

## SAFETY COMMITTEE

### AGENDA

28<sup>th</sup> February 2014 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 28 <sup>th</sup> November 2013.	3a to 6
5.	Policies Update; (a) Accident Reporting and Investigation Policy and Procedure (b) Asbestos Management Policy (c) First Aid at Work Policy and Guidance (d) Corporate Health and Safety Policy (e) Workplace Safety Inspections Agreement	7 to 20 21 to 31 32 to 42 43 to 61 62 to 72
6.	Sickness Absence/Occupational Health Statistics - October to December 2013.	73 to 76
7.	Health and Safety Report.	77 to 81
	<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.	Employee Protection Register Guidance Note.	To Follow

Paragraph 4

- |     |  |          |
|-----|--|----------|
| 9.  | Accident and Stress Statistics – July to September 2013.   | 82 to 88 |
| 10. | Accident and Stress Statistics – October to December 2013. | 89 to 94 |

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Chamber Suites 1 and 2, The Arc, Clowne, on Thursday 28<sup>th</sup> November 2013 at 1000 hours.

### **PRESENT:-**

Members:-

Councillor D. McGregor in the Chair

Councillor K.F. Walker

UNISON:-

J. Wilmot and C. McKinney

Officers:-

L. Hickin (Assistant Director of Leisure Services), P. Campbell (Head of Housing), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Adviser) T. Robinson (Property and Estates Manager) and A. Brownsword (Governance Officer)

### **0625. APOLOGIES**

Apologies for absence were received from Councillor B.R. Murray-Carr, K. Shillitto (UNISON) and A. Grundy (Assistant Director of Human Resources and Payroll)

### **0626. URGENT ITEMS OF BUSINESS**

There were no urgent items of business

### **0627. DECLARATIONS OF INTEREST**

There were no declarations of interest

### **0628. MINUTES – 30<sup>TH</sup> AUGUST 2013**

Moved by Councillor D. McGregor and seconded by Councillor K. Walker

**RESOLVED** that (1) the word 'posts' be removed from Minute No. 0355 (paragraph 16), for clarification the wording would now be as follows:

## **SAFETY COMMITTEE**

*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 included.*

(2) with the change above, the minutes of a meeting of the Safety Committee held on 30<sup>th</sup> August 2013 be approved as a true and correct record.

### **0629. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – JULY TO SEPTEMBER 2013**

The Human Resources Manager presented the report which gave information regarding the sickness absence/occupational health referrals for July to September 2013 and compared them with the statistics for 2012.

It was noted that although the actual figures were still above the target, the total number of days lost to sickness had reduced by 175.5 days in 2013. A discussion took place regarding the merits of tracking sickness absence as the figures fluctuated every year.

It was explained that the figures were measured to ensure compliance with the sickness absence policy.

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

### **0630. HEALTH AND SAFETY REPORT**

The Human Resources Manager presented the report which updated Members on a number of matters:

#### **1.1. SHE System**

The SHE System would be rolled out through Bolsover from November and it was hoped that the reconfigured system would be more user friendly.

#### **1.2. Community Save a Life Scheme**

Four Save a Life events had been held across the Strategic Alliance and they had been well attended. Further events were planned for next year.

The Assistant Director of Leisure noted that a change of venue may be necessary in order to stage the world record attempt. Members noted that whilst a world record attempt was fun, the main objective was to encourage people to participate in the training.

## **SAFETY COMMITTEE**

### 1.3. Fire Evacuation Procedure – Sherwood Lodge

The Property and Estates Manager noted that the tenants had accepted the new procedure. Further to the Fire Practice at The Arc, Members felt that a reminder of the procedures should be sent to all staff.

### 1.4. Fire Evacuation Assistance for Mobility Impaired Persons

The Property and Estates Manager noted that the Health and Safety Adviser would be requesting that anyone who would require assistance during an evacuation to get in contact as a personalised evacuation plan would need to be made.

### 1.5. Housing (Health and Safety) Training

It was noted that the training reported at the last Committee was almost complete, but a new provider needed to be found to deliver the Asbestos Awareness training. The Chair asked whether the Asbestos Policy had been renewed and it was noted that policy renewals was currently one of the tasks that the new Health and Safety Adviser was working on.

### 1.6. Lighting at The Arc

The Property and Estates Manager noted that there had been three enquiries, two which had been dealt with easily and one which required further work.

## 2. Inspections

The Human Resources Manager noted that all the inspections had now taken place and reports had been received. Discussions were ongoing regarding whether some inspections should be carried out by the tenants.

## 3. New Items

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

It was noted that the new Health and Safety Adviser had been appointed on 12<sup>th</sup> November 2013.

### 3.2 Employee Protection Register

The number of addresses included on the Employee Protection Register had been reduced by eight since the last Committee.

### 3.3 Employee Protection Register – Member Access

A discussion took place regarding access by Members to the Register and the Human Resources Manager noted that there was no provision to allow Members access to the full register and the most straightforward solution was for Members to call the Contact Centre to ask them to check the register before any visit.

## **SAFETY COMMITTEE**

Members felt that whilst this would work in the day, it would leave them vulnerable if asked to make an emergency call at night. It would be more preferable to have a copy for the Members particular area.

The Human Resources Manager noted that it would be very time consuming to split the Register into wards and to keep it up to date as the register was constantly changing and there would be an increased risk that mistakes could be made.

The Head of Housing suggested that Members could call the Contact Centre in the day and Central Control at night to get the information.

Moved by Councillor D. McGregor and seconded by Councillor K.F. Walker

**RESOLVED** that (1) the information be noted,

(2) Members call the Contact Centre in the day and Central Control at night to access information on the Employee Protection Register as an interim measure,

(3) a meeting be arranged between the Chair and Vice Chair of the Safety Committee, Leader, Chief Executive Officer, Data Protection Officer and Health and Safety Adviser to discuss Members access requirements to the Employee Protection Register.

(Health and Safety Adviser)

Councillor K.F. Walker left the meeting.

### **0631. QUORUM**

Due to the departure of Councillor Walker, the Governance Officer advised that the meeting was no longer quorate and the Chair adjourned the meeting.

The meeting adjourned at 1130 hours.

**BOLSOVER DISTRICT COUNCIL**  
**Accident Reporting and**  
**Investigation**  
**Policy and Procedure**

March 2012 December 2013



**This Policy addresses the following Corporate Aims**



COMMUNITY  
SAFETY



CUSTOMER  
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL  
DEVELOPMENT

## **ACCESS FOR ALL**

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اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔



**01246 242403. Department: Human Resources and Payroll**

**Minicom: 01246 242450 Fax: 01246 242423**

**Website: [www.bolsover.gov.uk](http://www.bolsover.gov.uk)**

Revised February 2011



## CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Accident Reporting Policy and Procedure
Document type – i.e. draft or final version	<del>Final</del> draft
Location of Policy	Health and Safety Manual
Author of Policy	Health and Safety <del>Officer</del> Advisor
Member route for Approval & Cabinet Member concerned	
Date Risk Assessment completed	<del>2007</del> December 2013
Date Equality Impact Assessment approved	July 2011
Partnership Involvement (if applicable)	N/A
Date added to the Forward Plan	N/A
Policy Approved by	Safety Committee
Date Approved	March 2012
Policy Review Date	March 2015
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	<del>2</del> March 2012

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## 1.0 INTRODUCTION

- This policy outlines the procedure to be adopted when an employee, visitor, customer or contractor suffers an accident or experiences a near miss or 'dangerous occurrence' (see Appendix 1).
- The policy describes reporting, recording and investigation procedures for managers.
- The policy sets out how the Council will meet its legal obligations to report and record accidents.
- The policy sets out how the Council will use the information from accident reports to continuously improve the safe delivery of services.

## 2.0 SCOPE

- The policy and procedure will apply to all employees, elected members, agency workers and volunteers who have an accident while they are engaged in activity or work on behalf of the Council.
- 'Work' will include any paid or voluntary duties carried out at whatever time, and includes travelling between sites during the working day, but not travelling to and from home at the start or end of the day.
- The policy and procedure will also apply to service users, visitors (including contractors), clients and members of the public who have an accident whilst on our premises or using our facilities where the accident could have been caused by something under the Council's control.
- Contractors will be required to provide their own accident reporting procedure and also to provide details of any accidents occurring whilst working on our sites / premises, to their BDC Contract Administrator.

## 3.0 PRINCIPLES OF THE POLICY

- To aid accident investigation and reporting the Council positively encourages the reporting of all accidents and near misses/[learning events](#) and does not regard such reporting as an adverse reflection on the individuals abilities to perform their duties satisfactorily.
- Accident investigations will be seen as an opportunity to make improvements in managing services safely.
- Appropriate investigations will be undertaken for all reported accidents and near misses/[learning events](#).
- Employees who suffer accidents, injuries or ill health will be supported, where appropriate, to return to work.

#### 4.0 POLICY STATEMENT

- The Council will ensure that all accidents, work related ill health incidents and dangerous occurrences are reported and investigated, and appropriate action is taken to prevent recurrence.
- The Council will comply with the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and with the requirements of any external regulators.

#### 5.0 RESPONSIBILITY

- **Joint Chief Executive Officer** has overall responsibility for the management of Health and Safety and is responsible for ensuring that there are effective measures in operation to report, record and investigate accidents.
- **Strategic Alliance Management Team** are accountable to the Joint Chief Executive Officer for the operations and activities carried out within their areas of responsibility and for ensuring that effective arrangements are in place to report record and investigate accidents:
- **Heads of Service** are accountable to their Joint Director for ensuring that the Accident Reporting and Investigation Policy is complied within their Service Area.
- **Line Managers** are responsible for ensuring that accident reports and investigations are used to continually improve the health and safety management systems within the Council with the aim of preventing accidents and ill health, and ensuring that an accident book is available.
- **All Employees** have a responsibility to report accidents, near misses/learning events and dangerous occurrences and to co-operate fully with any investigation into the events surrounding the incident.
- **The Health and Safety ~~Officer~~ Officer-Advisor** is responsible for updating the policy and providing training to managers and new employees on the systems in place for accident reporting and investigation, providing advice and guidance to support employees, reporting accidents to the Health and Safety Executive and reporting accidents on a quarterly basis to Safety Committee.
- **The Health and Safety ~~Officer~~ Officer-Advisor** can be contacted on ☎01246 (24)2403

## 6.0 ACCIDENT / INCIDENT REPORTING PROCEDURE

### 6.1 Accidents

**Employees** have a responsibility to report all ~~accidents~~ ~~accidents~~ ~~on the~~ ~~a~~ Accident Report ~~Form~~ ~~Book~~ (Form BI 510) as soon as practically possible ideally within 24 hours of the incident. ~~within three working days.~~

**The Line Manager** must complete the accident book ~~sheet~~ ~~form~~ on behalf of employees or others who are unable to report accidents themselves. A list of accident book holders can be found on ERIC at [http://intranet/intranet/images/docs/excel/accident books allocation.xls](http://intranet/intranet/images/docs/excel/accident%20books%20allocation.xls)

Accident books are available from the Health and Safety ~~Officer~~ ~~Advisor~~

**The Line Manager** must **telephone/email the Health and Safety Officer Advisor** immediately if an accident results in a fatality or a specified injury occurring.

