>Appointment of Vice Chair</u> Appointment of Vice Chair (Union Side)	
3.	<u>Urgent Items</u> 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.	<u>Declarations of Interest</u> 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 st June 2012.	4 to 9
6.	To approve the minutes of a meeting held on 7 th September 2012.	10
7.	Sickness Absence/Occupational Health Statistics April to June 2012. <i>Recommendation on Page 13</i>	11 to 14

8. Sickness Absence/Occupational Health Statistics July to September 2012. 15 to 18
Recommendation on Page 17

9. Health and Safety Officer's Report. 19 to 28
Recommendation on Page 28

PART 2 – EXEMPT ITEMS

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

Paragraph 2

10. Accident and Stress Statistics April to June 2012 29 to 34
Recommendation on Page 30

11. Accident and Stress Statistics July to September 2012 35 to 40
Recommendation on Page 36

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Friday 1st 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 – 2ND 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 2nd 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.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Friday 7th September, 2012 at 1000 hours.

PRESENT:-

Council Representatives:-

Councillors D. McGregor, B.R. Murray-Carr and K.F. Walker.

Union Representatives:-

I. Barber (Unite).

Officers:-

J. Leah (Health and Safety Officer), J. Moran (Health and Safety Manager) and A. Bluff (Democratic Services Officer).

389. APOLOGIES

Apologies for absence were received from Councillor Mrs P. M. Bowmer, W. Lumley (Chief Executive Officer) and S. Sambrooks (Unite).

390. ADJOURNMENT OF MEETING

At the appointed hour and after waiting the statutory fifteen minutes there was no quorum of Members and Union representatives present at the meeting. The meeting was therefore adjourned.

Committee:	Safety Committee	Agenda Item No.:	7.
Date:	30 th November 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:

April to June 2011	April to June 2012
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 14 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:-

	Long Term	Short Term
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:

	April to June 2011	April to June 2012
Rehabilitated	4	4
Continuing**	2	9
TOTAL	6	13

** 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 28th 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:

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

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

- 18th April
- 15th May
- 13th 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
CHIEF EXECES DIRECTORATE							
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
RESOURCES DIRECTORATE							
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
HEALTH AND WELL BEING							
LEISURE	45.99	74	1.609	42	32	0.913	0.696
NEIGHBOURHOODS							
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
DEVELOPMENT							
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
GRAND TOTAL	474.42	914.50	1.93	568.5	346.00	1.198	0.729
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.:	8.
Date:	30 th November 2012	Category	
Subject:	Sickness Absence/Occupational Health Statistics July to September 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 July to September 2012 and 2011.
 - 1.1 The sickness absence outturn for the second quarter of 2012 (July to September) is shown below, with comparisons for the same period during 2011:

July to September 2011	July to September 2012
2.39 days	2.51 days

The target for July to September 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 18 for information.

Whilst the number of days lost overall for the 2nd quarter of 2012 compared to the 2nd quarter of 2011 is the same, the increase in FTE days is largely due to a decrease in the average number of FTE employees during the period. Long term sickness has reduced by 42 days and short term sickness has reduced by 58 days.

The following sections have shown increases in long term sickness absence:-

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

The following sections have shown increases in short term sickness absence:-

- Revenues
- 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:-

	Long Term	Short Term
July to September 2011	1.52 days per FTE	0.86 days per FTE
July to September 2012	1.65 days per FTE	0.86 days per FTE

1.2 The outcome of occupational health referrals for the 2nd quarter of 2012, with comparisons for 2011 are shown below:

	July to September 2011	July to September 2012
Rehabilitated	7	11
Continuing	2	7
Ill Health Retirement	-	1
TOTAL	9	19

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

Reasons for Long Term Sickness Absence July to September 2012		
Reason for Absence	No. of Employees Citing this Reason July to September 2011	No. of Employees Citing this Reason July to September 2012
Muscular Skeletal	6	6
Genito/Gynaechological	2	1
Stomach/Digestion	1	2
Heart/BP/Circulation	-	2
Neurological	-	2
Other	-	1
Back/Neck	-	2
Stress/Depression	-	3
TOTAL	9	19

1.4 The following routine health surveillance clinics have been held during July to September 2012:

- 8th August 2012
- 27th September 2012

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

There has been 1 employee 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 : Compliance with employment legislation relating to managing sickness absence.

RECOMMENDATION

That the report be received.

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

BVPI12 - JULY TO SEPTEMBER 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
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	6.50	2.5	0.385	0	2.5	0.000	0.385
STRATEGY/PERFORMANCE	10.60	4.5	0.425	0	4.5	0.000	0.425
HUMAN RESOURCES AND PAYROLL	10.00	6	0.600	0	6	0.000	0.600
APPRENTICES	39.50	61.5	1.557	29	32.5	0.734	0.823
DEMOCRATIC	10.10	8	0.792	0	8	0.000	0.792
LEGAL AND LAND CHARGES	8.69	18	2.071	0	18	0.000	2.071
RESOURCES DIRECTORATE							
FINANCE	9.52	1	0.105	0	1	0.000	0.105
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.14	84.5	3.500	61	23.5	2.527	0.973
REVENUES	38.17	56.5	1.480	15	41.5	0.393	1.087
HEALTH AND WELL BEING							
LEISURE	43.51	67	1.540	61	6	1.402	0.138
NEIGHBOURHOODS							
COMMUNITY SAFETY	11.00	0	0.000	0	0	0.000	0.000
STREET SERVICES	85.23	467	5.479	337	130	3.954	1.525
HOUSING (REPAIRS AND MANAGEMENT)	113.91	336.5	2.954	226	110.5	1.984	0.970
DEVELOPMENT							
PLANNING/HOUSING STRATEGY	18.10	19	1.050	18	1	0.994	0.055
REGENERATION	26.76	21	0.785	11	10	0.411	0.374
GRAND TOTAL	458.54	1153.00	2.51	758	395.00	1.653	0.861
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.:	9.
Date:	30 th November 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	Councillor B. R. Murray Car, Portfolio Holder for Community Safety and Safety Champion.		

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 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

The issues surrounding Data Protection of information submitted into the SHE system has been overcome by procedural changes and a modification to the system by the company.

The next version of the software will be rolled out from Spring-time onwards. This will slightly change some of the modules to ensure the system is more user-friendly but the main benefit is that we can set the structure, reporting lines etc in line with the organisation which will help further with Data Protection. Additionally, we can set up an area for training, trialling work such as audit forms etc on the live system but restrict it feeding into the main system and triggering emails.

Further training and roll out of some of the modules is underway and User Groups are being formed to discuss the roll out of other elements of the system, identify problems and share effective ways of working with the system.

2. Health and Safety Documentation

An Activity Audit has been established to review the current position predominantly regarding Health and Safety documentation. This will identify strengths and weaknesses, priorities, where resources are required and further skills and competencies that are needed. An action plan will be put in place to address and shortfalls.

The Audit will be done with Managers over time prioritising the higher risk areas.

3. Inspections

Policy stipulates target months for inspections to be carried out. Unfortunately, there has been slippage in the past and consequently there are some locations that are now out of synchronisation. In correcting the order, there is no benefit in conducting two inspections in one month; the tables have therefore changed from previous reports

Inspection status (30th September 2012)

Location	Onus	Freq	Last known inspection	Status	Last Report Received
Corporate					
Sherwood Lodge, Bolsover - common areas, exteriors, garage	Head of Regeneration	6 monthly	19/7/12	OK	10/08/12
Oxcroft House (DCC tenant), Bolsover		6 monthly	n/a		
Business Link, (tenanted) Bolsover		6 monthly	n/a		
Oxcroft Lane Depot Site		6 monthly	Plans submitted to mothball		
Sherwood Lodge Internal Areas	Property and Estates Manager (on behalf of service area)	6 monthly	19/7/12	OK	10/08/12
Contact Centres					
Bolsover Contact Centre	Joint Assistant	6 monthly	10/05/12	OK	21/05/12
Shirebrook contact centre	Director of	6 monthly	10/05/12	OK	21/05/12

