

The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Date: 13<sup>th</sup> August 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, Clowne, on Friday 30<sup>th</sup> August 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 page 2

Yours faithfully,



Chief Executive Officer

To: Chairman & Members of the Safety Committee

## ACCESS FOR ALL

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Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



The Government Standard

## SAFETY COMMITTEE

### AGENDA

Friday 30<sup>th</sup> August 2013 at 1000 hours

Chamber Suite 1, The Arc, High Street, Clowne

<b>Item No.</b>		<b>Page No.(s)</b>
	<b>PART 1 – OPEN ITEMS</b>	
1.	<b><u>Apologies</u></b>  To receive apologies for absence, if any.	
2.	<b><u>Urgent Items</u></b>  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.	<b><u>Declarations of Interest</u></b>  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.	Appointment of Vice Chair	
5.	To approve the minutes of a meeting held on 24 <sup>th</sup> May 2013.	3 to 9
6.	Sickness Absence/Occupational Health Statistics April to June 2013	10 to 13
7.	Health and Safety Report	To Follow
	<b>PART 2 – EXEMPT ITEMS</b> <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>  <u>Paragraph 2</u>	
8.	Accident and Stress Statistics – April to June 2013	14 to 23

## **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 24<sup>th</sup> May 2013 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors D. McGregor, C. Munks, B.R. Murray-Carr (from Minute No. 36) and Councillor K. Walker.

Unison:-

K. Shillitto and J. Wilmot

Officers:-

P. Wilmot (Human Resources Manager), J. Moran (Health and Safety Manager), J. Leah (Health and Safety Officer), R. Leadbeater (Democratic Services Officer) and S. Cottam (Democratic Services Assistant).

### **0031. ELECTION OF CHAIR**

Moved by J. Wilmot, seconded by Councillor K. Walker

**RESOLVED** that K. Shillitto be appointed as Chair of the Safety Committee for the ensuing year.

K. Shillitto in the Chair

### **0032. APOLOGIES**

Apologies for absence were received from A. Grundy (Assistant Director of Human Resources and Payroll) and S. Sambrooks (Unite).

### **0033. URGENT ITEMS OF BUSINESS**

There were no urgent items of business, however further to a suggestion from the Health and Safety Officer that an officer from Regeneration attend all future

## **SAFETY COMMITTEE**

meetings of the Safety Committee, the Chair advised that the Terms of Reference allowed for advisors to attend meetings as required.

### **0034.           DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

### **0035.           MINUTES – 22<sup>ND</sup> FEBRUARY 2013**

Moved by Councillor D. McGregor.  
that the minutes of a meeting of the Safety Committee held on 22<sup>nd</sup> February 2013 be approved as a true record.

In the absence of a further attendee at the last meeting, the minutes were not seconded and deferred to the next meeting.

#### Minute No. 934 – Smoking at the Arc

The Committee was advised that a designated smoking area had been put in place.

### **0036.           SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2012/2013**

The Human Resources Manager presented the report to provide information in relation to sickness absence and occupational health statistics for 2012/13, with comparative data from the previous year.

The meeting was advised that there had been an increase in sickness absence against the previous year. The outturn for 2012/2013 was 8.41 days per full time equivalent (FTE) against 7.83 days last year. The target for the year had been set at 8 days per FTE. This was largely due to a substantial increase in long term sickness absence. The top 3 causes were noted as muscular/skeletal, stress and stomach/digestion. A full breakdown of absence rates by department was appended to the report. Dates of health surveillance clinics carried out during 2012/13 were also provided.

Further to questions, the Human Resources Manager briefly explained the capability hearing process in relation to dismissals.

## **SAFETY COMMITTEE**

Questions were raised as to whether offering places on specialist training courses such as Hand Arm Vibration, to Parish Councils could be a potential income stream. The Human Resources Manager advised that this suggestion could be explored.

Councillor Murray-Carr joined the meeting at this point.

Moved by Councillor D. McGregor, seconded by Councillor K. Walker  
**RESOLVED** that the report be received.

### **0037. MINUTES – 22<sup>ND</sup> FEBRUARY 2013**

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that the minutes of a meeting of the Safety Committee held on 22<sup>nd</sup> February 2013 be approved as a true record.

### **0038. GENERAL HEALTH AND SAFETY REPORT**

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

#### **SHE System Implementation**

Training for future users of the SHE system on reporting of injuries and risk assessments had taken place throughout March. An updated version of SHE had been launched on 14<sup>th</sup> May which would overcome the data protection issues that had been raised by the Council's Data Protection Officer. Final agreement from the Director of Neighbourhoods was awaited before the system was made live. The Health and Safety Manager advised the Committee on the functionality and security of the system and confirmed that this had been used by a number of local authorities for some considerable time without issue.

#### **Staying Alive**

A report had been provided to the Strategic Alliance Management Team (SAMT) in respect of a free training and awareness course on the Save a Life scheme being provided to staff and Members. A response on how this should be progressed was awaited. The Committee was advised that Leisure Services were in the process of setting up an event to raise awareness of the Staying Alive campaign, by planning a record breaking attempt for the most number of people undertaking first aid training.

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Members requested that the Chair pursue progress with the Chief Executive Officer.

### **Fire Evacuation Procedure – Sherwood Lodge**

Feedback was awaited from SAMT on the responsibility for checking the unoccupied areas of Sherwood Lodge.

### **Fire Evacuation Assistants for Mobility Impaired Persons**

Feedback was awaited from SAMT on discussions that had taken place with the Director of Health and Well Being in respect of all Leisure Services staff being trained as Fire Evacuation Assistants. The Streetscene Manager would also be contacted to consider training requirements at the Riverside Depot. Further to questions, the Health and Safety Officer confirmed that equipment had been procured but staff training was still to be undertaken.

It was added that recent changes to the Fire Safety Order now placed more responsibility on employers to have adequate fire evacuation procedures in place and provision of fire safety zones, rather than reliance being placed on the emergency services to evacuate people with mobility issues.

Members raised concerns that SAMT consider and agree the fire evacuation procedures as a matter of urgency. The Chair agreed to contact the Chief Executive Officer.

### **Housing (Health and Safety) Training**

A meeting would take place in July to look at equipment and establish a training programme. The training would be available to all housing repairs, grounds maintenance and the training would also be offered out to other local authorities at a charge.

### **Lighting at the Arc**

Complaints had been raised by staff at the Arc with regard to the lighting which was believed to be causing eyestrain, headaches and migraine. Lighting System Engineers had been brought in to assess and revise the lighting, however a significant number of staff were still reporting problems. The Health and Safety Officer had suggested that a full survey be conducted to get an understanding of how widespread the problems were and the probable causes.

Members supported the suggestion that a survey be undertaken.

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### **Legionella Training**

Training dates had been arranged for Housing staff.

### **Creswell Incident**

An issue had been raised by a parent regarding a rash caused by body floats used in swimming lessons. Staff were aware of the issue and took remedial action to address the problem when new equipment was purchased. The HSE had been contacted by the parent and had investigated the complaint but no concerns had been raised and no action would be taken.

### **Inspections**

A list of inspections that had taken place at Council buildings was included in the report. The majority of the Council's housing stock had been completed.

A property on Recreation Close, Clowne had been identified as being owned by the Parish Council and it was therefore proposed to remove this from the list.

Members were requested to agree a revision to the inspections of the Riverside Depot and Pleasley Vale Mills from 3 to 6 months. The sites were being well managed and it was considered that reducing the inspection rate was a better use of resources.

Group dwellings had been inspected with the exception of Bramley Vale, reports were being received by the Health and Safety Officer. Members asked questions in regard to receipt of inspection reports from officer to which the Health and Safety Officer responded.

### **Commercial and Industrial Units (Non Communal Areas)**

Regeneration were putting together a schedule for commercial/industrial units to have a building condition survey undertaken rather than workplace inspections. The Health and Safety Officer advised that work was currently underway.

### **The Arc Inspection**

The inspection of The Arc had shown good house keeping with no problems. Issues had been raised by staff, particularly on the middle and top floors, in relation to the temperature and ventilation. Air conditioning units on the middle floor had caused issues with drafts as had opened windows. These issues had been raised with Regeneration to try to find a resolution. The Chair suggested

## **SAFETY COMMITTEE**

that this issue be progressed as a matter of urgency as the summer months were approaching.

### **Tangent Inspection**

Members were advised that health and safety issues such as scheduled fire alarm tests and fire evacuation procedures had not been considered when the Tangent was opened. These had now been identified and were being addressed.

### **Pleasley Mills Inspection**

Members were advised that a number of improvements had been made to Pleasley Vale Mills in relation to health and safety. These included re-surfacing of car parks, installation of fire escapes and a relocation of the security office to improve response times to any issues on the site.

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that (1) the Chair contact the Chief Executive Officer for progress on the Staying Alive campaign and fire evacuation procedures at Sherwood Lodge and The Arc as a matter of urgency;

(2) Members support a lighting survey of The Arc be undertaken;

(3) the proposed changes to the frequency of inspection at the Riverside Depot and Pleasley Mills from 3 to 6 monthly and the deletion of Recreation Close Pavillion, Clowne be approved.

(Chair/Health and Safety Officer)

### **0039. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

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



## SAFETY COMMITTEE

**0040. ACCIDENT AND STRESS STATISTICS JANUARY TO MARCH  
2013  
EXEMPT – PARAGRAPH 2**

The Human Resources Manager presented the report to advise the Committee on Accident and Stress Statistics for the period January to March 2013, with comparative data for the previous year.

Slips, trips and falls remained as the most common type of accidents. Members raised concerns in respect of the increase in days lost due to stress. The Human Resources Manager advised that these cases were being monitored and the appropriate support provided to staff.

Members requested that in future, verbal updates on the current status of cases be available at the meeting.

A detailed breakdown of accidents for the period was provided in the report.

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

The meeting concluded at 1134 hours.

Council/ Committee:	Safety Committee	Agenda Item No.:	6
Date:		Category	
Subject:	Sickness Absence/Occupational Health Statistics April to June 2013	Status	Open
Report by:	Joint Assistant Director – Human Resources		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Cllr. E. Watts Leader		

#### **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 2013 and 2012 .
  - 1.1 The sickness absence outturn for the first quarter of 2013 (April to June) is shown below, with comparisons for the same period during 2012:-:

April to June 2012	April to June 2013
1.93 days per FTE	2.40 days per FTE

The target for April to June 2013 was 2 days per FTE. A breakdown of these figures by Department, and by long term/short term sickness absence, is attached for information.

The overall sickness figure is higher than the same quarter of last year. This is due to an increase of 29.5 working days of long term sickness, whilst short term sickness has reduced by 55.5 days in this quarter. It is also worth noting that FTE numbers have reduced in the last 12 months

- 1.2 The outcome of occupational health referrals for the first quarter of 2013, with comparisons for 2012 are shown below:

	April to June 2012	April to June 2013
Rehabilitated	4	9
Continuing**	9	4
<b>TOTAL</b>	<b>13</b>	<b>13</b>

\*\* 1 case unfit to return to role until specialist advice is provided  
 1 case recuperating following surgery, expected return within 8 weeks of 25<sup>th</sup> July 2013  
 2 cases awaiting surgery

- 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 2013		
Reason for Absence	No. of Employees Citing this Reason April to June 2012	No. of Employees Citing this Reason April to June 2013
Back/Neck	1	2
Stomach/Digestion	1	1
Heart/BP/Circulation	3	-
Muscular/Skeletal	4	6
Sick/Other	4	-
Neurological	-	-
Stress/Depression	-	2
Genito/Gynaechological	-	1
Chest	-	-
Ear/Nose/Mouth	-	1
<b>TOTAL</b>	<b>13</b>	<b>13</b>

- 1.4 The following routine health surveillance clinics have been held during April to June 2013:

- 20<sup>th</sup> June 2013

and covered topics such as

- Hand Arm Vibration,
- Blood Tests and
- Hepatitis B Immunisation to 'at risk' groups.

There have been 4 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**

- 1. The report be received.**

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

## BVPI12 - APRIL - JUNE 2013 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	EMPLOYEES @ APRIL 2013	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
<b>CHIEF EXECS DIRECTORATE</b>							
CHIEF EXECUTIVES AND PARTNERSHIP	6.00	1.5	0.250	0	1.5	0.000	0.250
STRATEGY/PERFORMANCE	8.70	6	0.690	0	6	0.000	0.690
HUMAN RESOURCES AND PAYROLL	6.00	0	0.000	0	0	0.000	0.000
DEMOCRATIC	7.50	9.5	1.267	0	9.5	0.000	1.267
LEGAL AND LAND CHARGES	9.19	0	0.000	0	0	0.000	0.000
<b>RESOURCES DIRECTORATE</b>							
FINANCE	9.02	1.5	0.166	0	1.5	0.000	0.166
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.04	135.5	5.636	114.5	21	4.763	0.874
REVENUES	38.35	117	3.051	100	17	2.608	0.443
<b>HEALTH AND WELL BEING</b>							
LEISURE	41.37	19	0.459	0	19	0.000	0.459
<b>NEIGHBOURHOODS</b>							
COMMUNITY SAFETY	10.00	0	0.000	0	0	0.000	0.000
STREET SERVICES	78.92	338.5	4.289	246.5	92	3.123	1.166
HOUSING (REPAIRS AND MANAGEMENT)	107.67	260	2.415	163.5	96.5	1.519	0.896
<b>DEVELOPMENT</b>							
PLANNING/HOUSING STRATEGY	19.60	11	0.561	11	11	0.561	0.561
REGENERATION	23.84	44.5	1.867	29	15.5	1.216	0.650
<b>GRAND TOTAL</b>	<b>393.01</b>	<b>944.00</b>	<b>2.40</b>	<b>664.5</b>	<b>290.50</b>	<b>1.691</b>	<b>0.739</b>
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							
Bolsover Directors included only at 100%, CEO, Neighbourhoods, Development							
Bolsover Assistant Directors included only at 100%, Legal, Strategy, Regeneration, Planning, Leisure							

Committee:	Health and Safety Committee	Agenda Item No.:	7.
Date:	30 <sup>th</sup> August 2013	Category	*
Subject:	Health and Safety Report	Status	Open
Report by:	Peter Wilmot		
Other Officers involved:	N/A		
Director	Chief Executive		
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 REPORT**

### **1.0 Update on matters from the previous meeting**

#### **1.1 SHE System update**

Although the SHE system formed part of the arrangements with the current shared service arrangements with Bassetlaw and Mansfield District Councils, there may still be the possibility that the authority could still benefit from the use of the SHE system under a separate arrangement. However this would need to be explored more fully with Bassetlaw District Council and the SHE software company.

As it stands currently the system is still to be fully implemented across the authority and in particular within the Neighbourhoods directorate due to concerns regarding data protection and the system's effectiveness. A new updated version of SHE is being launched on 14<sup>th</sup> May 2013 and could be rolled out to Bolsover in November this year.

I am informed that 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 – Community Save a Life Scheme

SAMT have agreed to run 'Community Save a Life' events across both authorities. No dates have been agreed but it is envisaged these will take place in the autumn. Further to this, the Assistant Director of Leisure Services is planning a 'record breaking' event next summer. There will be an attempt to break the World Record for training the largest number of people in life saving all in one session.

### 1.3 Fire Evacuation Procedure – Sherwood Lodge

The Regeneration section is to issue new clear guidelines to the various remaining occupiers of the building which will in essence make them responsible for their own evacuation in the event of a fire. This is to be provided by 23<sup>rd</sup> August 2013.

### 1.4 Fire Evacuation Assistance for Mobility Impaired Persons

The Health and Safety Adviser from NEDDC has been liaising with representatives from the BDC regeneration section with a view to identify volunteers to undertake this role and undertake the appropriate training in the use of the Emergency mats/sledges.

### 1.5 Housing (Health and Safety) Training

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

Underground Cat Scan - 24<sup>th</sup> and 25<sup>th</sup> September

Abrasive Wheels - 1<sup>st</sup> 3<sup>rd</sup> and 10<sup>th</sup> October

Asbestos Awareness will be booked in for October/early November

Scaffold Awareness and Inspection will be booked in for October/early November

### 1.6 Lighting at the Arc

Since moving into the Arc, there have been issues regarding the environmental conditions including the lighting. At the last Committee it was agreed to conduct a survey on the lighting of the offices. However, subsequent advice has been received, which is that a survey on the lighting may create more problems than it solves, particularly as the offices are mainly open plan and to make changes to a section of lighting will then have implications on other areas and what maybe ideal for one employee, may not be for another.

As the Regeneration team have brought in Lighting System Engineers to look at the lighting levels and made alterations to the electric lights and this has

improved matters, it is proposed that the situation is monitored on an ongoing basis and rather than carrying out a survey, issues are responded to on a case by case basis. Furthermore, in place of conducting a survey, an article is placed on Eric informing employees how they can raise concerns regarding the lighting in their location.

### 1.7 Tangent Inspection

The Commercial Property and Development Manager is working with the Health and Safety Adviser from NEDDC to put the processes in place to ensure that the key health and safety requirements are fully implemented.

## 2.0 Inspections

Location	Onus	Freq	Last known inspection	Status	Report status
<b>Corporate</b>					
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Joint Assistant Director of Regeneration	6 month	03/04/13	OK	14/08/13
Sherwood Lodge internal areas, external areas and common areas (excluding tenanted areas)	Joint Assistant Director of Regeneration	6 month	19/7/12	Scheduled for 19/08/13	Awaiting
Unit __, Mill 1, Pleasley Mills	Head of Democratic Services	6 month		To be scheduled	
<b>Depot</b>					
Riverside Depot, Doe Lea	Joint Streetscene Services Manager	6 month <sup>1</sup>	25/01/13	Next inspection scheduled 12/09/2013	Awaiting
<b>Leisure Facilities</b>					
The Arc Leisure Centre	Joint Assistant	6 month		26/08/13	
Creswell Leisure Centre	Director of Leisure	6 month	25/05/13	26/08/13	Awaiting
Greaseworks, Pleasley Vale (PVOAC)		6 month	25/05/13	26/08/13	Awaiting
Boathouse, Pleasley Vale		6 month	25/05/13	26/08/13	Awaiting
Unit T, Pleasley Vale		6 month	New	26/08/13	Awaiting
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	6 month	25/05/13	26/08/13	Awaiting
Clune Street Pavilion, Clowne		6 month	Feb-13	26/08/13	Awaiting
Shirebrook Model Village, Pavilion		6 month	Feb-13	26/08/13	Awaiting
Broadmeadows Sports Pavilion, South Normanton		6 month	Feb-13	26/08/13	Awaiting
<b>Contact Centres</b>					
Clowne (Arc) Contact Centre	Joint Assistant	6 month	24/04/13	OK	7/08/13
Bolsover Contact Centre	Director of Resources		24/04/13		7/08/13
Shirebrook Contact Centre			24/04/13		7/08/13
South Normanton Contact Centre / Hub			24/04/13		7/08/13
<b>Community Houses and Group Dwellings</b>					
Alder House, Shirebrook	Head of Housing Services	6 month	3/05/2013	ok	Report carried out by H&S Officer – No report located
Ashbourne Court, Shirebrook		6 month	3/05/2013	ok	Report carried out by H&S



Jubilee Court, Pinxton		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
Mill Lane, Whitwell		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
Parkfields, Clowne		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
Park View, Barlborough		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
Queens Court, Creswell		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
Valley View, Hillstown, Bolsover		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
Victoria House, Creswell		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
Woburn house, Blackwell		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
3 Mansfield Road, Bramley Vale		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
4 Mansfield Road, Bramley Vale		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
5 Mansfield Road, Bramley Vale		6 month	3/05/2013	ok	Officer – No report located Report carried out by H&S
<b>Commercial and Industrial Units (communal areas)</b>					
Pleasley Vale Mills	Joint Assistant	6 month	26/04/13	OK	14/08/13
Pleasley Vale Security Lodge	Director of	6 month	26/04/13	OK	14/08/13
The Tangent, Shirebrook	Regeneration	6 month	21/02/13	Next inspection scheduled 29/08/2013	21/02/13

## 2.1 Workplace Inspection Policy

In attempting to update the inspection schedule it would appear that the required frequency of inspections above is not in accordance with the policy and whilst the above frequencies appear reasonable the fact they are not in line with policy is a matter that needs correcting. This means either acknowledging that the frequencies are not in line with current policy and begin reviewing the policy or revert the above frequencies back in line with the existing policy until it is reviewed.

### **3.0 New Items**

#### **3.1 The Health and Safety Provision at Bolsover District Council**

Since the last Committee met, a decision has been taken not to extend the fixed term contract of the authority's Health and Safety Officer as the current shared health and safety arrangements were due for review. In the meantime the authority is receiving support from the Health and Safety Adviser of North East Derbyshire District Council whilst the review takes place.

At the last Strategic Alliance Joint Committee meeting held on 11<sup>th</sup> July 2013 the Joint Assistant Director of Human Resources submitted a report regarding the future of the health and safety provision for the authority and it was agreed subject to the respective Council's approval for the Assistant Director to pursue the prospect of a joint health and safety provision across North East Derbyshire and Bolsover District Councils.

A further report is to be submitted to Council on 4<sup>th</sup> September 2013 to make the final decision on the change to the Establishment.

We have had agreement that the Shared Service Manager from Bassetlaw District Council will continue to deliver this role until the end of September 2013.

#### **3.2 Heatwave**

The high temperatures in July did make working conditions uncomfortable for many employees and measures were introduced to try and minimise the impact on staff. These included:

- Monitoring the office temperatures
- Issuing guidance to employees
- Encouraging managers to be flexible with the working times of employees to enable them to work during the cooler times of day
- Circulating fans and mini air conditioning units around the offices and specifically at the Arc
- Opening all the windows at the Arc, first thing in the morning to maximise ventilation during the coolest part of the day.

At the Arc it would appear that short of installing air conditioning throughout the building there seems little else that could be done to cope with such extreme temperatures.

#### **3.3 Employee Protection Register**

How the register works is currently under discussion with representatives of the Housing service to ensure it is managed effectively. It was last reviewed in January this year and a further review will take place shortly. Currently there are

33 addresses included on the register. Outcomes from the next review will reported at the next Committee.

#### 4.0 Issue for discussion – Representation from Directorates

Many of the issues raised and discussed at Safety Committee can relate to operational issues in the specific service areas, but from previous meetings the Safety Committee has not been attended by officers from directorates, who may be able to resolve and respond to issues at the meeting, as opposed to the Committee having to wait to receive second hand information from the Safety Officer at the next meeting. It is therefore suggested that future Safety Committees' attendance includes representation from the Regeneration section and the Neighbourhoods directorate and perhaps on an annual basis the Assistant Director of Leisure Services or nominated substitute.

### **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: None

#### **RECOMMENDATION(S)**

Items 1.1, 1.2 1.3, 1.4, 1.5, 1.7, 2.0, 3.1, 3.2, 3.3 - It is recommended that the Committee consider and note the information provided.

Item 1.6 It is proposed that the Lighting situation is monitored on an ongoing basis, rather than carrying out a survey and any issues are responded to on a case by case basis.

Item 2.1: Either acknowledge that the workplace inspection frequencies are not in line with current policy and begin reviewing the policy

or

Ensure the frequencies identified in table 4 are changed back in line with the existing policy until the policy is formally reviewed.

Item 4.0: That future Safety Committees' attendance includes representation from the Regeneration section and the Neighbourhoods directorate and on an annual basis the Assistant Director Of Leisure Services or nominated substitute attends.

ATTACHMENT: **N**