

Committee:	Health and Safety Committee	Agenda Item No.:	7.
Date:	30 th 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 14th 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 23rd 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 - 24th and 25th September

Abrasive Wheels - 1st 3rd and 10th 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
Corporate					
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	
Depot					
Riverside Depot, Doe Lea	Joint Streetscene Services Manager	6 month ¹	25/01/13	Next inspection scheduled 12/09/2013	Awaiting
Leisure Facilities					
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
Contact Centres					
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
Community Houses and Group Dwellings					
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
Commercial and Industrial Units (communal areas)					
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 11th 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 4th 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**