

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