

11<sup>th</sup> November 2013



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

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 Thursday 28<sup>th</sup> November 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,

A handwritten signature in blue ink, appearing to be "W. Lumley".

Chief Executive Officer

To: Chairman & Members of the Safety Committee.

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



The Government Standard



## SAFETY COMMITTEE

### AGENDA

Thursday 28<sup>th</sup> November 2013 at 1000 hours in 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.	To approve the minutes of a meeting held on 30 <sup>th</sup> August 2013.	3 to 12
5.	Sickness Absence/Occupational Health Statistics July to September 2013.	13 to 16
6.	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>	
	<b><u>Paragraph 4</u></b>	
7.	Accident and Stress Statistics – July to September 2013	17 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 30th August 2013 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors D. McGregor, C. Munks, B.R. Murray-Carr, K. Walker and G.O. Webster (left during Minute No. 0356).

Unison:-

K. Shillitto and J. Wilmot.

Officers:-

A. Grundy (Assistant Director of Human Resources and Payroll), P. Wilmot (Human Resources Manager), A. Bluff (Governance Officer).

K. Shillitto in the Chair

### **0350. APOLOGIES**

Apologies for absence were received from R. Frisby (Unison) and S. Sambrooks (Unite).

### **0351. URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **0352. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

### **0353. APPOINTMENT OF VICE CHAIR**

Moved by Councillor B.R. Murray-Carr, seconded by Councillor K.F. Walker

**RESOLVED** that Councillor D. McGregor be appointed Vice Chair of Safety Committee for the ensuing year.

## **SAFETY COMMITTEE**

### **0354. MINUTES – 24<sup>TH</sup> MAY 2013**

Moved by Councillor C. Munks, seconded by Councillor K. F. Walker

**RESOLVED** that the minutes of a Safety Committee meeting held on 24<sup>th</sup> May 2013 be approved as a correct record.

### **0355. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS APRIL TO JUNE 2013**

Members considered a report which provided information in relation to sickness absence and occupational health statistics for the first quarter period, April to June 2013, with comparative data for the same period during 2012.

The sickness absence target for the first quarter period of 2013 was 2 days per full time employee with the outturn figure being 2.4 days. A breakdown of figures by department and by long term/short term absence was attached to the report.

For Members information, the outturn figure for the same quarter period in 2012 was 1.93 days.

The overall sickness absence figure was higher than for the same quarter of last year, due to an increase of 96 working days of long term sickness, whilst short term sickness had reduced by 55.5 days in the first quarter. It was noted that full time employee numbers had also reduced in the previous 12 months.

Occupational Health referrals for the first quarter of 2013 were as follows; 9 employees were rehabilitated 9 and 4 were continuing.

For the same period in 2012, the figures were reversed, i.e., 4 employees were rehabilitated and 9 were continuing.

A breakdown of the reasons for all long term sickness absence was included in the report.

A routine health surveillance clinic had been held on 20th June and covered topics such as hand arm vibration, blood tests and hepatitis B immunisation to 'at risk' groups.

Four employees had been undergoing counselling during this period.

Further to questions raised regarding how being over target on sickness absence was being addressed, the Assistant Director of Human Resources and Payroll advised the meeting that although the target of 8 days per year was looking unlikely to be achieved, it was felt the situation was not alarming. Monitoring was being carried out by HR who

## SAFETY COMMITTEE

was also making sure that managers were following principles, e.g. return to work interviews.

Flu vaccinations had been offered for the first time in 2012 for employees who required it but priority groups would need to access it via their GP.

Stress levels relating to work were continually monitored. The Council is to take advantage as NEDDC, who had agreed some one off funding to provide training support for managers to manage their employees stress. Any spare places would be offered up to BDC employees

The Assistant Director of Human Resources and Payroll had been in discussions with the Head of Health Improvement's team, (Public Health Derbyshire), to see how health and well being could be revitalised at work. Additional support would also be sought during the autumn and volunteers were to be identified and trained as health champions.

Funding was available for health checks in the community, e.g., blood pressure and cholesterol; it had been noted that the wider community were not going to their GP's to have these checks, so Public Health Derbyshire will visit areas in the District to promote them. This could be piggy backed on for employees to come along to and have the checks also. Two sessions could be run each month.

These efforts would support employee health and wellbeing.

Following discussions on the method of calculation for the full time employee figure used for sickness absence average days, Councillor McGregor requested that all the joint senior management posts were posts included.

A Union representative queried if there was any indication as to what the reasons were for the sickness absence figures rising. He also referred back to an earlier discussion regarding stress and suggested that free provision for employees to the gym at the Arc could help with this and also ease sickness absence figures. It was also noted there was extra workload on officers due to joint working etc and queried if any other monitoring was carried out. In response to the questions raised, the Assistant Director of Human Resources and Payroll advised the meeting that although there were no particular hotspots or trends, some staff had very serious illnesses. There had also been a number of hospitalisations. The Committee's attention was drawn to a table in the report which provided a breakdown of the reasons for long term sickness absence in the first quarter. The highest number of absences was due to muscular/skeleton problems. HR was working with these employees to help, by providing lighter duties, phased return to work etc. It was acknowledged that there had been an increase in stress but the majority affected were due to outside work circumstances. Free gym membership for staff was currently being considered with a report being prepared for Members. Managers were also supported by HR to help the employees affected.

## **SAFETY COMMITTEE**

Members were also reminded that the Council's Employee Survey was due to be carried out in November and trends could be picked up from this, although only a 50% response rate was received from the last Employee Survey. The higher the response rate, a better perspective. HR was also working with the Unions as they are on the ground and can see things first hand as well with elected Members.

A Unison representative reported that with regard to return to work interviews, the perception was that the procedure was punitive and made most employees very defensive in causes and reasons. The Assistant Director of Human Resources and Payroll stated that this piece of information was helpful and the sickness monitoring policy was on a list to be reviewed.

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

### **0356. HEALTH AND SAFETY REPORT**

Committee considered a report in relation to various Health and Safety matters of the Council.

#### SHE System Update

The Council was moving away from shared health and safety arrangements with Mansfield and Bassetlaw District councils.

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

The system was still to be fully implemented across the Authority; in particular within the Neighbourhoods directorate, due to concerns regarding data protection and the system's effectiveness. A new updated version of SHE was launched on 14<sup>th</sup> May 2013 and could be rolled out to Bolsover in November this year. The Human Resources Manager had been advised that when the system was fully reconfigured to the latest version, a more user friendly system would result, which will hopefully overcome the current data protection problems and allow much better information sharing and a management overview.

In response to Members questions, the Assistant Director of Human Resources and Payroll explained that the cost of the SHE system would be contained with the HR budget. Money saved from ceasing the shared service arrangements would help recruit a health and safety advisor post at Bolsover. A decision was made by Members in 2011

## **SAFETY COMMITTEE**

to trial the Bassetlaw and Mansfield arrangement as expertise was needed at that time and there was no option to have arrangements with NEDDC.

### Staying Alive – Community Save a Life Scheme

Strategic Alliance Management Team had agreed to run a trial session for 'Community Save a Life' training across both authorities. No dates had yet been agreed but it was envisaged that these would take place in the autumn. The Assistant Director of Leisure Services was also planning a 'record breaking' event in June 2014 where there would be an attempt to break the World Record for training the largest number of people in life saving in one session.

### Fire Evacuation Procedure – Sherwood Lodge

By 23<sup>rd</sup> August 2013, the Regeneration section was to issue new clear guidelines to the various remaining occupiers of Sherwood Lodge which would make them responsible for their own evacuation in the event of a fire.

The Assistant Director of Human Resources and Payroll reported that reassurance had been given to BDC staff based at Sherwood Lodge that they did not need to carry out a sweep of the building in the event of a fire, only themselves and their colleagues who work in the contact centre. Written guidelines/instructions had been given to other occupiers of the building, i.e., the police.

Members raised concern that no representative from Regeneration was in attendance at the meeting. Members requested to see sight of the guidelines and written confirmation of who was responsible for Sherwood Lodge. The Assistant Director of Human Resources and Payroll shared Members concerns and would expedite this after the meeting.

Members further requested that a report be presented to the next Safety Committee meeting.

### Fire Evacuation Assistance for Mobility Impaired Persons

The Health and Safety Adviser from NEDDC had been liaising with representatives from BDC's Regeneration section and volunteers had now been identified to undertake appropriate training in the use of the emergency mats/sledges.