A Specified Injury any of the following:

- A Fractures other than to fingers, thumbs or toes.
- Amputation of arm, hand, finger, thumb, leg, foot or toe.
- ~~Dislocation of the shoulder, hip, knee or spine.~~
- Permanent loss of sight (temporary or permanent) or reduction of sight
- Crush injuries leading to internal organ damage
- Severe burns (covering more than 10% of body or damaging eyes, respiratory system, or other vital organs.
- Scalping (separation of skin from head) requiring hospital treatment
- Unconsciousness caused by head injury or asphyxia
- ~~Chemical or hot metal burn or any penetrating injury to the eye.~~
- ~~Injury resulting from an electric shock.~~
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or injury leading to an employee being admitted admittance to hospital for more than 24 hours.
- ~~Any injuries to people not at work (i.e. members of the public) as a result of an accident "arising out of or in connection with work" where they are taken to hospital from the scene of the accident.~~
- ~~Accidents that occur as a result of failure or misuse of equipment~~

**Managers** must inform ~~the~~ **Health and Safety Officer Advisor** as soon as possible if the accident has resulted in an employee being away from work or unable to perform their normal work duties for a period of "Over 3 days". ~~injury".~~

Managers are then expected to notify the **Health and Safety Advisor** as soon as possible if the employee is unable to return to their normal duties for a further period of **4 Days.**

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~~All of the above will be reported by~~ **The Health and Safety Officer-Advisor** is responsible for reporting to the Health and Safety Executive all fatalities, specified injuries and "Over 7 Day" injuries as required under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)), within 5 working days of receipt of the report.

**Managers** must investigate all accidents within their area of responsibility and complete an "accident investigation report." This should be submitted to the **Health and Safety Officer-Advisor** within 5 working days.

**Managers** must ensure that recommendations arising from all accident investigations including those conducted by more junior managers are implemented within reasonable and agreed time scales. If any recommendations cannot be implemented the reasons for this must be clearly documented along with the action plan.

**Heads of Service** must notify the Joint Director of Corporate Resources immediately of any loss, liability or damage or any event or circumstances likely to lead to a claim, as required by S.4.7.7 of the Councils Constitution.

**The Health and Safety Officer-Advisor** will produce accident statistics on a quarterly basis to enable the Safety Committee to identify trends and so improve health and safety management.

**6.2 Violence and aggression**, all incidents must be reported on the Council's violence report form. This can be accessed via ERIC at [http://intranet/intranet/images/docs/Forms/violent\\_incident\\_form.doc](http://intranet/intranet/images/docs/Forms/violent_incident_form.doc)

If the violence results in the victim sustaining any personal injury then an accident form must also be completed.

### 6.3 Work Related Diseases and Ill Health

- Some 'work-related diseases' (although they may not be diseases as medically defined) are also reportable to the HSE. For example, Carpal Tunnel Syndrome suffered by an employee who uses hand held vibrating equipment or tools.
- These diseases become reportable to the HSE immediately on receipt of a written doctor's diagnosis.
- If a manager becomes aware of an employee who is suffering from a disease which may be linked to work they should inform the Health and Safety **Officer-Advisor** immediately. The Health and Safety **Officer-Advisor** and the Occupational Health provider will provide further advice and assistance.

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## 6.4 Dangerous Occurrences

- If an incident occurs which falls under the HSE's definition of a 'dangerous occurrence' (see Appendix 1) this must be reported straight away to the Health and Safety ~~Officer~~ Advisor
- The Health and Safety ~~Officer~~ Advisor will investigate and inform the HSE as soon as possible.

## 6.5 Near Miss/Learning Event Reporting

If you ~~suffer are involved in from~~ an incident that could be described as a 'near miss/learning event', for example you slip but do not fall, or a collision occurs but no damage is done, this also needs reporting. Use an accident form to do so but mark it 'near miss/learning event' and report it as you would an accident. This will provide us with useful information on areas that could cause us a problem, and enable us to manage them more effectively.

## 7.0 ACCIDENT INVESTIGATION GUIDELINES

### 7.1 General guidelines

The purpose of an accident investigation is to identify the immediate and ~~underlying root~~ causes of ~~the an~~ accident and allow the organisation to develop and implement preventative measures to ensure that the accident does not happen again. It is not a fault finding or blame allocating process.

**Line managers** are required to investigate any accident that occurs within their area of control. This must be reported to the Health and Safety ~~Officer~~ Advisor on the Accident Investigation form available on ERIC at [http://intranet/intranet/images/docs/Forms/accident\\_investigation\\_form.doc](http://intranet/intranet/images/docs/Forms/accident_investigation_form.doc)

**Line managers** will ensure that the report from the **accident book (B1 510)** is also forwarded to the Health and Safety ~~Officer~~ Advisor. A list of accident book holders is available on ERIC on the Council's **Health and Safety Webpage** at [http://intranet/intranet/images/docs/excel/accident\\_books\\_allocation.xls](http://intranet/intranet/images/docs/excel/accident_books_allocation.xls)

The extent of any investigation will be determined by the manager and will vary. It will be influenced by factors such as the severity of an injury, the potential for injury, or awareness of similar previous incidents. The ~~HeathHealth~~ and Safety ~~Officer~~ Advisor will assist with any management investigations.

As a minimum the investigation should address all of the issues contained in the accident investigation form.

The investigation should look for the underlying-root cause of the accident. The following list is not exhaustive and provides a guide to some possible underlying-root causes:

- Non existent or confusing guidelines/procedures
- Lack of or poor quality, protective equipment
- Lack of, or poor quality, induction procedures
- Lack of, or poor quality, information instruction and training
- Poor communications
- Lack of co-operation and co-ordination
- Poor maintenance of equipment
- Non existent or poor quality risk assessments
- Poor control/supervision or monitoring
- Conflicting priorities/lack of time
- Unclear responsibilities
- Lack of resources
- Lack of commitment
- Lack of relevant policies

Are you convinced that the accident happened as stated and that the injuries were as stated in the accident book?

## **7.2 Interviews with the Injured Person, Witnesses, First Aiders and Managers**

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- Conduct Interviews as soon as possible after the accident, but do not interrupt medical care to do this.
- Interview each person separately.
- Remind employees of their right to have a safety representative, trade union representative or work colleague present if they so wish.
- Interviews should not be unduly delayed while organising for a safety representative, trade union representative or work colleague to attend. It is important to gather facts while information is still clear in people's minds
- Put each person at ease. Reassure them that it is a fact-finding process only not a fault finding exercise.
- Try not to allow witnesses to confer prior to the interview.
- Guard against pitfalls of bias, embellishment and their interpretation of events.
- Do not ask leading questions e.g. "So your rushing caused you to over-reach and fall from the ladder?" Ask open-ended questions e.g. "What do you think caused you to fall from the ladder?"
- Ensure you have addressed the—who, what, why, when, where and how.
- Summarise what you have been told and correct any misunderstandings.
- Written statements should be signed and dated by the relevant witnesses.

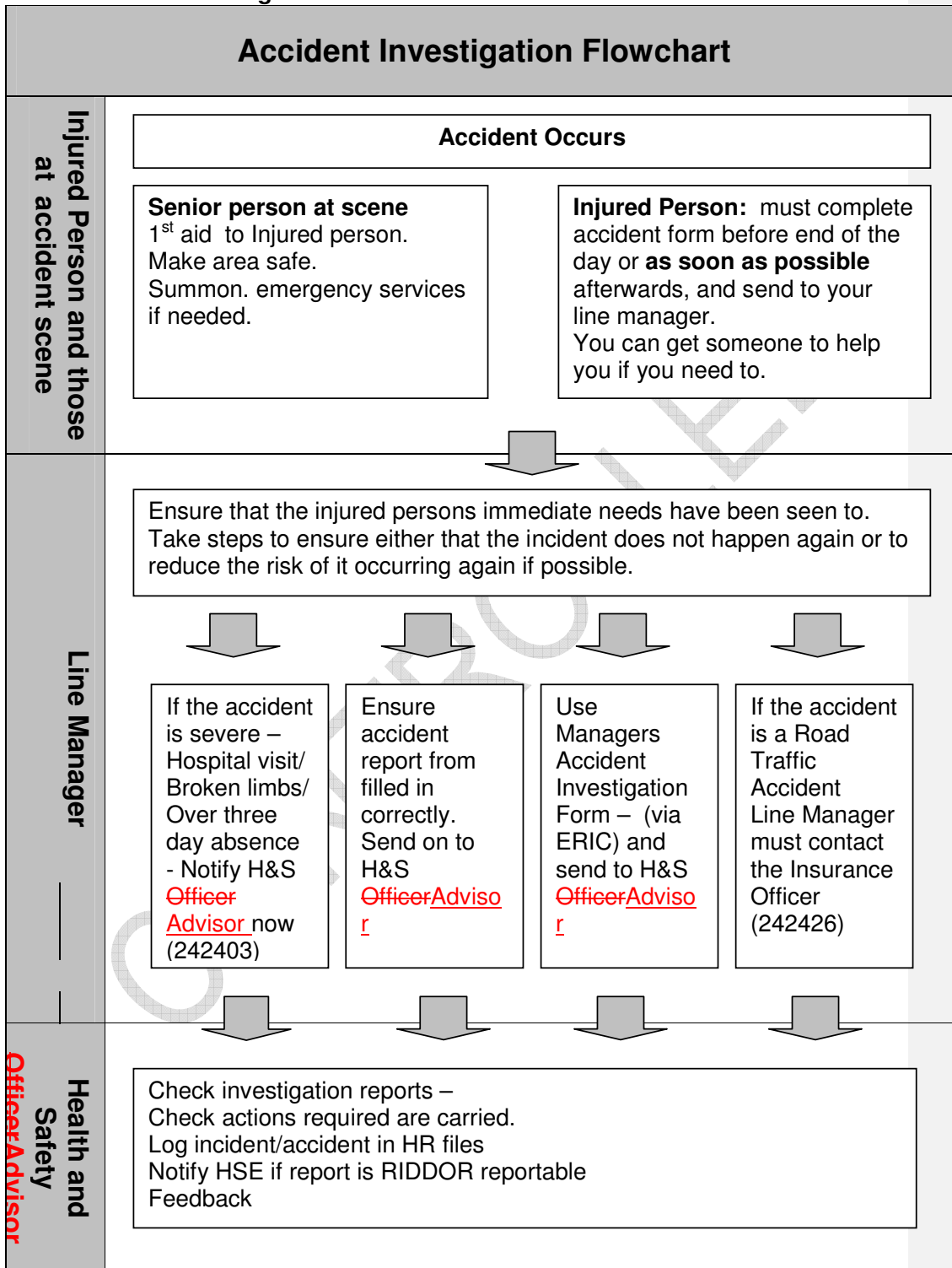


- Statements taken on behalf of witnesses should be carefully read back to them to ensure accuracy of content.
- Witnesses must be offered copies of their statements for future reference.

### 7.3 Recording your findings

- In the majority of cases the accident investigation form will suffice for the recording of the accident investigation.
- Please ensure that all parts of the accident form are fully completed and legible – an initialled electronic version of the form is acceptable instead of a signed paper copy.
- Particularly important areas are:
  - Time absent / returned to work – we need this information quickly as we have a legal requirement to inform the Health and Safety Executive for accidents resulting in absence of over three days.
  - Action Taken to avoid recurrence of the incident
- The Health and Safety ~~Officer~~ Advisor will keep accident records for at least **7 years**.

7.4 Accident Investigation Flow Chart



## 8.0 Link to Accident Investigation Form

[http://intranet/intranet/images/docs/Forms/accident\\_investigation\\_form.doc](http://intranet/intranet/images/docs/Forms/accident_investigation_form.doc)

## 9.0 DEFINITIONS

### Accident

~~"An undesired circumstance which gives rise to ill health, injury, damage, production losses or increased liabilities."~~

~~"An unplanned and uncontrolled event which has lead to or caused personal injury, damage or other loss."~~

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### Near Miss

~~A near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so"Any unexpected event, mistake, or error of judgement that does not result in harm or damage, but could have done. It is an opportunity to improve health and safety practice before anybody is hurt."~~

### Over 3-7 day injury

~~"When a person at work is injured as a result of an accident and is away from work or not able to do the full range of their normal work for more than 3-7 consecutive days (excluding the day of the accident)." – Do not count the day of the accident / incident~~

### Dangerous Occurrence

~~A dangerous occurrence is-as defined in-by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ~~1995~~2013. are certain specified "Near Miss" events (Incidents with the potential to cause harm). Examples of Dangerous Occurrences are:~~

- ~~• The collapse o, overturning or failure of lload bearing parts of lifts and lifting equipment;~~
- ~~• Plant or equipment coming into contact with overhead power lines;~~
- ~~• Explosions or fires causing work to be stopped for more than 24 hours.~~~~of dangerous occurrences that may need to be reported to the HSE are an electrical short circuit or overloading causing fire or explosion, plant or equipment coming into contact with overhead power lines, the overturning or failure of lifting equipment. There is a~~For a full detailed fuller list in-see Appendix 1.

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### Violence

~~The term "accident" now includes acts of non-consensual violence to a person which occur at work and in circumstances relating to their work, and as such must be reported to the HSE if the victim suffers a major injury or if the victim ceases work for "over 3-7 days."~~

## APPENDIX 1 (From HSE Riddor Website)

Specified 'Dangerous Occurrences' Relevant to our Activities are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- ~~The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure~~ Explosion, collapse or bursting of any closed vessel or associated pipework;
- ~~Failure of any freight container in any of its load-bearing parts;~~
- Any Plant or equipment coming into contact with overhead power lines;
- Electrical ~~short circuit or overload incidents~~ causing fire or explosion;
- Any fire, explosion or unintentional ignition of explosives.
- ~~Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;~~
- Accidental release of a biological agent likely to cause severe human illness;
- ~~The malfunction of a radiation generator or its ancillary equipment~~
- ~~The malfunction of breathing apparatus~~
- ~~The failure, damaging or endangering of diving operations.~~
- Collapse or partial collapse (including falling, buckling or overturning of a scaffold over five metres high, or ~~erected near water~~ where there could be a risk of drowning after a fall;
- ~~The collision of a train with any other train or vehicle;~~
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- ~~Any blow-out, activation of blow-out prevention, detection of hydrogen sulphide, compromise of separation distances or mechanical failure effecting of the unintentional release of fluids In relation to a well (other than a well sunk for the purpose of the abstraction of water~~
- ~~Any damage to, accidental or uncontrolled release of a pipeline or pipeworks~~A dangerous substance being conveyed by road is involved in a fire or rele; failure of an isolation device or equipment used in conjunction with work on a pipeline. ased;
- Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.

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# **BOLSOVER DISTRICT COUNCIL**

## **Asbestos Management**

### **Policy**

~~April 2010-December 2013~~



**This Policy addresses the following Corporate Aims**



COMMUNITY  
SAFETY



CUSTOMER  
FOCUSED SERVICES



ENVIRONMENT



STRATEGIC ORGANISATIONAL  
DEVELOPMENT

## **Bolsover District Council Equalities Statement**

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Improvement Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

## CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Asbestos Management Plan, Policy and Guidance
Document type – i.e. draft or final version	<del>Final</del> <u>draft</u>
Location of Policy	Human Resources
Author of Policy	Health and Safety <del>Officer</del> <u>Advisor</u>
Member route for Approval & Cabinet Member concerned	People and Performance Portfolio Holder
Date Risk Assessment completed	<del>January 2010</del> <u>December 2013</u>
Date Equality Impact Assessment approved	<del>January 2010</del>
Partnership Involvement (if applicable)	Nil
Date added to the Forward Plan	
Policy Approved by	<del>Council</del>
Date Approved	<del>14<sup>th</sup> April 2010</del>
Policy Review Date	3 years from approval, or following changes in legislation, codes of practice etc.
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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## 1. INTRODUCTION

The Control of Asbestos ~~at Work~~ Regulations 2012~~06~~ imposes a duty on these responsible for maintenance of non-domestic premises a requirement to manage **Asbestos Containing Materials (ACM's)** in them, to protect anyone using them or working in them from the risks to health that exposure to asbestos causes. buildings for which it has a 'Duty to Manage'

This document sets out the policy and guidance for the management of **Asbestos Containing Materials (ACM's)** at all Bolsover District Council premises, and forms the Council's Asbestos Management Plan.

### Duty Holder Responsibilities

The Council itself is '**Duty holder**' under the regulations. The Duty holder responsibilities will be undertaken by **The Head of Regeneration**

### Operational Responsibilities

**The Head of Regeneration** takes operational responsibility for all 'commercial' Council property. This will include boiler rooms in group dwellings, to which tenants and wardens have no access.

**The Head of Housing** will take responsibility for the 'domestic' part of the housing stock (as defined by Control of Asbestos ~~at Work~~ Regulations ~~2006~~2012). This will include all tenancies and flats, and all lounges, kitchens, corridors to the group dwellings.

This document should be read in conjunction with the regulations and published guidance on asbestos and the management of ACMs in buildings, given in S.11.2 & 13).

### 1.1 Asbestos background Information

Asbestos is a mineral that is resistant to heat, fire and corrosive chemicals. There are three main types:

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

Asbestos is composed of small fibres, which can only be detected by using a microscope under laboratory conditions (not by the naked eye). Asbestos fibres are hazardous, and principally cause harm to the lining of the lungs when inhaled. As Asbestos ages, weathers or becomes damaged, it becomes more brittle and/or "friable" and fibres are released more easily.

Asbestos material were last legally imported or used in the UK in 1999, however imported goods or products may still contain asbestos.

## 2. SCOPE

This policy governs the management of ACM's in the Councils properties and all work activities on all the Councils' properties where there is a risk from exposure to asbestos.

The policy applies to all projects, maintenance work, installation of plant, equipment, and telephone or computer cabling.

The policy applies to all employees, contractors and volunteers carrying out work on behalf of the Council.

The policy applies in full to all properties managed by Bolsover District Council, including the common parts of any housing tenancies.

Asbestos will be managed on a risk basis, taking into account:

- the potential for fibre release
- the condition of the material
- the location of the material
- the likelihood of the material being damaged or disturbed.

Asbestos not considered to be creating a risk will not normally be removed; a management system will be introduced to monitor and record its condition.

## 3. PRINCIPLES OF THE POLICY AND LEGAL REQUIREMENTS

The purpose of the Policy is to minimise the risk to any person using or working in Bolsover District Council buildings and provide guidelines for the recording, management and where necessary the safe disposal of ACMs.

### 3.1 Principles

The policy seeks to address the following corporate aims:

**Community Safety** – Ensuring communities are safe and secure, by safely managing and disposing of asbestos material.

**Customer Focused Services** – Providing excellent customer focused services – by controlling the risk of exposure to tenants, clients, service users, employees and contractors from asbestos.

**Environment** – Promoting and enhancing a clean and sustainable environment – by removing and disposing of asbestos material in a way that does not harm or pollute the environment.

**Strategic Organisational Development** – Continually improving our organisation – by ensuring that we comply with current asbestos legislation and best practice.

### 3.2 Legal Requirements

The policy seeks to meet the legal requirements of the following legislation

**The Control of Asbestos at Work Regulations 2006-2012 (CAR 2006-2012)\***

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And seeks to comply with the following approved codes of practice and guidance.

Duty To Manage

~~L127 Duty to Manage Asbestos in Non-Domestic Properties~~  
~~L143 Working with Materials Containing Asbestos~~  
~~HSG 227 A Comprehensive Guide to Managing Asbestos in Premises~~

Surveying and Sampling

~~HSG 264 Asbestos – The Survey Guide~~  
~~MHDS 100 Surveying and Sampling of Asbestos in Buildings~~

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Licensed Works

~~HSG 247 Licensed Contractors Guide~~  
~~HSG 248 Guidance for Analytical Laboratories....~~

Non-Licensed Works

~~HSG 189/2 Work with Asbestos Cement~~  
~~HSG210 Asbestos Essentials – A Task Manual for Building Maintenance and Allied Trades on Non-Licensed Asbestos Work.~~  
~~[www.hse.gov.uk/asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm)~~

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Disposal of waste

~~The Waste (England and Wales) Amendment Regulations 2012~~  
~~Hazardous Waste Regulations 2005~~

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These documents and are available from the Health and Safety ~~Officer~~ Advisor

~~\*This revokes and replaces the following:~~

~~The Control of Asbestos at Work Regulations 2002~~  
~~The Asbestos Licensing Regulations 1983~~  
~~The Asbestos (Prohibitions) Regulations 1992~~

### 4. POLICY STATEMENT

Bolsover District Council's policy is to have clear systematical procedures for the ~~m~~Management of ~~a~~Asbestos in Council buildings, including the identification of Asbestos Containing Materials (ACM's), monitoring of their ~~ir~~ condition ~~of ACM's~~, provision of relevant information and the removal, repair or disposal of ~~ACM's~~ these where necessary.

Specifically we will:

- Act as 'Duty holder' under the Control of Asbestos Regulations ~~2006~~2012

This duty to manage asbestos is contained in regulation 4 of the ~~Control of Asbestos Regulations 2006 (link)~~ **Control of Asbestos Regulations 2012**.~~It~~ Under these regulations it requires the person -who has the duty (ie the "dutyholder") to:

- Take steps to identify any asbestos containing materials, presuming all materials ~~to~~ contain asbestos unless there is strong evidence ~~otherwise~~ to refute this.
- Assess the risk of anyone being exposed to asbestos fibres.
- Maintain an up to date a register of the locationss and condition of ACM's.
- Prepare a plan that sets out in detail how the risks will be managed.
- Maintain ACM's in a safe condition, remove ACM's where risk assessment shows that it poses an unacceptable risk.
- Provide appropriate training, information and advice on the location, type and condition of the material to anyone who could be in a position to disturb it;
- Take all reasonably practicable steps to prevent employees and others from being exposed to or breathing in asbestos fibres.
- Only use licensed asbestos contractors formally approved by the Council to undertake such work for any work with asbestos which requires a specialist contractor.
- Restrict sampling and analysis of suspected ACMs to competent personnel.
- Review the plan, policy and guidance every two years.

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## 5 RESPONSIBILTIES

### 5.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there are effective control measures in operation to protect employees and others from exposure to asbestos fibres.

### 5.2 Senior Management Team

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility and for ensuring that effective arrangements are in place to prevent exposure to asbestos fibres. Specifically they will ensure:

- Compliance with the Council's Asbestos Management Policy and Guidance within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the Policy.

### 5.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the Asbestos Management Policy, Plan and Guidance is complied with in their Service Area. Additionally they will ensure:

- That the Control of Asbestos at Work Regulations ~~2006-2012~~ (~~CAR2006~~CAR2012) are implemented within their area of responsibility.
- Adequate resources are available to manage asbestos.
- Risk assessments are carried out ~~and~~ appropriately recorded.
- There is a safe system of work for any work which may disturb the fabric of a building, and appropriate use is made of the Asbestos Register.
- Employees who are exposed to asbestos fibres are subject to appropriate health surveillance programme to monitor any effects on their health.
- Employees have appropriate training and information.
- Reasonable adaptations are made to work equipment, procedures and processes to meet the needs of disabled employees.

### 5.4 Managers and Team Leaders

Are accountable to their Head of Service for ensuring that the Asbestos Management Policy and Guidance is complied with in their area of responsibility. Additionally they will:

- Understand the scope and content of the Control of Asbestos at Work Regulations ~~2006-22012~~ (CAR ~~2006~~2012) and Council Policy where this is relevant to work in their area, and to undertake any necessary training.
- Ensure employees understand their duties under this Policy.
- Bring to the attention of their line manager / Head of Service asbestos issues of which they are aware, including damage to asbestos materials and any non-compliance with this policy.

### 5.5 All Employees

All employees at **all** levels have a responsibility to take care of their own and others health and safety. Employees will:

- Work in accordance with instruction and training.
- Report any damage to asbestos containing materials to their line manager
- Cooperate with any programme of health surveillance which is identified as necessary following risk assessment.
- Report any symptoms of possible asbestos related ill health to Human Resources.
- Report any exposure to asbestos fibres to their line manager.
- Report any unsafe working practices to their line manager
- Report any training needs to their line manager
- Report to their line manager all instances where they uncover or suspect asbestos that is not labelled or on the register.
- Report to their line manager the presence of asbestos whose condition or location is such that it is likely to pose a health risk.

## 5.6 Duty Holder

### The Asbestos Duty Holder responsibilities will be undertaken by the Head of Regeneration

The **Duty Holder** is responsible for compiling and maintaining a central asbestos register. This will be used to provide current status of asbestos for the whole of the Councils building portfolio and will be reviewed annually.

**The Head of Housing Services** will provide information for Group Dwellings, Housing Stock and any premises controlled by the Housing Service, with the exclusion of Group Dwelling boiler houses to which Housing personnel and tenants have no access.

The **Duty Holder** will:

- Take reasonable steps to find out if there are materials containing asbestos in Council premises; and if so, assess its quantity~~amount~~, location and condition.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- ~~Make~~Produce, maintain-keep up-to-date and make available, a register of the locations and condition of the asbestos containing materials - or materials which are presumed to contain asbestos.
- Assess the risk of anyone being exposed to fibres from the materials identified;
- Prepare a plan that sets out in detail how the risks from these materials will be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan annually.
- Provide information from the register to anyone who is liable to disturb them.
- Ensure that the Council has access to competent asbestos surveyors.
- Ensure that work identified as necessary by asbestos surveys is undertaken.

## 5.7 Head of Community and Street Services

Is responsible for the provision of the service to safely remove and dispose of fly tipped asbestos waste and will –

- Ensure that all works are carried out accordance with the Policy and the requirements of the Control of Asbestos Regulations ~~2006-2012~~ and the relevant portions of the Asbestos Task Manual, particularly sheet A38.
- Ensure that all works have a suitable and sufficient risk assessment, method statement and safe system of work in place before they commence.

## 5.8 Project Managers (Including Contractor Works)

- Will ensure that all works are carried out accordance with the Policy, legislation and associated codes of practice.
- Will draw up permits to work for '**high risk**' work.

- Will draw up an appropriate specification for the contract and works, setting out precisely what is to be done, ~~our the~~ standards ~~expected when for~~ carrying out the work, who is to carry the work and any restrictions ~~which will be -we wish to~~ placed on the contractor.
- Will ensure that ~~there is no subcontractors subcontracting of work by the subcontractor without the are not used without their~~ written permission ~~of the Council~~.
- Will ensure that all works have a suitable and sufficient risk assessment, method statement and safe system of work in place before they commence.
- Will ensure that any works undertaken that could disturb the building fabric (i.e. I.T. installations, fixtures and fittings, specialist and building works), does not proceed until they are satisfied it is safe to continue.
- Will appoint a suitably competent agent to manage projects which are beyond their competence.
- Will actively manage and supervise contract and internal works.

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Please refer to flow chart in the Guidance:

## 5.9 Head of Human Resources & Payroll

The Head of Human Resources & Payroll will ensure:

- That there are adequate policies and procedures in place to govern the management of ACM's.
- That there is an adequate occupational health surveillance programme in place to support employees who have asbestos related medical conditions or are involved with asbestos related activities.
- Relevant health records are kept for 40 years.
- Adequate training is made available to employees.

## 5.10 Health and Safety ~~Officer~~ Advisor

The Health and Safety ~~Officer~~ Advisor in Human Resources and Payroll will assist managers and employees in carrying out their roles under this policy by:

- Reviewing and update policies governing the control ACM's at not less than two year intervals.
- Assisting with asbestos risk assessment.
- Advising on asbestos control measures.
- Advising whether health surveillance is appropriate.
- Assisting in the provision of training.
- Auditing compliance with this policy and the underpinning regulations.
- Assist in drawing up specifications and risk assessments.

# **BOLSOVER DISTRICT COUNCIL**

## **First Aid at Work Policy and Guidance**

December 2013



**This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):**



COMMUNITY  
SAFETY



CUSTOMER  
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL  
DEVELOPMENT





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o

اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔



**01246 242430** Department: Human Resources and Payroll

**Minicom: 01246 242450 Fax: 01246 242423**

**Website: [www.bolsover.gov.uk](http://www.bolsover.gov.uk)**

Revised February 2011

## CONTROL SHEET

Details of Document	Comments / Confirmation
Title	First Aid at Work Policy and Guidance
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Location of Policy	Human Resources
Author of Policy	Health and Safety <del>Officer</del> <u>Advisor</u>
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Date Risk Assessment completed	Initial assessment 03/12/13
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Date Approved	
Policy Review Date	
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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## 1. INTRODUCTION AND SCOPE

The Council is committed to providing adequate numbers of trained first aiders to meet the needs of employees and other persons in our workplaces and comply with the requirements of the First Aid at Work Regulations 1981.

The policy will apply to all employees, volunteers, trainees contractors, agency workers and elected members and to all council sites used as regular workplaces.

## 2. LEGAL REQUIREMENTS

### 2.1 Legislation

The Health and Safety at Work etc. Act 1974  
Health and Safety (First Aid) Regulations 1981  
First Aid at Work Approved code of Practice (L74) ~~2009-3<sup>rd</sup> Edition~~  
2013

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### 2.2 Summary of Legal Requirements

- Provide adequate and appropriate equipment, facilities and trained personnel to enable first aid to be given to your employees if they are injured or become ill at work.
- What is adequate and appropriate will depend on the circumstances in the workplace: this will be determined by risk assessment.
- The minimum first-aid provision on any work site is:
  - a suitably stocked first-aid box.
  - an appointed person to take charge of first-aid arrangements.
- First-aid provision to be available at all times people are at work.

The HSE also recommends that sufficient provision is made for visitors, service users etc. who may be using our premises or facilities.

## 3 POLICY STATEMENT

The objective of the First Aid at Work Policy is to establish effective arrangements to provide first aid care for employees and others using our workplaces, public buildings, supported accommodation or attending events which we manage.

- The Council will provide adequate numbers of trained first aiders.
- Provision of facilities etc. will be determined by risk assessment.

- The Council will provide information and training on first aid to employees to ensure that its legal requirements and the needs of the organisation are met.
- The Council encourages all employees to report all accidents and incidents requiring first aid treatment
- The Council will provide first aid equipment etc. appropriate to the degree of risk, especially for those employees who work 'in the field', off site, who are mobile or who undertake more hazardous tasks.

#### **4. RESPONSIBILITIES**

All employees, volunteers, trainees contractors, agency workers and elected members have a responsibility to take care of their own and others health and safety and seek first aid assistance or advice as necessary.

Drivers have responsibility for the first aid box in their Council vehicle.

Employees with health issues should consider informing their first aider(s) if they think this is appropriate

##### **4.1 The Chief Executive Officer**

The Chief Executive Officer is responsible for ensuring that there is effective first aid provision for employees.

##### **4.2 Directors**

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility. Specifically they will ensure:

- Compliance with the Council's First Aid at Work Policy.
- Employees in their area are aware of, accept and carry out their responsibilities under the policy.

##### **4.3 Heads of Service**

Heads of Service are accountable to their Director for ensuring that the First Aid at Work Policy is complied with in their Service Area. Additionally they will ensure:

- Adequate paid time is made available for employees to undertake the required first aid training.
- Adequate numbers first aiders are available.
- First aiders carry out their duties in accordance with this policy and the First Aid at Work Regulations
- Employees are encouraged to seek appropriate first aid treatment.
- Employees are made aware of first aid arrangements at induction.

#### 4.4 Managers and Team Leaders

Managers and team leaders are responsible to their Head of Service for ensuring effective first aid measures are in place. Additionally they will ensure:

- Employees understand and use local procedures.
- That they bring to the attention of their line manager first aid health and safety issues of which they are aware, including non-compliance with this policy, where these cannot be resolved locally.

#### 4.5 Head of Human Resources and Payroll

- Ensure the First Aid at Work Policy is reviewed every two years.
- Consult with trade unions on the effectiveness of the policy, its implementation, review and revision.

#### 4.6 The Health and Safety ~~Officer~~ Advisor

The Health and Safety ~~Officer~~ Advisor will assist managers and employees in carrying out their roles under the First Aid at Work Policy by:-

- Undertaking a risk assessment of first aid needs across the Council
- Providing additional information and professional support.
- Providing advice on instruction, information and training.
- Monitoring the implementation of the Policy within Service Areas.
- Reviewing the First Aid at Work Policy & Guidance every two years.
- Ensuring there are adequate training arrangements in place.
- ~~Maintain the defibrillator equipment at Sherwood Lodge.~~

#### 4.7 Trained First Aiders

- Carry out their first aid duties in accordance with their training.
- Undergo refresher training as required.
- Summon medical assistance if required.
- Co-operate with accident investigations.
- Ensure that the first aid box for which they are responsible is kept 'topped up' with 'in date' supplies in accordance with the list in **Appendix 1** and is always available for use.

Supplies can be ordered via the H&S page on ERIC. Send the completed form to [Simon.busk@travisperkins.co.uk](mailto:Simon.busk@travisperkins.co.uk), at riverside Stores ☎855629.

## 5. SAFE SYSTEM OF WORK

Notices are posted in all workplaces giving names and locations of first aiders.

Each first aider has their own box for which they will be responsible, ~~an additional box will be sited in the Garage.~~

### 5.1 First Aid Boxes

- First aid boxes are provided for each first aider within the workplace.
- 'Travelling' first aid kits will be provided for all Council vehicles
- All first aid boxes shall contain at least the items listed in **Appendix 1**.
- Only specified first-aid supplies will be kept. Medicines, ointments etc. should **not** be kept in the first aid box.

Supplies are available as detailed in 4.8 above.

### 5.2 First Aid Training

- First aid training for workplace first aiders ~~willis be~~ delivered by a competent provided arranged ~~Mines—Rescue~~, through Human Resources and Payroll.
- Defibrillator training will also be provided as above.
- Training records are held by Human Resources and Payroll.

Human Resources and Payroll will manage the register of employees who are paid a first aiders allowance, and will ensure payments are made in accordance with local collective agreements.

### 5.3 Defibrillators

Defibrillators have been provided at

Creswell Leisure Centre,  
~~Kissingate Leisure Centre, Shirebrook~~ The Arc,  
~~Sherwood Lodge~~

The responsibility for undertaking routine maintenance checks of the equipment is as follows:

Cresswell Leisure Centre – Leisure Services  
The Arc, - Human Resources and Payroll

~~Sherwood Lodge equipment is the responsibility of Human Resources and Payroll, those sited at leisure centres are the responsibility of Leisure Services.~~

Teams of trained first aiders are available at each site; lists of defibrillator operators are included on the first aider lists at ~~Sherwood Lodge~~ The Arc.

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Current guidance is that defibrillator refresher training should be conducted on an annual basis-

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## 6 RECORDS

The following records will be kept:

- Identities and locations of first aiders and employees entitled to first aiders allowance and expiry dates of training

## 7 REFERENCES

The following are available as free downloads

~~HSE 'Basic Advice on First Aid at Work Health and Safety Executives 'Frequently Asked Questions' on first aid;~~

~~<http://www.hse.gov.uk/firstaid/faqs.htm>~~

~~HSE 'Basic First Aid at Work Guidance — your questions answered':  
<http://www.hse.gov.uk/pubns/indg347.pdf>~~

Field Code Changed

HSE 'Basic First Aid at Work Guidance — your questions answered':

<http://www.hse.gov.uk/pubns/indg214.pdf>

HSE Code of Practice L74 – 'First Aid at Work.'

<http://www.hse.gov.uk/pubns/books/l74.htm>



## Appendix 1 – Contents of First Aid Boxes

There is no ~~standard-mandatory~~ list of items to put in a first-aid box. ~~The decision it depends~~ on what ~~to provide will be influenced by the findings of the first Aid Needs assessment. you assess the needs are.~~ However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- ~~A leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*)~~
- 20 individually wrapped sterile adhesive dressings (assorted sizes); ~~appropriate to the type of work. (hypoallergenic plasters can be provided if necessary)~~
- ~~two~~ Two sterile eye pads;
- ~~four~~ Two individually wrapped triangular bandages (preferably sterile);
- ~~six~~ Six safety pins;
- ~~six~~ Six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- ~~T~~wo large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- ~~one~~ Three pairs of disposable gloves.

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~~There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:~~

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- ~~A leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*)~~
- ~~6 individually wrapped sterile adhesive dressings (assorted sizes); appropriate to the type of work. (hypoallergenic plasters can be provided if necessary)~~
- ~~Two individually wrapped triangular bandages (preferably sterile);~~
- ~~Two safety pins;~~
- ~~One large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;~~
- ~~individually wrapped moist cleansing wipes;~~
- ~~Two pairs of disposable gloves.~~

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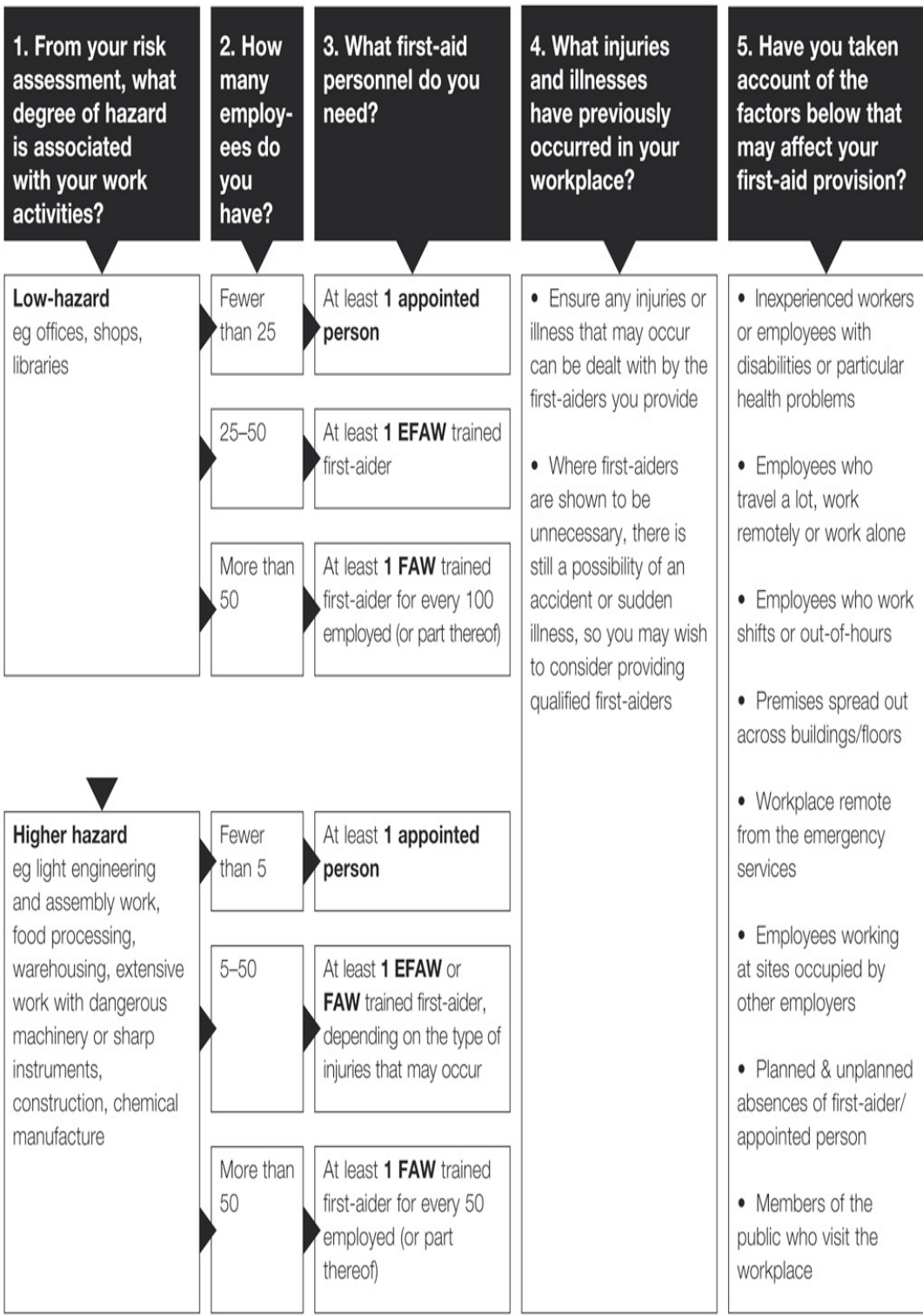
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For vehicles and workshops at least 1L of sterile saline solution should be available

## Appendix 2 – Assessing First Aid Provision

Recommended levels of first aid provision from the HSE are given overleaf.

They will be used by the Health and Safety ~~Officer-Advisor~~ to complete site specific first aid needs assessments, including the needs of mobile crews.



# **BOLSOVER DISTRICT COUNCIL**

## Corporate Health and Safety Policy

~~December 2009~~ November 2013

CONTROLLED

**This Policy addresses the following Corporate Aims**



COMMUNITY  
SAFETY



CUSTOMER  
FOCUSED SERVICES



ENVIRONMENT



STRATEGIC ORGANISATIONAL  
DEVELOPMENT



**Bolsover District Council Equality Policy Statement**

## Corporate Health and Safety Policy

- Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.
- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with its Equality Policy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print or on audiotape from any of our Contact Centres. If you need any help to read these documents please do not hesitate to contact our Equality Improvement Officer on 01246 242407.

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## Corporate Health and Safety Policy

### CONTROL SHEET

Details of Document	Comments / Confirmation
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Author of Policy	<del>Tim Walker</del> Mark Spotswood, Health and Safety <del>Officer</del> <u>Adviser</u>
Member route for Approval & Cabinet Member concerned	Safety Committee Personnel & Performance Portfolio Holder
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## Corporate Health and Safety Policy

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# Corporate Health and Safety Policy

## 1. HEALTH AND SAFETY POLICY STATEMENT

Bolsover District Council through the Chief Executive Officer, Senior Management Team and Heads of Service recognises and accepts its responsibilities under the Health and Safety at Work Act to ensure the Health, Safety and Welfare of all its employees and those affected by its work activities.

The Council requires every employee to comply with its agreed policies and procedures and to take ~~all possible~~ reasonable care for their own health and safety and that of others who may be affected by their activity.

The Council accepts that in order to progress its corporate aims it will seek to continually improve its health and safety performance. Risks shall be controlled proactively by ~~a the~~ systematic application of preventative and protective measures within a risk assessment framework

The Council requires that health and safety is considered at the earliest possible opportunity when developing ~~in all~~ strategies, and managing its projects, activities and events.

The Council actively encourages and that all of its employees and those working on its behalf to adopt a systematic and effective approach to the control of health and safety risks within their particular area of responsibility.

This document is divided into three parts.

**Section 1** - The "Health and Safety Policy Statement"

**Section 2** - The "Organisation for the Management of Health and Safety" section of this policy explains individuals' duties.

**Section 3** - The "Arrangements" section sets out specific requirements and the sources of detailed guidance on the achievement of overall health and safety objectives.

The Council acknowledges that health and safety and control the management of risk are ~~management the~~ responsibility ies of all individuals within the organisation, and an effective provisioneontrol ~~cannot only~~ be achieved with~~out~~ the co-operation of all levels within the organisation. The Council is confident that, with full co-operation and commitmentcare by employees, it is possible for its activities to be conducted in a safe and healthy effective manner with risks and accidents s potential being reduced to an absolute minimum.

The Council undertakes to allocate sufficient financial, material and personnel resources to enable theis organisation to deliver health and safety to desired standards outlined within the policy high standard of health and safety to be achieved.

## Corporate Health and Safety Policy

The Corporate safety policy supports the following Strategic Corporate aims:

- **Community Safety** – Ensuring that communities are safe and secure: – ~~to~~To ensure that ~~there is no negative impact on the health and well being of the community caused by our any activity~~yes undertaken by or on behalf of the Council does not as far as reasonably practicable have a negative impact on the health and wellbeing of that community. To ensure any parties who could potentially be affected by a work activity are ~~and to~~ protected from ~~the our employees and all others affected by our work from~~ significant risks ~~created as a result of that activity~~
- **Customer Focused Services** – Providing excellent customer focused services:- ~~T~~to help ensure that services / outcomes are delivered effieciently, minimising the effect of accidents, and incidents – to help ensure we get it right first time every time
- **Environment** – Promoting and enhancing a clean and sustainable environment: – ~~t~~To reduce the envirnomental impact ~~caused by of our~~ work ~~activites~~activities through proactive management of materials, waste and the adoption of sustainable procurment policies.~~controlling use of hazardous materials~~ etc.
- **Strategic Organisational Development** – Continually improving our organisation:- ~~t~~To ensure compliance with all relevant national health and safety legislation and the continual improvement of its procedures in pursuit of best practice standards across all areas of its provision.~~to strive towards best practice in all fields~~

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Signed



Chief Executive Officer

Date 03.12.09



## Corporate Health and Safety Policy

### 2. ORGANISATION FOR THE MANAGEMENT OF HEALTH AND SAFETY

#### 2.1 SAFETY COMMITTEE

The overall purpose of The Safety Committee is to promote co-operation between the Council, Unions and its employees in developing and managing control measures for the organisation~~carrying out measures to manage~~ health and safety risks and in doing so~~to~~ secure the health and safety of employees, service users, contractors, volunteers, elected members, members of the public and any others who may be affected by the work of the Council. In order to do this it will:

- Promote the development of a “Positive sSafety eCulture” throughout Bolsover District Council.
- Review the adequacy ~~of~~ and effectiveness of Bolsover District Council's Corporate Health and Safety Policy and any task specific or local health ~~and~~ safety policies, practices, procedures or safe systems of work.
- Review accident and industrial disease information in order to analyse potential~~and~~ trends, ~~to identify and identify any~~ unhealthy or unsafe conditions/ practices which exist. To and practices, along with recommendations ~~for potential~~ remedial actions which might addressed these issues.-
- Review health and safety information, risk assessments, audit reports, safety inspections and other monitoring information, making appropriate recommendations for remedial action.
- Analyse information, reports and correspondence from enforcing authorities (Health and Safety Executive, fire service etc.).
- Consider reports from safety representatives.
- Receive and discuss health and safety reports.
- Approve new health and safety policies and procedures and amendments to existing policies and procedures.
- Review arrangements for health and safety information and training.
- Review the impact of proposed or new legislation, codes of practice or legal judgements.
- Consider any other health and safety matters raised by Committee members.