South Normanton Contact Centre / Hub – internal area only	Resources	6 monthly	10/05/12	OK	21/05/12
Clowne Contact Centre		6 monthly	10/05/12	OK	21/05/12
Commercial and Industrial Units					
Pleasley Vale Mills	Head of Regeneration	3 monthly	17/07/12	OK	10/08/12
Pleasley Vale Security Lodge		3 monthly	17/07/12	OK	10/08/12
3 & 4 Vernon Street, Shirebrook , (Industrial Unit)	Head of Regeneration	Annual	These are commercial/ industrial properties where there are no communal areas. A Workplace Inspection is not appropriate to be carried out under these circumstances, however, an annual building condition survey covering the Health and Safety of the elements that BDC (as the Landlord) is responsible for is advisable. This would include the fabric of the building and building services etc.		
The Square, Whitwell (workshop)		Annual			
Wellbeck Street, Whitwell (store)		Annual			
8 Cotton Street, Bolsover (shop)		Annual			
42 Market Place, Bolsover (shop)		Annual			
2a Station Road, Clowne (shop)		Annual			
3 Mansfield Road, Bramley Vale (shop)		Annual			
4 Mansfield Road, Bramley Vale		Annual			
5 Mansfield Road, Bramley Vale	Annual				
Depots					
Riverside Depot, Doe Lea	Depot and Resources Manager	3 monthly	13/07/12	OK	Awaiting
Leisure Facilities					
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	3 monthly	Email 13/7 all complete	OK	20/09/12
Creswell Leisure Centre		3 monthly		OK	20/09/12
Greaseworks, Pleasley Vale		3 monthly		OK	20/09/12
Pleasley Vale Outdoor Centre		3 monthly		OK	20/09/12
Clune Street Pavilion, Clowne	Joint Assistant Director of Leisure	6 monthly	Email 13/7 all complete	OK	20/09/12
Shirebrook Model Village, Pavilion		6 monthly		OK	20/09/12
Recreation Close Pavilion, Clowne		6 monthly		OK	20/09/12
Broadmeadows Sports Pavilion, South Normanton		6 monthly		OK	20/09/12
Community Houses and Group Dwellings					
South Normanton Community House, 77 Eastfield Drive, S. Normanton	Head of Housing Services	6 monthly	Email 8/11 complete	Ok	Awaiting
New Houghton Community House, 7A Rotherham Road, N. Houghton		6 monthly		Ok	Awaiting
Castle Estate Community house, 41 Hyndley Road, Bolsover		6 monthly		Ok	Awaiting
Alder House, Shirebrook		6 monthly		Ok	Awaiting
Ashbourne Court, Shirebrook		6 monthly		Ok	Awaiting
Jubilee Court, Pinxton		6 monthly		Ok	Awaiting
Hides Green, Bolsover		6 monthly		Ok	Awaiting
Mill Lane, Whitwell		6 monthly		Ok	Awaiting
Orchard Close, Bolsover		6 monthly		Ok	Awaiting
Parkfields, Clowne		6 monthly		Ok	Awaiting
Park View, Barborough		6 monthly		Ok	Awaiting
Pattison Street Shuttlewood		6 monthly		Ok	Awaiting
The Paddock, Bolsover		6 monthly		Ok	Awaiting
Queens Court, Creswell		6 monthly		Ok	Awaiting
Valley View, Hillstown, Bolsover		6 monthly		Ok	Awaiting
Victoria House, Creswell		6 monthly		Ok	Awaiting
Woburn house, Blackwell		6 monthly		Ok	Awaiting

Inspections and the SHE system

One of the benefits that the SHE system will assist the organisation in is the management of planned workplace inspections. Inspections can be programmed and reminders issued to managers automatically when future inspections are due. Details of deficiencies noted during the inspections together with the remedial action taken will be fully auditable although the Audit module where the inspections will fall is further down the line of the SHE system implementation plan.

Oxcroft Lane Depot Site

The Health and Safety Officer was asked to look at the above site due to concerns of its present condition with it being unoccupied for some time and following several break ins.

The building's walls are mainly asbestos and do not appear in good condition. The asbestos has been broken and smashed which potentially had impact on those who may have inhaled fibres. Fears were alleviated when the results of various samples from the surfaces around the buildings came back identifying no asbestos fibres were detected. Repair work is required and protection of asbestos walls and surfaces would be needed if tenants were to lease the property.

A lot of the metal work (plumbing and electrics) has been ripped out. This needs to be repaired and replaced. There were many other smaller issues that need to be dealt with before it is fit to be inhabited.

Due to the outcomes of the visit and the costs that would be incurred to bring it up to a required standard, a decision has been made to apply for the building to be determined as unusable so that there are no longer business rates payable.

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 practical and robust system is required.

Fire procedures reflecting how the organisation operates will need to be reviewed and amended ready for the forthcoming relocations including for those remaining at Sherwood Lodge.

Procedural weaknesses have been identified during a fire drill at Pleasley Mills [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 implement required improvements to address the situation. Whilst there are a lot of improvements that can be made in the medium term, the Health and Safety Officer and CPDM will continue to work together to look at what can be done in the longer-term.