The emergency mats/sledges are currently on the middle of each stair case in the Arc but the Regeneration section would be changing the location of some of these to a fixed location.

The meeting was advised that confirmation of training dates was to be confirmed.



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### Housing (Health and Safety) Training

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

Underground CAT scan - 24<sup>th</sup> and 25<sup>th</sup> September 2013.

Abrasive Wheels - 1<sup>st</sup> 3<sup>rd</sup> and 10<sup>th</sup> October 2013

Asbestos Awareness will be booked in for October/early November 2013.

Scaffold Awareness and Inspection will be booked in for October/early November 2013.

Further to a question raised, it was confirmed that the CAT scan would include service pipes and cables.

### Lighting at the Arc

Further to issues raised regarding the lighting in the offices at the Arc, it was agreed at the last meeting that a survey be carried out. However, subsequent advice received from the Shared Health and Safety Manager and the Health and Safety Advisor at NEDDC, was that a survey could create more problems than it would solve, particularly as the offices were mainly open plan and to make changes to a section of lighting is likely then to have implications on other areas and what may be ideal for one employee, may not be for another.

The Human Resources Manager suggested that as the Regeneration section had brought in lighting system engineers a few months ago, who subsequently made alterations to the lights, which improved matters, the situation could be monitored on an ongoing basis rather than carrying out a survey. Issues could be responded to on a case by case basis and an article placed on Eric informing employees on how they could raise concerns, if any, regarding the lighting in their location.

The Assistant Director of Human Resources and Payroll added that although it was agreed at the last meeting to carry out a lighting survey, upon reflection and after advice had been sought, it was felt that it was better to respond to individual situations. As there is currently no Health and Safety Advisor on site, the Human Resources Manager was dealing with this issue. The Council had a health and safety duty to respond to employees concerns.

A discussion took place.

It was suggested that a report regarding any office environmental issues raised by employees and the resolution be brought back to the next meeting.

### Tangent Inspection

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

## **SAFETY COMMITTEE**

### Inspections

The Human Resources Manager gave a further update to the information provided in the report.

Pleasley Vale Mills – an inspection had taken place and an update report would be provided by Democratic Services at the next meeting.

Group Dwellings – inspections had taken place by the previous Health and Safety Officer but reports were currently unavailable. The Health and Safety Advisor from NEDDC would follow up future inspections.

It was noted that Shirebrook Model Village Pavilion was no longer under the ownership of the Council. The Assistant Director of Human Resources and Payroll would check this with the Legal section but noted that information for the content of the report was received from departments.

Concerns were raised regarding the unavailability of health and safety reports from the last inspection carried out by the previous Health and Safety Officer and Members asked what the process was. The Assistant Director of Human Resources and Payroll replied that the onus was on the section Manager, e.g. for Group Dwellings, the onus was on the Head of Housing to carry out any issues arising from the inspections and the production of inspection reports.

A discussion took place and it was agreed that revisits would need to be carried out.

### Workplace Inspection Policy

The Human Resources Manager reported that whilst updating the inspection schedule it was found that the required frequency of inspections was not in accordance with the Council's Workplace Inspection Policy. Whilst the frequencies appeared to be reasonable, they had been reduced from three to six months but not in line with policy – this was a matter which needed addressing.

A discussion took place.

Members agreed that the policy be reviewed.

### New Items

Since the last Safety Committee meeting, a decision had been taken not to extend the fixed term contract of the Health and Safety Officer as the current shared health and safety arrangements were due for review. Whilst the review takes place, the Authority was receiving support from the Health and Safety Adviser at North East Derbyshire District Council.

## **SAFETY COMMITTEE**

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

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

It was noted that an agreement had been made that until the end of September 2013, the Shared Service Manager from Bassetlaw District Council would continue to deliver this role.

### Heat wave

Unusually high temperatures in July made working conditions uncomfortable for many employees and measures were introduced to try and minimise the impact on staff which were itemised in the report.

A discussion took place regarding ongoing issues with ventilation in the building and the possibility of air conditioning being installed.

The Assistant Director of Human Resources and Payroll advised the meeting that it would not have been possible to have had air conditioning installed in time for the heat wave but costings could now be looked at.