#### 2.2 ELECTED MEMBERS

The Elected Members, together forming the Corporate Body of the Council, have the responsibility for ensuring the health, safety and welfare at work of its

## Corporate Health and Safety Policy

employees and of others who may be affected by the activities, services or functions of the Council.

The Council shall ensure, on the advice given by the Chief Executive Officer, that:-

- There are effective policies protecting health, safety and welfare.
- An effective safety ~~culture organisation~~ exists within the organisation and suitable arrangements are in place to ensure its ongoing deliver..operation.
- There is adequate monitoring of safety performance.
- Adequate financial, material and personnel resources are available and are utilised accordingly to achieve the -all-overall objectives of this and other associated policies. ~~laid down in the policies.~~

As individuals the elected members should make themselves familiar with the duties below under 'all employees'.

### 2.3 ALL EMPLOYEES

All employees have a duty to take care of their own health and safety and that of anyone who may be affected by their activities. In particular they must:-

- Co-operate in-with the organisation by following safe working practices, ~~including— and~~ participating in risk assessments, health surveillance programmes and training programmes.
- Carry out assigned tasks and duties in a safe manner and in accordance with instructions, approved safe working practices.
- Only use the correct tools, plant, equipment and materials for the work in hand and reject any that are in an unsafe condition.
- Use guards, safety devices, safety equipment, protective clothing and other personal protective equipment provided for their use.
- Report to their manager
  - any accident resulting in personal injury
  - any 'near miss' incident that could have implications for safety
  - any violent incident in which they are involved
  - any hazard or fault that comes to their attention during the course of their work and
  - any recommendations they may have for improving existing working practices.
- Cease any work activity where they believe there is a serious and imminent danger to themselves or other people.

## Corporate Health and Safety Policy

- **NOT** deliberately or recklessly interfere with or misuse any equipment provided for the protection of their own or, others health and safety.
- Set a good example at all times.
- Understand that failure to comply with health and safety procedures will be regarded as gross misconduct and will be dealt with under the Councils' disciplinary procedure.

### 2.4 ADDITIONAL DUTIES

**Certain employees, because of their position in the management structure, are given additional duties, as below. In smaller departments / teams some of the roles may need to be combined**

### 2.5 THE CHIEF EXECUTIVE OFFICER

As the head of the Senior Management Team, the Chief Executive Officer assumes overall accountability for the operations and functions of the Council, and will:-

- Provide leadership on health and safety issues.
- Embed the effective management of health and safety within the service planning, performance management systems and all levels of management processes within the Council.
- Ensure compliance with the Council's Health and Safety Policy and the requirements of the Health and Safety at Work Act.
- Ensure that adequate resources are made available for the management of Health and Safety.
- Advise the Council and its Elected Members on all aspects of health, safety and welfare.
- Ensure that a programme for the implementation of the Council's Health and Safety Policy is in place.
- Ensure management systems are in place to provide for effective planning, organisation, control, monitoring and review of health and safety issues.
- Direct the Head of Human Resources to carry out a review and revision of the Council's Health and Safety Policy on at least an annual basis.
- Ensure that the role of 'Health and Safety Director' is assigned to a member of the Senior Management Team in line with the requirements of the HSE's document 'Directors Responsibilities for Health and Safety'.

The Health and Safety Director will act as Officer Champion for health and safety issues and will liaise with the Health and Safety ~~Officer~~ Advisor and safety representatives to assist in the continuous improvement of health and safety standards.

Document: Health and Safety Policy  
Document No: HS01

Revision: 03. December 2009

## Corporate Health and Safety Policy

The Health and Safety Director position is currently filled by the Chief Executive Officer, Wes Lumley.

### 2.6 SENIOR MANAGEMENT TEAM

Directors are accountable to the Chief Executive Officer for the operations and activities carried out in their areas of responsibility. They will provide leadership on health and safety issues, generally oversee Heads of Service and support a positive health and safety culture within their service areas.

They will ensure:-

- Compliance with the Council's Health and Safety Policy and with the Health and Safety at Work Act within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the policy.
- The competency of all employees is secured by providing them with sufficient information, instruction, training and supervision.
- Health and safety aspects of all strategies, partnerships, projects, activities and events etc. are given full consideration at the earliest possible stage.
- That they report on progress in the implementation of the service area safety programme to the Chief Executive Officer on a regular basis.
- Health and safety inspections are carried out and the findings are used as a basis for improvement plans (with defined objectives).

### 2.7 HEADS OF SERVICE

Heads of Service are accountable to their Director for all aspects of health and safety within the area of work activity over which they have control.

They will ensure, within their areas of responsibility:-

- All activities with significant risks are covered by risk assessments, which are appropriate and proportionate to the nature and extent of the risks involved.
- Safe systems of work are in operation for all tasks with significant risks.
- All employees under their control are aware of their individual health and safety duties, and that they put them into practice.
- Health and safety duties are adequately described in job descriptions and during recruitment and appointment.

## Corporate Health and Safety Policy

- All work performed by contractors and all procurement processes are conducted in accordance with the Health and Safety at Work Act 1974.
- Employees are regularly consulted on health and safety matters.
- Co-operation in the delivery of any health surveillance programmes necessary for their employees' protection.
- Adequate instruction, information, training (including the identification of training needs) and supervision is given to employees.
- Ensure adequate programmes of planned maintenance are in place.
- Personally carry out safety inspections of their area(s), in line with the agreed schedules and report the findings and action to resolve any identified issues to their Director.
- Accident reporting and recording systems are used effectively.
- Report on the above issues as requested by their Director.

### 2.8 MANAGERS / TEAM LEADERS

Managers are accountable to their Head of Service for all aspects of health and safety within their area of work activity over which they have control. They will ensure, within their areas of responsibility:-

- That each employee receives a local induction prior to commencing work to cover the risks they may face in their work and that employees sign to state that they have received and understood this information.
- That each employee under their direct supervision receives adequate information, instruction, training, and supervision relating to the hazards and risks of the work and in the safe system of work to be used.
- That each employee is competent to carry out his / her work safely.
- That work is carried out in accordance with Council policies and procedures, and specialised codes of practice.
- They participate in the risk assessment process and ensure that safe systems of work are developed and followed.
- That the correct plant, equipment, tools and materials are available for the work in hand and are used and maintained in a safe condition.
- That appropriate protective equipment and clothing, and first aid facilities are available and used appropriately.
- That they rectify any unsafe accommodation, plant, equipment, tools, use of materials, working procedures or unsafe actions by individuals, or refer the matter to their immediate manager.
- A high standard of housekeeping and tidiness in work areas,
- Control over the use, storage, handling and transportation of substances as required by the Control of Substances Hazardous to Health Regulations.

## Corporate Health and Safety Policy

- The overall safety of work areas prior to, during and after each working period, including the segregation of work areas where required.
- Accidents or near misses reported to them by employees are investigated, reported and recorded as required by the relevant safety procedures.

### 2.9 THE HEAD OF HUMAN RESOURCES AND PAYROLL

The Head of Human Resources and Payroll is responsible to the Chief Executive Officer for the development of an effective health and safety management framework for the Council; and shall

- Advise Elected Members, the Chief Executive Officer and Directors on the implications of ~~national-relevant~~ health and safety initiatives and strategies and new or proposed legislation and guidance.
- Make provision for a pro-active monitoring and advisory service for all aspects of health and safety relevant to the functions or activities of the Council.
- Establish systems to monitor and review the Council's overall health and safety performance and bring this to the attention of the council members and Senior Managers.
- Ensure that the Council has access to competent advice and assistance on health and safety matters.
- Ensure that the Council has access to competent advice and assistance on occupational health issues.
- ~~Promote-Ensure that relevant health and safety training is included as part of the Councils overall training programme. within the Council training covering health and safety issues.~~
- Advise the Chief Executive Officer and Directors on health and safety training issues. ~~Allocate suitable resources within Human Resources to enable the above functions and duties to be performed.~~

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### 2.10 THE HEALTH AND SAFETY ~~OFFICER~~ADVISOR

The main role of the Health and Safety ~~Officer- Advisor~~ is to provide advice and support to employees, employees' representatives, managers and elected members on all aspects of health, safety and welfare relevant to the activities or functions of the Council.

The Health and Safety ~~Officer- Advisor~~ will fulfil the role of "competent person" described in the Management of Health and Safety at Work Regulations 1999, and will:

- Promote a positive Health and Safety Culture throughout the council

## Corporate Health and Safety Policy

- Advise managers in developing and reviewing safe working practices and risk assessments.
- Develop corporate health and safety policies, guidance and advice.
- Assist individuals in the determination of their responsibilities.
- Liaise with external enforcement and health and safety agencies.
- Monitor the operation of and compliance with the Corporate Health and Safety Policy, and agreed safety procedures.
- Advise on compliance with and implications of current/future legislation.
- Assist in the procurement and delivery of health and safety training.
- Participate in the contract monitoring process as required.
- Assist in accident investigation on request.
- Monitor the reporting, notification and investigation of accidents and dangerous occurrences.
- Report accidents and incidents to the Health and Safety Executive.
- Collate and prepare information on accidents, statistical trends and methods of accident prevention as requested. Provide this information to Safety Committee.
- Review all corporate health and safety policies at least biannually.

In circumstances where there is imminent risk of serious personal injury the Council authorises the Health and Safety ~~Officer~~ Advisor to prevent unsafe or illegal practices by stopping all or part of any operation, including any carried out by contractors working for or on behalf of the Council. In such cases the relevant Director/Head of Service and the Chief Executive Officer shall be informed immediately.

The appointment of the Health and Safety ~~Officer~~ Advisor does not remove the legal responsibility for ensuring the health and safety of employees and others, that rests with the management of the Council, and does not remove the duty of managers to manage health and safety risks within their jurisdiction.

### 2.11 SAFETY REPRESENTATIVES

The Council encourages the appointment of Trades Union safety representatives in each Department / service Area. Where appointed safety representatives will

- Assist and co-operate with management in the assessment of health and safety risks, safety inspections and audits
- Represent the interests of their members in matters of Health and Safety as required

## Corporate Health and Safety Policy

- Undertake appropriate training
- Attend Safety Committee

The Council will provide appropriate facilities and resources to enable safety representatives to carry out their duties as specified in the Councils Trade Union Facilities Agreement.

### 3 ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY

The Council will ~~see~~ ensure the Health and Safety of its employees and others affected by its work activity by the following means.

**Setting policy**

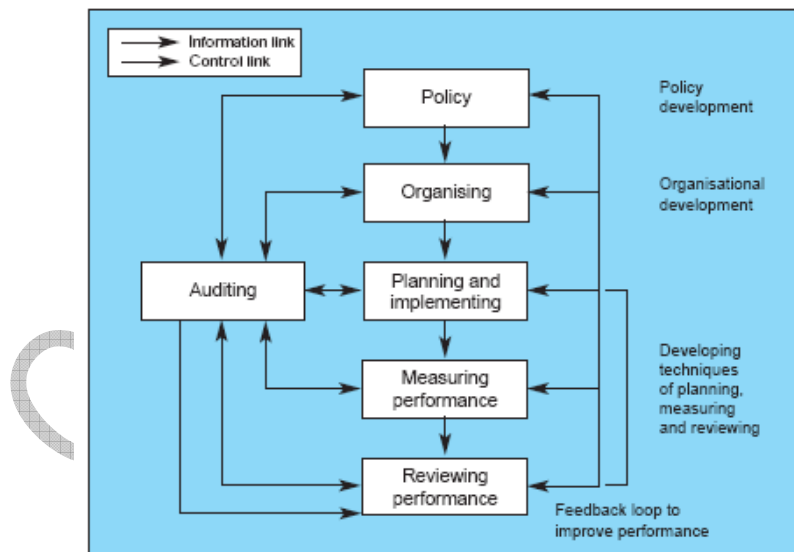
**Organising employees**

**Planning (setting standards) and implementing actions**

**Measuring performance**

**Auditing and reviewing**

#### Safety Management Flow Chart



From HSE Document HSG ~~165~~ 65

#### 3.1 Setting Policy

The establishment of an effective health and safety policy, which ~~will~~ will outline ~~our~~ the Councils objectives and the means by which ~~we~~ it intend to achieve

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Document No: HS01

Revision: 03. December 2009



## Corporate Health and Safety Policy

them is the first step towards an effective health and safety management system.

