

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: