

Committee:	Health and Safety Committee	Agenda Item No.:	6.
Date:	28 th 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 14th 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 24th September and 21st 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
Corporate					
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
Depot					
Riverside Depot, Doe Lea	Streetscene Services Manager	6 month ¹	3/10/13	OK	14/10/13
Leisure Facilities					
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
Contact Centres					
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
Shop Units and Group Dwellings					
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
Commercial and Industrial Units (communal areas)					
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 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 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 4th 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 12th 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.