5. Clowne Relocations

Fire Warden and First Aid resources are being reviewed to see how the relocations will affect the numbers at Clowne, the Depot and those remaining at Sherwood Lodge and allow 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 and therefore, it is essential that all staff involved have received some basic manual handling knowledge to minimise injuries and manage the increased risk. Guidance will be provided for staff and techniques and additionally reminds managers of their duties and the importance of carrying out Manual Handling assessments. Manual Handling awareness briefing sessions will be run upon request for those who wish to attend or have not had manual handling training in the last 5 years.

Following the move, there will be a push for Display Screen Equipment Assessments to be complete with the vast majority of people within the organisation having moved where they are working.

6. Pleasley Mills

There are a number of difficulties and concerns at the Mills at Pleasley where the Authority has 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. The Health and Safety Officer has 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	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

		action is to ensure we have a basic system that works.	number of false alarms. The revised procedure is being tweaked and will be implemented in due course
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	Disabled refuges identified and incorporated into 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. Works planned to go ahead. Budget approved.
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 Property and Estates Manager has notified the Tenant that they want to gain access to make it safe but due to volume of items in there and the fact it is used as overflow storage and therefore rarely accessed by the Tenant, this is proving difficult. Regeneration have contacted the Tenant to make them aware of the risks.

7. Health and Safety Training

Training Courses

Between 1st July and 30th September 2012, the following Health and Safety training has been provided by the Authority:

Course	Number of attendees
First Aid at Work	7
First Aid at Work (Refresher)	4
Fire Aid Emergency Skills	1
Lone Worker (Personal Safety)	9

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 whose staff require the same training. These courses include Abrasive Wheels, Cable Detection, Non-licensed Asbestos Work and Scaffolding Inspection.

The provision of general Health and Safety training is to be reviewed over the course of the next financial year considering the different methods (internal, external, e-learning, toolbox talks etc). The review will also include the provision for new starters and refresher training and also the methodology of the identification of training needs.

8. Workrave

Workrave is a free computer application that reminds people to take breaks away from computer work to reduce the likelihood of various muscular skeletal injuries including RSI (repetitive strain injury) associated with intense computer work.

This is available for those who struggle to remember to take breaks and consideration is being taken for the roll out across the authority.

9. Hand Arm Vibration (HAVs) update

Following the HSE's Improvement Notice a few years ago, HAVs is something where a lot of time and effort has been directed to ensure that we are monitoring and reducing exposure. Now that we have significant data, the way that exposure is recorded and monitored is being reviewed to try and reduce the bureaucracy associated with it and to try and prevent those who are restricted going above the recommended reduced levels.

One concern that has come about is that for Housing Repairs (who frequently swap their tools around), the results of the measuring of the vibration from the tools appears to be lower than what the manufacturer is suggesting. In speaking with other Councils, their results are much higher using different measuring equipment. Housing Repairs are going to work with colleagues in Mansfield DC to carry out measuring alongside each other to compare findings. The outcome may be to stay as we are, review our methodology of use or to look at alternative equipment. Until we are satisfied with this, we will remain in status quo regarding the monitoring forms etc.

Our Grounds Maintenance team produce higher results than Housing Repairs and most of the time are working above the threshold where monitoring is a legal requirement. Speaking to other Councils, the duration of exposure times recorded by the team is often greater than the actual time as their trigger time on a strimmer (the time it is actually running) is a lot less than the period over which it has been used. As such, in time the equipment used for measuring the vibration over a given time may need to be looked at.

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 has been held, however, the outcome of that and the decisions on the future are yet to be publicised.

Another 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.

- **Health and Safety (First Aid) Regulations**

Consultation is currently open for the proposal to change the First Aid regulations. The key areas being consulted on are whether:

- a) the regulations are replaced by an Approved Code of Practice
- b) the HSE continues to directly approve training for First Aid at Work and above courses
- c) the First Aid qualification levels are a good framework and whether it would be better for companies to select a training provider to deliver first aid to meet the exact needs of the organisation rather than standard, recognised courses

The consultation closes on 3rd December 2012.

- **HSE fees for intervention**

The Health and Safety Executive have undergone a review of their work and funding. Consequently, 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 carry out 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 an organisation due to bad practice or accidents.

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 and Health and Safety Officer completing the Activity Audit.

RECOMMENDATIONS

1. **The Health and Safety Officer will provide an update on the progress of the Activity Audit.**
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: