



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 8th May 2013

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Safety Committee of Bolsover District Council to be held in Chamber Suite 1, The Arc, High Street, Clowne, on **Friday 24th May 2013** 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

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INVESTORS IN PEOPLE

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The Arc, High Street, Clowne, Derbyshire, S43 4JY



The Government Standard

SAFETY COMMITTEE

AGENDA

Friday 24th May 2013 at 1000 hours

Chamber Suite 1, The Arc, High Street, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	<u>Apologies</u> To receive apologies for absence, if any.	
2.	<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.	
3.	<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	
4.	To approve the minutes of a meeting held on 22 nd February 2013.	3 to 8
5.	Sickness Absence/Occupational Health Statistics 2012/13. <i>Recommendation on Page 11.</i>	9 to 12
6.	Update on Health and Safety Matters by Health and Safety Officer including Hand and Arm Vibration (HaVs) and Health and Safety Inspections. <i>Recommendation on Page 18.</i>	13 to 18

PART 2 – EXEMPT ITEMS

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

Paragraph 2

7. Accident and Stress Statistics January to March 2013. 19 to 24
Recommendation on Page 20.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of Bolsover District Council held in Chamber Suite 1, The Arc, High Street, Clowne on Friday 22nd February 2013 at 1000 hours.

PRESENT:-

Members:-

Councillor D. McGregor - Chair

Councillors Mrs P. M. Bowmer and B.R. Murray-Carr.

Unison:-

R. Frisby.

Unite:-

S. Sambrooks and T. Walker.

Officers:-

A. Grundy (Assistant Director of Human Resources and Payroll), J. Moran (Health and Safety Manager), J. Leah (Health and Safety Officer) and R. Leadbeater (Democratic Services Officer).

926. APOLOGIES

There were no apologies for absence.

927. URGENT ITEMS OF BUSINESS

There were no urgent items of business; however the Chair drew Members' attention to a revised version of the Sherwood Lodge Fire Evacuation Procedure which was tabled for consideration.

928. DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

929. MINUTES – 30TH NOVEMBER 2012

Moved by Councillor B.R. Murray-Car, seconded by Councillor P. Bowmer.

RESOLVED that the minutes of a meeting of the Safety Committee held on 30th November be approved as a true record.

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Minute No. 662 – General Health and Safety Report (Pleasley Mills)

In response to questions in respect of the concerns raised over the vehicular/pedestrian interface on access roads through Pleasley Mills, the Health and Safety Officer advised that following discussions with tenants' changes had been implemented to make the road network more user friendly.

930. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS OCTOBER TO DECEMBER 2012

The Assistant Director of Human Resources and Payroll presented the report to provide information in relation to sickness absence and occupational health statistics for the period October to December 2012, with comparative data from the previous year.

For the October to December quarter the sickness absence outturn had been 2.38 days per full time equivalent. This was an improvement on the same period last year, however overall, the first 3 quarters of the year had exceeded the year to date target. It was envisaged that should current trends continue, the outturn for 2012/13 would be 9 days against the target of 8 days per full time equivalent. The meeting was advised that this had been largely as result of a significant increase in long term sickness. The Assistant Director of Human Resources and Payroll was pleased to report that occupational health referrals had reduced to 6 cases from 16 the previous year. There was also 1 ill health retirement to report that should have been included in the July to September figures.

The Assistant Director of Human Resources and Payroll advised that there had been 4 cases of long term sickness where stress or depression had been cited as the reason. Of these, 2 had stated that the stress was to some degree attributed to elements in the workplace. In response to questions from Members, the Assistant Director of Human Resources and Payroll advised that both cases had been considered and resolutions reached or were in the process of being reached. It was added that the report demonstrated that the Authority was using all avenues available in relation to rehabilitation and supporting people at work. There were no specific issues or areas of concern to alert the Safety Committee to.

Members raised questions in relation to sickness absence levels in Street Services. The Assistant Director of Human Resources and Payroll advised that this was historically high due to the nature of work; however, managers were making progress in implementing sickness absence procedures and helping to reduce the levels of absence.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be received.

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931. GENERAL HEALTH AND SAFETY REPORT

The Health and Safety Officer gave a verbal update on various Health and Safety matters.

SHE System Implementation

The facility to input accidents onto the system had been in place since January with the system coming on line from 1st April 2013. Training was being provided on risk assessments and accident reporting to 30 individuals across the Authority. A presentation would also be provided to Directors and Assistant Directors in due course.

First Aid

Basic first aid training courses in relation to the Staying Alive campaign fronted by Vinnie Jones had been looked into. Members were advised that a trainer for up to 40 people could be provided at a cost of £780. This would provide training on basic first aid such as CPR and choking in a 1 hour session. Members were advised that there were enough members of staff currently trained to cover the Authority's requirements and requested a steer as to whether this was intended to be opened up to the wider community. Members advised that this should be offered to staff and members and requested clarity on the availability of funding. The Assistant Director of Human Resources and Payroll advised that this could be funded through the existing training budget.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor D. McGregor
RESOLVED that basic first aid courses be organised for staff and Members by the Health and Safety Officer.

(Health and Safety Officer)

In consideration of the point raised at the last meeting with regard to First Aid cover amongst remote workers, Unite representatives were collating information on the numbers and work area of trained staff to see if any further first aiders were required.

Workrave

This had originally been recommended to roll out to all computers; however as part of trialling the system, the Health and Safety Officer had concluded that this may not be appropriate for all users.

HAVs

Previously, concerns had been raised over the differential between the readings taken by Bolsover compared to the manufacturers suggested outputs. Comparisons had been carried out with Mansfield District Council. It had been found that whilst

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Bolsover was recording an average score, Mansfield District Council were recording a peak level score. It was considered that both methods of recording were valid but this would be referred to the manufacturers for guidance. Further comparison tests were currently being undertaken with Chesterfield Borough Council and results would be brought back to the next Safety Committee meeting.

Health and Safety Training for Housing Staff

Tenders had been evaluated for training for housing staff in relation to scaffolding inspection and awareness, abrasive wheels, non licensed asbestos and cable detection. Contracts would be issued in the next few days.

932. HEALTH AND SAFETY INSPECTIONS

The Health and Safety Officer advised that some changes had been made to the inspections schedule in relation to new buildings. The meeting was advised that almost all inspections had been carried out with only a few outstanding. The Health and Safety Officer advised that there were no areas of concern.

In response to Members' questions regarding the overdue inspections, the Health and Safety Officer confirmed that discussions had taken place with appropriate managers regarding the schedule. Members were advised that consideration of some of the inspections being progressed through asset management was being made for the future and the tenanted building inspections were being carried out on an ad hoc basis.

Members raised concerns that these inspections were not being carried out in accordance with the prescribed schedule and it was suggested that the Strategic Alliance Management Team be requested to consider the issue, with a report being presented to the next meeting of the Safety Committee.

Moved by Councillor D. McGregor, seconded by Councillor B. R. Murray-Carr
RESOLVED that (1) the report be received;

(2) the Strategic Alliance Management Team be requested to consider the issue of overdue safety inspections with a report being provided to the next meeting of the Safety Committee.

(Health and Safety Officer/SAMT)

933. FIRE PROCEDURAL RULES

The Arc, Clowne

Members considered the Fire Procedural Rules for The Arc. Clarity was requested on the procedures in place for the evacuation of the disabled when the lifts could not be used. The Health and Safety Officer advised that evacuation mattresses had been provided and volunteers had been requested to be trained on their use. This had

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been done prior to Christmas however no responses had been received. A further communication would be sent out and if that proved unsuccessful, departments would be asked to nominate a named person.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor D. McGregor
RESOLVED that the Fire Evacuation Procedure for The Arc be approved and adopted

(Health and Safety Officer)

Sherwood Lodge, Bolsover

The Committee was advised that an incorrect version of the Sherwood Lodge Fire Evacuation Procedure had been included in the agenda and the correct version was tabled for consideration.

The Health and Safety Officer advised that an issue had been raised with regard to the responsibility for investigating the existence of fire at Sherwood Lodge. The area where the alarm was triggered was indicated on a panel located in Central Control. A nominated member of staff was then despatched to investigate whether there was evidence of a fire or whether the alarm had been triggered for no reason. The investigatory role was put in place to avoid the Fire Service attending a false alarm as the charge to the Council was approximately £100 per false call out.

The staff in the Contact Centres had been requested to perform this investigatory role and were concerned at being responsible for checking areas of the building that were tenanted by other parties, or difficult to access or unfamiliar to the staff. Whilst Sherwood Lodge was still in use, a member of the facilities team would be called out to investigate as a temporary measure, however on completion of the new premises other arrangements would be required. The Committee debated the issues raised at considerable length and agreed the evacuation procedure as laid down. The Chief Executive Officer would be requested to urgently consider the responsibility for the role as this was entirely a management issue.

The Health and Safety Manager suggested that a meeting take place between the relevant service and Health and Safety Officers to discuss the issue.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr
RESOLVED that the Fire Evacuation Procedure for Sherwood Lodge be approved and adopted

(Health and Safety Officer)

934. SMOKING AT THE ARC

The Committee was requested to consider the smoking policy for The Arc. Members supported the view that a designated smoking area should be provided at the rear of the building that was not visible from the front of the building or near to the gym facilities.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr

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RESOLVED that a designated smoking area be provided at the rear of The Arc which did not impact on the gym and fitness facilities.

(Health and Safety Officer)

935. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor D. McGregor, seconded by Councillor P.M. Bowmer

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.

936. ACCIDENT AND STRESS STATISTICS OCTOBER TO DECEMBER 2012 EXEMPT – PARAGRAPH 2

The Health and Safety Officer presented the report to update the Committee on the accident and stress statistics from October to December 2012.

The Committee was advised that 1 accident was reportable under RIDDOR due to length of absence that had resulted. Members were advised that due to a change in law, injuries requiring a 7 day absence or more were now reportable under RIDDOR where this previously was 3 days. No areas for concern were raised.

Members' attention was drawn to the breakdown of accidents by department included in the agenda.

Moved by Councillor D. McGregor, seconded by Councillor P. Bowmer

RESOLVED that the report be received.

The meeting concluded at 1105 hours.

Committee:	Safety Committee	Agenda Item No.:	5.
Date:		Category	
Subject:	Sickness Absence/Occupational Health Statistics 2012/13	Status	Open
Report by:	Joint Assistant Director – Human Resources		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Leader & Portfolio Holder for Policy, Strategy, Finance, Customer Service and Human Resources		

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 2011/12 and 2012/13.

- 1.1 The sickness absence outturn for 2012/13 are shown below, with comparisons for 2011/12:

Target 2012/13	Out turn 2012/13	Out turn 2011/12
8 days	8.41 days	7.83 days

A breakdown of these figures for 2012/13 by Department, and by long term/short term sickness absence, is attached for information.

- 1.2 The outcome of occupational health referrals 2012/13, with comparisons for 2011/12 is shown below:

	2011/12	2012/13
Rehabilitation	39	33
Ill Health Retirement	0	3
Dismissed	2	2
Outstanding	0	4
Compromise Agreement	1	0
12 month career break	1	0
TOTAL	43	42

- 1.3 The top three causes of sickness absence for 2011/12 and 2012/13 are as follows:

2011/12		2012/13	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	1152	Musc/Skeletal	806
Stress	801	Stress	735
Stomach/Digestion	548	Stomach/Digestion	705
TOTAL	2501	TOTAL	2246

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

Reasons for Long Term Sickness Absence 2012/13	
Reason for Absence	No. of Employees Citing this Reason
Back/Neck	3
Stomach/Digestion	5
Heart/BP/Circulation	4
Muscular/Skeletal	14
Sick/Other	3
Neurological	2
Stress/Depression	8
Genito/Gynaechological	1
Chest	1
Ear/Nose/Mouth	1

1.5 The following routine health surveillance clinics have been held during the financial year 2012/13:

- 18th April
- 15th May
- 13th June
- 8th August
- 27th September
- 16th October
- 24th October
- 28th November
- 13th December
- 15th February

and covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation to 'at risk' groups.