It was agreed that a physical survey be carried out by the Regeneration section with a view to identifying the heat and ventilation issues at the Arc and looking at all options to address these with a report provided to Safety Committee.

### Employee Protection Register

A review of the Employee Protection Register was currently underway to ensure it was managed effectively. The Register was last reviewed in January this year. Outcomes from the review would be reported to the next Committee.

Further to Members questions, the Human Resources Manager explained that Members did not have access to information on the Register under data protection.

Members felt that it would be reasonable for them to know if someone was contactable or not and options needed to be explored to see where Members stood on this issue.

## SAFETY COMMITTEE

### Representation from Directorates

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

*Councillor Webster left the meeting at this point.*

A discussion took place.

It was suggested that invitations to the three directorates be sent in the first instance from the Chair and that the word 'annual' be taken out of the recommendation.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor C. Munks  
**RESOLVED** that (1) the report be received,

Moved and seconded

**RESOLVED** that (2) a report be presented to the next Safety Committee regarding the guidelines and confirmation of who was responsible for Sherwood Lodge fire evacuation,

Moved by Councillor B.R. Murray-Carr, seconded by Councillor C. Munks

**RESOLVED** that (3) with regard to the lighting issues at the Arc, the situation be monitored on an ongoing basis instead of a survey being carried out. Issues to be responded to on a case by case basis and an article placed on Eric informing employees on how they could raise any concerns regarding the lighting in their location.

Moved by Councillor C. Munks, seconded by Councillor D. McGregor

**RESOLVED** that (4) to recommend to Council that the Work Place Inspection policy be reviewed,

Moved by J. Wilmot (Unison), seconded by Councillor B.R. Murray-Carr

**RESOLVED** that (5) a physical survey be carried out by the Regeneration section with a view to identifying the heat and ventilation issues at the Arc and to look at all options to address these issues with a report provided to Safety Committee.

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

**RESOLVED** that (6) options be explored to see if Members could have access to information on the Employee Protection Register.

## **SAFETY COMMITTEE**

Moved by Councillor C. Munks, seconded by Councillor B.R. Murray-Carr

**RESOLVED** that (7) the invitations be sent from the Chair to the Regeneration section, the Neighbourhoods directorate and the Assistant Director of Leisure Services or nominated substitute to attend future Safety Committee meetings.

(Governance Manager)

### **0357. 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.

### **0358. ACCIDENT AND STRESS STATISTICS JANUARY TO MARCH 2013 EXEMPT – PARAGRAPH 2**

Members considered a report in relation to the Council's accident and stress statistics for the period April to June 2013, with comparative figures for the same period in 2012.

The statistics had been compiled from figures supplied as at 30<sup>th</sup> June 2013 and were reproduced in a graph and table format in the report.

A question was raised in relation to an incident at Creswell Leisure Centre. The Human Resources Manager advised that nothing further had been reported but this would be followed up on future inspections.

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

**RESOLVED** that the report be received.

The meeting concluded at 1230 hours.

Committee:	Safety Committee	Agenda Item No.:	5.
Date:	28 <sup>th</sup> November 2013	Category	
Subject:	Sickness Absence/Occupational Health Statistics July to September 2013	Status	Open
Report by:	Joint Assistant Director of Human Resources		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E Watts, Leader of the Council		

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

<b>July to September 2012</b>	<b>July to September 2013</b>
2.51 days per FTE	2.50 days per FTE

The target for July to September 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.

Whilst the overall sickness absence figure is virtually the same the following should be noted:-

- Total number of days lost has reduced in 2013 by 175.5 days
- The average number of FTE employees has reduced in 2013 by 67.87 FTE
- The number of days lost due to long term sickness has reduced in 2013 by 134.5 days
- The number of days lost due to short term sickness has reduced in 2013 by 41 days

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

	<b>July to September 2012</b>	<b>July to September 2013</b>
Rehabilitated	11	8
Continuing	7	2
Ill Health	1	1
<b>TOTAL</b>	<b>19</b>	<b>11</b>