This policy seeks to control all accidental loss and interruption to the services provided; by-identify hazards and risks, ~~decide~~-deciding what precautions are needed, put them into place and finally checking their effectiveness. ~~they are used~~. ~~In doing this the Council will~~ ~~This will help~~ ensure that ~~we~~-they are protecting people, improving quality, and safeguarding plant, equipment and service provision.

### 3.2 Organising Employees

To make the Health and Safety Policy effective, the Council will assign responsibilities and encourage employee involvement and commitment. This incorporates four themes;

- Competence: - recruitment, training and advisory support  
Control: - allocating responsibilities, securing commitment and engagement, providing instruction and supervision.  
Co-operation: - between individuals and groups  
Communication: - spoken, written and visible

This is often referred to as a positive safety culture.

### 3.3 Planning, setting standards and implementing action

Planning for health and safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture. Our planning will incorporate;

- Identifying hazards, assessing and controlling / eliminating risks.
- Complying with relevant health and safety legislation and best practice.
- Agreeing targets, establishing an improvement plan to achieve continuous improvement.
- Ensuring a purchasing and supply policy which takes health and safety into account.
- Design of tasks, processes, services and safe systems of work.
- Procedures to deal with serious and imminent danger
- Co-operation with clients, partners and contractors.
- Ensure that adequate measures are taken to accommodate the needs of disabled employees and clients, e.g. assessments for reasonable adjustments.

## Corporate Health and Safety Policy

Standards set must be measurable, achievable and realistic, and reviewed on a regular basis.

### 3.4 Monitoring Health and Safety

Performance monitoring is a key part of the health and safety management function, with the aim of ensuring that the objectives in the Health and Safety Policy are achieved.

The Council will monitor performance by using the following methods:-

- Pro-active (before things go wrong) measures of performance that address compliance with health and safety arrangements; and
- Reactive measures (after things go wrong) of performance that monitor accidents, ill health, and near misses, and any other incidents which provide evidence of deficient health and safety performance.

Corrective actions will be implemented in response.

Service areas will continuously monitor performance and will develop arrangements for responding to health and safety inspections and implementing Corporate Health and Safety Policies and Procedures.

### 3.5 Auditing and Review

#### 3.51 Auditing

Audits will be periodically organised by the Health and Safety ~~Officer~~Advisor.

In addition to routine monitoring of performance, there is a need for periodic audit to enable a deeper and more critical appraisal of management systems.

The audit, whether carried out internally or externally will focus on:

- Compliance with performance standards (including legislation)
- Areas where standards are absent or inadequate
- Achievement of stated objectives within agreed timescales
- Injury, illness and incident data – analysis and underlying causes, trends and common features.

These audits will show where there is need for improvement and:

- Determine whether health and safety management systems are capable of achieving the required standards of health and safety performance

## Corporate Health and Safety Policy

- Determine whether or not each Service (or part of it) is fulfilling all its obligations with regard to health and safety
- Identify the strengths and weaknesses of the health and safety management systems; and
- Identify if each Service (or part of it) is actually carrying out and achieving what it claims to do.

### 3.52 Review of Policy

The Policy will be reviewed, at least biannually. This will also provide an opportunity to take a forward look to

- New or revised legislation, approved codes of practice and new guidance.
- Improving the Council's pro-active approach to minimising risk.
- Anticipating organisational or operational changes.
- Reviewing potential cost effective changes to minimise risk to people and improve business performance.

## 4 RISK ASSESSMENT

Risk assessments are a requirement of most current health and safety legislation and form the basis of the process of health and safety management.

Risk assessments will identify -

- The hazard that is present (a hazard is defined as something with the potential to cause harm).
- The significant risks from the identified hazards (the extent of risk is determined by the likelihood of the harm occurring and its severity).
- Those persons or groups of persons who are exposed to the risk.
- The controls that are already in place.
- The improvements that are required to remove, minimise or control the risk at an acceptable level.
- The procedure for reviewing assessments e.g. following material changes in activities.

Risk assessment is an essential part of the strategy and project planning process. It must be undertaken at the earliest possible opportunity before formulating detailed plans for events, building alterations, **refurbishments and refurbishments**, introduction of new processes or work activities. Consultation with Safety Representatives must be undertaken as part of the process.

The risk assessment process will be used to prioritise the measures that are required in order to comply with current legislation and best practice. Risk

## Corporate Health and Safety Policy

assessment does **not** need to be a complicated process; it must, however, be appropriate to the nature, complexity and risk inherent in the work.

Assessments must be reviewed annually, unless there is good reason to check more or less frequently and also in the light of incidents, accidents, dangerous occurrences, new legislation, case law or guidance.

The responsibility for arranging risk assessments falls to operational management - managers must be aware of the need to incorporate risk assessment in the planning process – advice on assistance with the planning and carrying out of risk assessments is available from the Health and Safety ~~Officer-Advisor~~ in Human Resources.

A Corporate Policy and guidance for managers and employees on risk assessment has been produced and is available on ~~the Health and Safety Matters page of~~ the Council's intranet page (ERIC) under the Policies and Documents Tab.

### 4.1 Risk Management Strategy and Health and Safety

The Councils Risk Management strategy can be found on the Councils intranet ~~facility under 'CPSU documents'.~~(ERIC) under the Policies and Documents Tab.

The Corporate Health and Safety Policy and ~~those other related~~ policies and procedures ~~associated with it~~ should be thought of as complementary to the Risk Management Strategy. ~~They b~~Both documents assess risk by identifying hazards, assessing their seek to raise awareness of and control (rather than eliminate) risk, by means of a considered process of identification, assessment of magnitude, implementation of appropriate controls, ~~with later~~ review and monitoring.

The risk management strategy of course examines issues wider than health and safety, such as financial, insurance, confidentiality, environment etc, but the methodology and approach are broadly similar.

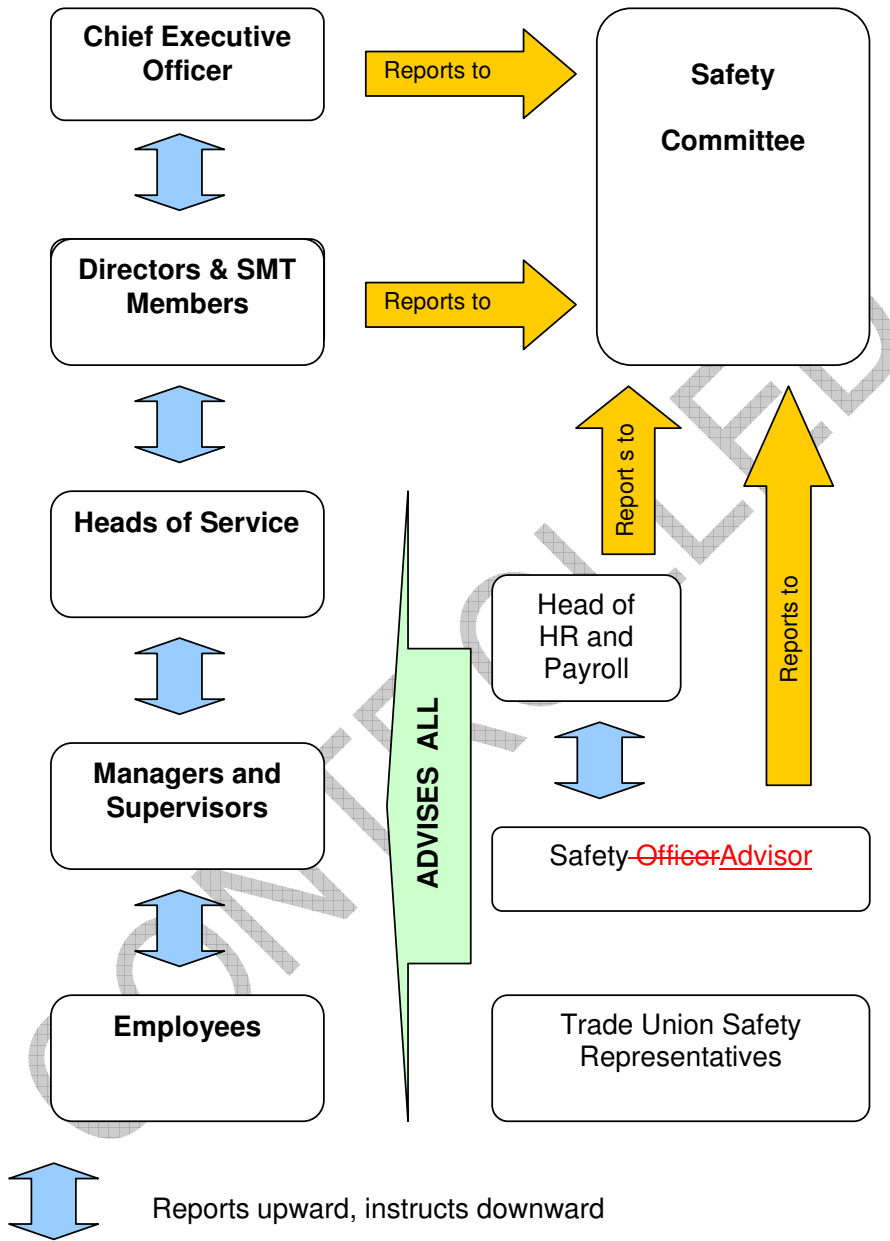
## 5. REVIEW

The Corporate Health and Safety Policy Will be reviewed by the Health and Safety ~~Officer-Advisor~~ Biannually.

The ~~n~~Next review is due on: will take place in September 2009.

# Corporate Health and Safety Policy

## 6. HEALTH AND SAFETY MANAGEMENT STRUCTURE



**BOLSOVER DISTRICT COUNCIL**  
**Workplace Safety Inspections Agreement**

## **Bolsover District Council Equalities Statement**

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing it's functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

## **WORKPLACE SAFETY INSPECTIONS AGREEMENT**

### **1. Introduction**

Bolsover District Council is committed to the health, safety and welfare of its employees, Councillors and others that may be affected by its activities such as members of the public and contractors. This includes making sure the Authority's premises are maintained, statutory requirements met and safety issues are identified and dealt with effectively.

This can be achieved by having a system of workplace monitoring on a regular and consistent basis. The workplace monitoring can take the form of

- Workplace Inspections to include Hazard Spotting.
- More detailed inspections where areas of concern have been raised.
- Safety audits of policies and their implementation.

The objectives of workplace inspections will be:-

- To identify hazardous conditions so that remedial action can be taken.
- To improve operational safety and conditions.

### **2. Responsibilities**

#### **Safety Sub-Committee Members**

- Monitoring compliance with this Policy.
- Monitoring of Reports submitted by the Health and Safety ~~Officer~~ Advisor and others.
- Requesting further information/additional work where there are areas of concern.
- Reviewing policy and suggesting and agreeing changes.