There have been 11 employees 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 : None

RECOMMENDATION

The report be received.

ATTACHMENT: Y (1)
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A

BVPI12 - 2012/13 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 12 MONTHS	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 STRATEGY/PERFORMANCE	6.50	10.5	1.615	0	10.5	0.000	1.615
HUMAN RESOURCES AND PAYROLL APPRENTICES	11.10	18.5	1.667	0	18.5	0.000	1.667
DEMOCRATIC	11.25	18	1.600	0	18	0.000	1.600
LEGAL AND LAND CHARGES	47.00	117	2.489	30	87	0.638	1.851
	10.10	77.5	7.673	42.5	35	4.208	3.465
	8.69	76	8.746	47	29	5.409	3.337
RESOURCES DIRECTORATE							
FINANCE	9.52	34.5	3.624	26	8.5	2.731	0.893
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.37	454.5	18.650	339	115.5	13.911	4.739
REVENUES	38.12	238	6.243	119	119	3.122	3.122
HEALTH AND WELL BEING							
LEISURE	45.70	170.5	3.731	106	64.5	2.319	1.411
NEIGHBOURHOODS							
COMMUNITY SAFETY	11.00	0	0.000	0	0	0.000	0.000
STREET SERVICES	85.73	1301.5	15.181	1023	278.5	11.933	3.249
HOUSING (REPAIRS AND MANAGEMENT)	115.80	1274.5	11.006	873.5	401	7.543	3.463
DEVELOPMENT							
PLANNING/HOUSING STRATEGY	18.60	70	3.763	48	22	2.581	1.183
REGENERATION	26.09	111.5	4.274	34	77.5	1.303	2.970
GRAND TOTAL	472.38	3972.50	8.41	2688	1284.50	5.690	2.719
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:	Health and Safety Committee	Agenda Item No.:	6.
Date:	24 th May 2013	Category	
Subject:	Update on Health and Safety Matters by Health and Safety Officer including Hand and Arm Vibration (HaVs) and Health and Safety Inspections	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Leader & Portfolio Holder for Policy, Strategy, Finance, Customer Service and Human Resources		

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 monitoring of performance and risk management control enables an effective management of loss control in terms of legal compliance, reduced litigation and increased co-ordination/ co-operation.

THE REPORT

1. Update on matters from the previous meeting

1.1 SHE System update

Training for the SHE system took place throughout March to get the initial users trained in the risk assessment module and for the reporting of injuries and near misses.

Articles have been placed on the Intranet (and in the Bulletin) to make those who are not users aware of this.

A paper was circulated to Senior Managers informing them of the implementation of the system and a presentation/ toolbox talk was delivered at the Joint Assistant

Directors Group which mainly focused on what to do if they are 'actioned' or if they need to approve documents via the system.

Measures had been introduced to the system to overcome problems relating to Data Protection. However this caused a problem in how the system generated information and reports. This in turn raised sufficient concern for the Neighbourhood's directorate who have elected to cease using the system until the Data Protection issues are fully resolved.

A slight reconfiguration of the system has been carried out to overcome this as a short-term measure.

A new updated version of SHE is being launched on 14th May 2013. Having seen demonstrations, once we have fully reconfigured our system to this later version, we will have a more user friendly system at our disposal which will overcome the current data protection problems and allow much better information share and management overview.

1.2 Staying Alive

Following on from discussions at the last H&S meeting, Cllr Watson suggested the 'Community Save A Life Scheme'. The training is two hours long and free and covers the points needed. A paper has been sent to the SAMT for discussion/ approval. A decision on how this is to be progressed is awaited.

1.3 Fire Evacuation Procedure – Sherwood Lodge

This is due to be discussed at SAMT.