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

<b>Reasons for Long Term Sickness Absence July to September 2013</b>		
<b>Reason for Absence</b>	<b>No. of Employees Citing this Reason July to September 2012</b>	<b>No. of Employees Citing this Reason July to September 2013</b>
Back/Neck	6	2
Stomach/Digestion	2	0
Heart/BP/Circulation	2	0
Muscular/Skeletal	0	2
Sick/Other	1	4
Neurological	2	1
Stress/Depression	3	1
Genito/Gynaechological	1	0
Back/Neck	2	0
Ear/Nose/Mouth	0	1
<b>TOTAL</b>	<b>19</b>	<b>11</b>

- 1.4 The following routine health surveillance clinics have been held during July to September 2013:
- 16<sup>th</sup> July
  - 15<sup>th</sup> August
  - 19<sup>th</sup> September

and covered topics such as

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

There have been four employees undergoing counselling during this period (none of which were work related).

### **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 - JULY TO SEPTEMBER 2013 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 6 MTHS	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 STRATEGY/PERFORMANCE	5.50	1	0.182	0	1	0.000	0.182
HUMAN RESOURCES AND PAYROLL	7.70	0	0.000	0	0	0.000	0.000
DEMOCRATIC	6.50	5	0.769	0	5	0.000	0.769
LEGAL AND LAND CHARGES	6.50	6.5	1.000	0	6.5	0.000	1.000
	8.69	3	0.345	0	3	0.000	0.345
<b>RESOURCES DIRECTORATE</b>							
FINANCE	10.02	39	3.892	35	4	3.493	0.399
PROCUREMENT	1.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.79	77	3.106	33	44	1.331	1.775
REVENUES	37.95	20	0.527	0	20	0.000	0.527
<b>HEALTH AND WELL BEING</b>							
LEISURE	42.52	11	0.259	0	11	0.000	0.259
ENVIRONMENTAL HEALTH	0.50	2.5	5.000	0	2.5	0.000	5.000
<b>NEIGHBOURHOODS</b>							
COMMUNITY SAFETY	9.88	4	0.405	0	4	0.000	0.405
STREET SERVICES	78.92	315.5	3.998	188.5	127	2.388	1.609
HOUSING (REPAIRS AND MANAGEMENT)	108.17	445	4.114	367	78	3.393	0.721
<b>DEVELOPMENT</b>							
PLANNING/HOUSING STRATEGY	18.60	14	0.753	0	14	0.000	0.753
REGENERATION	22.62	34	1.503	0	34	0.000	1.503
<b>GRAND TOTAL</b>	<b>390.67</b>	<b>977.50</b>	<b>2.50</b>	<b>623.5</b>	<b>354.00</b>	<b>1.596</b>	<b>0.906</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							
Joint Directors included at 50%							
Joint Assistant Directors only at 50%							

22<sup>nd</sup> November 2013

Dear Sir or Madam

**SAFETY COMMITTEE – THURSDAY 28<sup>TH</sup> NOVEMBER 2013**

I refer to your recently circulated agenda for the above meeting and now enclose the following item:

**Part One – Open Items**

Agenda Item 6 – Health and Safety Report – Pages 24 to 30.

Yours faithfully



Chief Executive Officer

To: Chairman & Members of the Safety Committee

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

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Committee:	Health and Safety Committee	Agenda Item No.:	6.
Date:	28 <sup>th</sup> November 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 of the Council		

### **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**

None directly

## **THE REPORT**

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

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

As it stands currently the system is still to be fully implemented across the authority and in particular there have been concerns expressed within the Neighbourhoods directorate about data protection and the system's perceived effectiveness. A new updated version of SHE was launched on 14<sup>th</sup> May 2013 by the software provider and is being rolled out to Bolsover from November this year through the software agreement with Bassetlaw District Council.

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 issues and allow much better information sharing and management overview.

Our Strategic Alliance partner, North East Derbyshire District Council has also recently agreed to install and implement the software. This will hopefully help the two authorities align safety practices and processes which will help service managers as they will only have to work with one system rather than two.

### 1.2 Staying Alive – Community Save a Life Scheme

SAMT agreed to run 'Community Save a Life' events across both authorities and these are taking place during November at each major location. Further to this, the Assistant Director of Leisure Services is continuing to plan and work towards 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 has issued new guidelines to the various remaining occupiers of the building which in essence make them responsible for their own evacuation in the event of a fire. This procedure is attached as appendix A, as requested at the last Committee in August 2013.

### 1.4 Fire Evacuation Assistance for Mobility Impaired Persons

Volunteers for assisting mobility impaired persons have been identified and have undertaken appropriate training in the use of the Emergency mats/sledges. The Fire Sledge Training for this purpose took place on 24<sup>th</sup> September and 21<sup>st</sup> November 2013.

### 1.5 Housing (Health and Safety) Training

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

- Underground Cat Scan – Undertaken
- Abrasive Wheels - Undertaken
- Scaffold Awareness and Inspection - Undertaken

Asbestos Awareness which was also scheduled to take place was unfortunately cancelled at very late notice by the College, who indicated that that they were not competent and qualified to carry out the practical side of the training. The Housing department is currently in the process of sourcing another trainer which means the training is likely to be further delayed but it is hoped this can take place early in the New Year.

### 1.6 Lighting at the Arc

In accordance with the Committee's resolution, an article appeared on the Council's intranet to raise awareness as to how employees can alert the Authority

regarding any issues with the lighting in its offices. Two issues at the Arc have subsequently been raised and the Regeneration section is attempting to put in place measures to resolve these issues.

## 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)	Assistant Director of Regeneration	6 month	3/04/13	Scheduled to be 6/12/13	13/08/13
Sherwood Lodge internal areas, external areas and common areas (excluding tenanted areas)	Assistant Director of Regeneration	6 month	20/08/13	OK	19/11/13
Unit __, Mill 1, Pleasley Mills	Governance Manager	6 month	11/09/13	OK	15/10/13
<b>Depot</b>					
Riverside Depot, Doe Lea	Streetscene Services Manager	6 month <sup>1</sup>	3/10/13	OK	14/10/13
<b>Leisure Facilities</b>					
The Arc Leisure Centre	Assistant Director of Leisure	6 month	28/08/13	OK	8/11/13
Creswell Leisure Centre		6 month	28/08/13	OK	8/11/13
Greaseworks, Pleasley Vale (PVOAC)		6 month	30/08/13	OK	8/11/13
Boathouse, Pleasley Vale		6 month	30/08/13	OK	8/11/13
Unit T, Pleasley Vale		6 month	28/08/13	OK	8/11/13
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Assistant Director of Leisure	6 month	28/08/13	OK	8/11/13
Clune Street Pavilion, Clowne		6 month	28/08/13	OK	8/11/13
Broadmeadows Sports Pavilion, South Normanton		6 month	4/02/13	Overdue	8/11/13
<b>Contact Centres</b>					
Clowne (Arc) Contact Centre	Assistant Director of Resources	6 month	24/04/13	Scheduled to be 28/11/13	7/08/13
Bolsover Contact Centre			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>Shop Units and Group Dwellings</b>					
Alder House, Shirebrook	Head of Housing Services	6 month	11/10/13		Awaiting
Ashbourne Court, Shirebrook		6 month	11/10/13		Awaiting
Jubilee Court, Pinxton		6 month	11/10/13		Awaiting
Mill Lane, Whitwell		6 month	11/10/13		Awaiting
Parkfields, Clowne		6 month	11/10/13		Awaiting
Park View, Barlborough		6 month	11/10/13		Awaiting
Queens Court, Creswell		6 month	11/10/13		Awaiting
Valley View, Hillstown, Bolsover		6 month	11/10/13		Awaiting
Victoria House, Creswell		6 month	11/10/13		Awaiting
Woburn house, Blackwell		6 month	11/10/13		Awaiting

3 Mansfield Road, Bramley Vale		6 month	3/05/2013	Overdue	Report carried out by H&S Officer – No report located
4 Mansfield Road, Bramley Vale		6 month	3/05/2013	Overdue	Report carried out by H&S Officer – No report located
5 Mansfield Road, Bramley Vale		6 month	3/05/2013	Overdue	Report carried out by H&S Officer – No report located
<b>Commercial and Industrial Units (communal areas)</b>					
Pleasley Vale Mills	Assistant Director of Regeneration	6 month	26/04/13	Scheduled in for 4/12/13	13/08/13
Pleasley Vale Security Lodge		6 month	26/04/13	Scheduled in for 4/12/13	13/08/13
The Tangent, Shirebrook		6 month	26/09/13	Ok	15/10/13

### 3.0 New Items

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

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 arrangements for health and safety provision across Bolsover District Council and North East Derbyshire District Councils.