1.4 Fire Evacuation Assistants for Mobility Impaired Persons

As above

1.5 Housing (Health and Safety) Training

Chesterfield College have been awarded the tender for training in the following areas:

- Scaffolding inspection
- Scaffolding awareness
- Abrasive wheels
- Underground cable detection
- Non-Licensed asbestos removal

The finer details of the course content are being finalised and dates are soon to be set. Other areas of the Council are to be contacted to see if these courses offer any value to their team and also other local authorities are being contacted to see if they wish to take up additional places on the courses.

2. New items

2.1 Lighting at the Arc

Since moving in, quite a number of employees on different floors have been complaining about the lighting with some employees indicating they are suffering from eye strain, migraines and headaches. Regeneration has brought in Lighting System Engineers to look at the lighting levels and make alterations to the electric lights. This appears to have improved matters, however, there are still reports of quite a few employees who are struggling.

Consideration is being given to conducting a survey with staff to identify specific problems and locations.

2.2 Legionella Training

Refresher training was identified as a need via the Asset Management Group for a variety of roles. A training provider has been sourced and neighbouring authorities are being contacted to try and fill two full courses to limit the impact from abstraction particularly from the Housing Needs Officers.

2.3 Creswell Incident

A member of public has made a series of complaints to the Council and also to the HSE in relation to grazes and redness sustained by his son whilst using a wrap-around float in the pool at Creswell Leisure Centre. The HSE have followed this up so far by requesting various documentation.

The Health and Safety Officer has visited the site and looked at some of the documentation plus other issues whilst in attendance. The Council are taking all the necessary actions to discharge their duty.

3. Inspections

Location	Onus	Freq	Last known inspection	Status	Report status
Corporate					
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Head of Regeneration	6 month	03/04/13	OK	Awaiting
Sherwood Lodge internal areas, external areas and common areas (excluding tenanted areas)	Head of Regeneration	6 month	19/7/12	Overdue	10/08/12
Unit __, Mill 1, Pleasley Mills	Head of Democratic Services	6 month		Scheduled 29/05/13	
Depot					
Riverside Depot, Doe Lea	Depot and Resources Manager	6 month ¹	25/01/13	OK	Awaiting
Leisure Facilities					
The Arc Leisure Centre	Joint Assistant Director of	6 month		To be scheduled	

¹ It is proposed that the inspection at Riverside Depot is carried out 6 monthly instead of 3 monthly based on the risks, management and limited change at the location.

Creswell Leisure Centre	Leisure	6 month	Nov-12	Ok	Awaiting
Greaseworks, Pleasley Vale (PVOAC)		6 month	Nov-12	Ok	Awaiting
Boathouse, Pleasley Vale		6 month	Nov-12	OK	Awaiting
Unit T, Pleasley Vale		6 month	New	To be scheduled	Awaiting
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	6 month	20/08/12	Ok	Awaiting
Clune Street Pavilion, Clowne		6 month	Feb-13	Ok	Awaiting
Shirebrook Model Village, Pavilion		6 month	Feb-13	Ok	Awaiting
Recreation Close Pavilion, Clowne ²					
Broadmeadows Sports Pavilion, South Normanton		6 month	Feb-13	OK	Awaiting
Contact Centres					
Clowne (Arc) Contact Centre	Joint Assistant	6 month	24/04/13	OK	Awaiting
Bolsover Contact Centre	Director of		24/04/13		Awaiting
Shirebrook Contact Centre	Resources		24/04/13		Awaiting
South Normanton Contact Centre / Hub			24/04/13		Awaiting
Community Houses and Group Dwellings					
South Normanton Community House, 77 Eastfield Drive, S. Normanton	Head of Environmental Health	6 month	09/08/12	Closing	27/11/12
New Houghton Community House, 7A Rotherham Road, N. Houghton		6 month	09/08/12	Scheduled 18/04/13. Closing August '13	Awaiting
Castle Estate Community house, 41 Hyndley Road, Bolsover		6 month	09/08/12	Closing	27/11/12
Alder House, Shirebrook	Head of Housing Services	6 month	12/09/12	Scheduled 03/05/13	Awaiting
Ashbourne Court, Shirebrook		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Jubilee Court, Pinxton		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Mill Lane, Whitwell		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Parkfields, Clowne		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Park View, Barlborough		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Queens Court, Creswell		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Valley View, Hillstown, Bolsover		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Victoria House, Creswell		6 month	12/09/12	Scheduled 03/05/13	Awaiting
Woburn house, Blackwell		6 month	12/09/12	Scheduled 03/05/13	Awaiting
3 Mansfield Road, Bramley Vale		6 month	u/k	Scheduled 03/05/13	Overdue
4 Mansfield Road, Bramley Vale		6 month	u/k	Scheduled 03/05/13	Overdue
5 Mansfield Road, Bramley Vale		6 month	u/k	Scheduled 03/05/13	Overdue
Commercial and Industrial Units (communal areas)					
Pleasley Vale Mills	Head of	6 month ³	26/04/13	OK	Awaiting
Pleasley Vale Security Lodge	Regeneration	6 month	26/04/13	OK	Awaiting
The Tangent, Shirebrook		6 month	21/02/13	OK	Awaiting

Commercial and Industrial Units (Non Communal Areas)

² This property is owned by the Parish Council and it appears it should not have been included in the policy. This will be removed from future inspection schedules

³ It is proposed that Pleasley Mills inspections are changed to 6 monthly from 3 monthly. Whilst there have been a number of issues highlighted previously, the issues raised are generally things that take time to resolve. Frequent inspections will only pick up existing problems that we are aware of or new problems which are mainly housekeeping issues and in general are not a particular problem in the communal areas.

The Regeneration section are putting together a schedule for all Commercial and Industrial Units to have a buildings and conditions survey carried out as opposed to a workplace H&S inspection on a pre-determined annual basis. The number of buildings and units exceeds the number captured on the inspection schedule contained within the Workplace Inspections Policy and therefore due to the number, the schedule is being carefully looked at to consider resources and logistics. This schedule will be submitted separately and taken to future committees.

The Arc Inspection

As the premises are relatively new/ newly refurbished, there are no significant problems with the physical aspect of the building. With the exception to one or two minor issues, housekeeping is good. The main problem that was noted was in relation to temperature and ventilation. The windows are generally kept closed on the upper floor as some employees complained of a draught, however, the air is considered by some to be quite stuffy particularly in the middle of the room. On the middle floor, windows open on one side only but for the same reason as on the top floor, these are being kept closed. The Environmental Health section on the side away from the external windows have ceiling mounted air conditioning units, however, these appear to be causing draughts to those in Revenues and Benefits. This is being raised to the Building and Contracts Manager for consideration.

Tangent Inspection

With the Tangent being a new build and very low tenant occupancy at present, the fabric of the building and housekeeping are excellent. In setting up the building, some key health and safety processes have been overlooked: no fire evacuation procedure, no first aid kit, no scheduled weekly fire alarm test amongst others. These are relatively quick and easy to put into place and are being addressed. A discussion was held with the Commercial Property and Developments Manager in relation to this. He is looking at putting processes in place to ensure that with any new premises that that is factored in and implemented prior to opening.

Pleasley Mills Inspection

A lot of resources have been put into Pleasley Mills over the last year to make the necessary improvements in Health and Safety; areas of the building have been locked off, car parking resurfaced and re-marked, new fire escape installed and fire integrity improved.

The Security office is soon to move from the Lodge to Mill 1 which will help speed up responses and enable them to better observe the use of the site which in turn will improve Health and Safety.

Most of the problems seen on the recent inspection are housekeeping issues rather than building fabric issues where tenants have left waist materials in corridors or put up displays etc in communal areas which can sometimes cause fire safety issues.

ISSUES FOR CONSIDERATION

IMPLICATIONS

Financial: Potential, should the HSE investigate and decide to take action
Related or not to the incident reported to them

Legal: Potential visit by the HSE and action

Human Resources: Impact on performance due to lighting, temperature and ventilation issues.

RECOMMENDATION that;

Committee approve the proposed changes to the frequency of inspection of the Riverside Depot and Pleasley Mills from 3 to 6 monthly and the deletion of Recreation Close Pavilion, Clowne.

ATTACHMENT: N