A further report was submitted to the Council on 4<sup>th</sup> September 2013. Council resolved to appoint a new Health and Safety Adviser and pursue the working closely with North East Derbyshire District Council on health and safety provision.

The Shared Service Manager from Bassetlaw District Council continued to deliver his role until the end of September 2013.

The Authority appointed Mr Mark Spotswood to the Health and Safety Adviser role on 12<sup>th</sup> November 2013.

#### 3.2 Employee Protection Register

Currently there are 25 addresses included on the register, a reduction of 8 since this item was reported to Committee in August 2013.

#### 3.3 Employee Protection Register – Member Access

At the last Committee it was resolved that access to the register be explored for elected members and consequently since the last Committee the views of the Authority's Data Protection Officer (outlined below) have been sought.

- i. The register is currently only available to those who regularly visit people's homes/gardens and this should be the same for members to protect the

data that is held. There is however no provision in the policy or guidance for members to have sight of the full register.

- ii. The most straightforward solution would be for members to contact the Contact Centre before visiting a property and ask a member of staff to check the register for a given address. This however would need to be checked with the Customer Contact Centre Manager.
- iii. The register could potentially be separated into 20+ wards and circulated to the appropriate ward members to minimise the full scale of information so that members only see what is likely to be relevant to them. However, this is likely to be fairly labour intensive, as it is the Health and Safety Adviser role which administers the register and already spends a significant amount of time on keeping the register up to date, distributing to approved directorate contacts and corresponding with department representatives and new and reviewed entrants on to the register.
- iv. Another possibility is that the Cabinet member with responsibility for Housing could have access to the register if they are regularly going out and visiting residents and tenants.
- v. Members are of course encouraged to meet citizens on Council premises but there may be occasions when they may wish to go on site to inspect a property and then the Authority does have a duty of care.

### **ISSUES FOR CONSIDERATION**

As contained in the report.

### **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)**

All Items (Except 3.3) - It is recommended that the Committee consider and note the information provided.

Item 3.3 Members be directed to contact one of the Contact Centres before visiting a property to ask a member staff to check the register for a given address. This overall approach however would need to be checked with the Customer Contact Centre Manager before the start of any such system.

ATTACHMENT:                    **Y**

## **Bolsover District Council**

### **Sherwood Lodge**

### **Fire Procedure**

#### **Introduction**

This fire procedure is intended to secure the safety of all persons in the building, including visitors in the event of a fire occurring.

When the fire alarm sounds it is a signal to everyone present that their safety could be at risk and that they should leave the building as quickly and safely as possible and go to a place of safety.

The fire procedure will only be effective with the full cooperation of staff, tenants and visitors complying with instructions set out in the procedure.

#### **Elements of the Fire Procedure**

The following provisions exist for the purpose of fire control, detection, warning and evacuation :-

Smoke / heat detectors sited throughout the building.

Fire alarm system consisting of break glass points.

A series of audible alarms sited throughout the building.

Assembly point in the front main car park

Signs showing escape routes and fire exits.

Fire extinguishers in appropriate places.

Fire procedure notices posted in all units



Fire alarm control panel sited in Central Control which indicates the zone from which the alarm has been raised.

If an alarm sounds, Central Control dial 999 and await the fire service with the details from the fire panel.

If the fire is small and it is safe to do so an attempt to control the fire can be made using an appropriate type of extinguisher. Note – It is stressed that any attempt to extinguish a fire must not be undertaken if there is a risk to personnel safety.

### **Action to be taken on hearing the alarm**

Leave the building by the nearest safest route.

If possible close windows before leaving if it is safe to do so.

Close doors behind you as you leave if safe to do so.

Proceed to the assembly point to the front of the main building car park.

Do not attempt to re-enter the building until instructed to do so.

Assist any Mobility Impaired Persons to similarly vacate the building to the assembly point.

Direct any visitors to also vacate the building to the assembly point.

Note ;-

When the alarm is raised it is an instruction to everyone to evacuate the building immediately. No time should be wasted in ;-

Completing phone calls.

Completing agenda items.

Collecting personal belongings.