#### **Member Champion for Health and Safety**

- To attend health and safety workplace inspections where appropriate
- To carry out the duties as outlined above as a Member of Safety Sub Committee

#### **Health and Safety ~~Officer~~ Advisor**

- Co-ordinating the system of inspection and ensuring that hazards are dealt with appropriately and expediently.
- Submission of a summary report on the findings of the workplace inspections.
- Provision of specialist health and safety advice to Managers/Trade Union Safety Representatives.
- Undertaking in-depth audits as and when necessary.



### Head of Service/Line Manager

- Conducting health and safety workplace inspections, formal and informal, on a regular basis. Formal inspections will be undertaken every three/six months.
- Ensure that hazards are reported and dealt with appropriately.
- Liaison with the Trade Union Safety Representative and the Health and Safety Office Advisor.

### Trade Union Safety Representatives

- To liaise with the Manager at each location to inspect their workplace every 3/6 months\* or sooner if work practices have changed or there is a 'high risk' activity.
- To co-operate with the employer on matters of health and safety.
- Check employer systems and procedures relating to health and safety.

\*Frequency of inspections is detailed below.

### **3. Frequency of Inspections**

<del>Sherwood Lodge Corporate Buildings</del>	<del>Six Monthly</del>
<del>(The Arc, Sherwood Lodge, Pleasley Mills)</del>	<del>Six Monthly</del>
<del>Riverside Depot</del>	<del>Six Monthly</del>
<del>Leisure Centres and Greaseworks (PVOAC)</del>	<del>Six Monthly</del>
<del>Other Leisure Facilities</del>	<del>Six Monthly</del>
<del>Pleasley Business Park</del>	<del>Three monthly</del>
<del>Contact Centres</del>	<del>Six Monthly</del>
<del>Shop Units &amp; Group Dwellings</del>	<del>Six Monthly</del>
<del>Commercial and Industrial Units</del>	<del>Six Monthly</del>
<del>Bolsover Depot</del>	<del>Three monthly</del>
<del>South Normanton Depot</del>	<del>Three monthly</del>
<del>Kissingate Leisure Centre</del>	<del>Three monthly</del>
<del>Creswell Leisure Centre</del>	<del>Three monthly</del>
<del>Group Dwellings</del>	<del>Six monthly</del>

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The date for inspections should be agreed at beginning of the Council year.

### **4. Duration of Inspections**

Where the management and union sides are local to the workplace, inspections should be programmed to last as long as is necessary to inspect the workplace so that normal duties can resume after the inspection.

Where either side is not local to the workplace and/or several workplaces are to be inspected, sufficient time needs to be set aside at the end of the inspection to agree the complete report.

## 5. Attendees

### 5.1 Workplace Inspections

Head of Service/Line Manager of workplace location.  
Trade Union Safety Representative.  
Cabinet Member for Health and Safety as appropriate

### 5.2 Detailed Inspections

Head of Service/Line Manager of workplace location.  
Trade Union Safety Representative.  
Health and Safety ~~Officer~~ Advisor.

### 5.3 Safety Audits

Health and Safety ~~Officer~~ Advisor.  
Trade Union Safety Representative.

## 6. Format of Inspection

- 6.1 A copy of the previous inspection pro-forma should be obtained for the workplace if one is available in order to check previously identified hazards have been rectified or to be made aware of why this has not been undertaken. Copies of relevant risk assessments should also be made available.
- 6.2 The Manager will complete the attached Safety and Housekeeping Inspection Form (WPI 1) as the inspection progresses.
- 6.3 The Safety and Housekeeping Inspection Form (WPI 1) will be used to note the specific safety concerns<sub>s</sub>, corrective actions<sub>s</sub>, person(s) responsible, target completion dates<sub>s</sub>.
- 6.4 Where it is identified that an individual is not complying with health and safety policies etc. (such as not wearing protective clothing) the Manager **will** issue a verbal instruction to the individual(s). The individual will be given an opportunity to explain why they are not complying with health and safety policies. Where these instructions are not heeded the Manager should invoke the disciplinary procedure.
- 6.5 If, in exceptional circumstances, the inspection overruns the agreed time and the Safety and Housekeeping Inspection Form cannot be agreed, a meeting will be arranged at the earliest convenience time for both parties of the necessary parties so that the form can be completed.

## 7. Distribution of Report

Copies of the report will be distributed to all those in attendance, the Health and Safety ~~Officer~~ Advisor and other Officers who may be responsible for taking corrective action.

8. **Response Times to Report**

The relevant Head of Service/Line Manager will complete the 'Date Action Completed' column within ten working days of the Targeted Completion Date and distribute copies to those identified in paragraph 7.

## SAFETY & HOUSEKEEPING INSPECTION

### LOCATION & INSPECTOR INFORMATION

Explain all items and issues that need attention at the end of the checklist. Include the item letter and number, location of the deficiency, and the corrective action necessary. Mark an answer for each question using the following legend:

Yes = Acceptable at time of inspection	No = Needs Attention	N/A = Not Applicable
--	----------------------	----------------------

Inspection Date: \_\_\_\_\_ Inspector Name(s): \_\_\_\_\_

Location Name: \_\_\_\_\_

### GENERAL FACILITY

A. Conditions and Hygiene	Yes	No	N/A
1. Corridors and floors free of slip and trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Corners, out-of-way places clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work places, tables and benches clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Wash rooms, locker rooms and disposal containers adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hand soap or other cleaning agent and warm water provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hand towels or other means of drying hands available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Eyewash stations (and safety showers) clean, operable and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Sidewalks and parking areas in good condition (walking surface, holes, ice, litter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Health & Safety Notices	Yes	No	N/A
1. Health & Safety Policy current and posted available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Regulatory posters current and posted (e.g. first address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All accidents recorded and reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Safety data sheets up-to-date and available to employees (COSHH sheets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hazardous materials properly labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Identification Form used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Lights Heating & Ventilation	Yes	No	N/A
1. General lighting adequate and working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Heating adequate with controls to regulate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ventilation system adequate and working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency lighting in place and working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Air circulating systems inspected on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>D. Fire Prevention, Emergencies &amp; Exits</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Safety rules posted and enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exterior and interior lights adequate and in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Exits and corridors leading to exits visible, clearly marked, and kept clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Exit signs in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Non-exits properly signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Extinguishers provided and checked, training conducted for all persons expected to use extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Easy access of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Extinguisher hoses, sprinkler heads and valves unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Flammable liquids stored in approved safety cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Test emergency lighting equipment as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Test fire/security detection/protection devices as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Fire doors kept closed at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	"No Smoking" signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Emergency valves/switches clearly and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Walking &amp; Work Surfaces</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Grates or covers over floor openings such as floor power points secured and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Steps on stairs and stairways with a safe surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Corridors, stairs and passageways kept clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Wet surfaces cleaned up promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Exits properly labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Seasonal hazards are addressed (snow removal, salt, leaves, artificial lighting levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Mezzanines marked with rating and not overweight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. First Aid</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Emergency eye washes and showers properly located, identified, unobstructed and training conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	First aid cabinets well stocked, clean, accessible, no items have expired dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	First aid names/telephone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Medical Sharps waste container available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Waste Receptacles</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Waste receptacles provided and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Waste receptacles emptied regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>H. Electrical</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Electrical boxes provided with required covers (all open spaces have block outs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Temporary wiring and extensions in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Permanent wiring in safe condition, no open or exposed plugs or wires, all wires protected from abrasion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Electrical panels closed when not being accessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Electrical rooms are kept locked and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Electrical panels unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Power tools in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. Depot Works &amp; Fuel Areas</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Spill kits readily available around fuel areas, training conducted and procedures posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Nozzles and hoses in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Emergency shut-off clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Fueling areas are inspected for spills and/or leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Area is clean; snow removal, free from debris, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Area lights are working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Fencing is in good condition and free from debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J. Ladders &amp; Elevated Platforms</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Portable ladders in good condition with slip-proof feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Fixed metal ladders in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Platforms in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Adequate head clearance provided from the floor to the ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>K. Personal Protective Equipment &amp; Housekeeping</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Safety glasses provided and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Authorised safety boots worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Chemical resistant gloves worn where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Hearing protection properly used as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Sharps equipment available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Face shield properly used as appropriate for task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Unused portions of service pits covered or protected by guardrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other (Personal Protective Equipment) High visibility clothing used as required (to create high visibility to operative)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>L. Electrical &amp; Fire Safety</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Combustible liquids (fuels, solvents, paints, etc) are stored in non-combustible cabinet with closing doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Electrical circuit breakers identified and used in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Electrical extension cables in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Pressure washer in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>M. Other Facility Specific Areas</b>				
1.	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY CHECKLIST CORRECTIVE ACTION SUMMARY

Site Inspected: \_\_\_\_\_ Date Inspection Completed \_\_\_\_\_

Address: \_\_\_\_\_

Inspection Team members: \_\_\_\_\_

CORRECTIVE ACTION PLAN					
Safety Checklist Item #	SPECIFIC SAFETY CONCERN	CORRECTIVE ACTION	PERSON(S) RESPONSIBLE	Targeted Completion Date	Date Action Completed

**The Safety Checklist and Corrective Action Plan has been reviewed by the proper officials and the corrective actions have been implemented.**

Prepared and Reviewed by:	Title	Date and Time



Committee:	Safety Committee	Agenda Item No.:	6.
Date:	28 <sup>th</sup> February 2014	Category	*
Subject:	Sickness Absence/Occupational Health Statistics October to December 2013	Status	Open
Report by:	Joint Assistant Director – 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 October to December 2013 compared to 2012.
  - 1.1 The sickness absence outturn for the third quarter of 2013/14 (October to December) is shown below, with comparisons for the same period during 2012/13:-

October to December 2012	October to December 2013
2.38 days per FTE	2.21 days per FTE

The target for October to December 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 shows a reduction the following should be noted:-

- Total number of days lost has reduced in 2013 by 212 days
- The number of days lost due to long term sickness has reduced in 2013 by 183.5 days
- The number of days lost due to short term sickness has reduced in 2013 by 28.5 days

1.2 The outcome of occupational health referrals for the third quarter of 2013/14, with comparisons for 2012 are shown below:

	October to December 2012	October to December 2013
Rehabilitated	4	5
Continuing	2	5
Ill Health	0	0
<b>TOTAL</b>	<b>6</b>	<b>10</b>

Continuing

2 employees (muscular/skeletal returned Jan 2014)

2 employees (stress/depression one returned Feb 2014)

1 employee (back/neck)

One muscular/skeletal employee was absent but we were not informed until October 2013 due to him triggering 20 days (long term sick)

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

Reasons for Long Term Sickness Absence October to December 2013		
Reason for Absence	No. of Employees Citing this Reason October to December 2012	No. of Employees Citing this Reason October to December 2013
Back/Neck	-	3
Stomach/Digestion	2	-
Muscular/Skeletal	7	3
Sick/Other	1	1

Stress/Depression	6	2
Ear/Nose/Mouth	-	1
<b>TOTAL</b>	<b>16</b>	<b>10</b>

1.4 The following routine health surveillance clinics have been held during October to December 2013:

- 17<sup>th</sup> October 2013
- 7<sup>th</sup> November 2013

and covered topics such as

- Hand Arm Vibration
- Audiometry
- Driver medicals

There has been 1 employee 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(S)**

1. **The report be received.**

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

## BVPI12 - OCTOBER- DECEMBER 2013 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 9 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
SENIOR MANAGERS GROUP	4.5	13	2.89	0.00	13.00	0.00	2.89
<b>CHIEF EXECS DIRECTORATE</b>	<b>4.5</b>	<b>13</b>	<b>2.89</b>	<b>0.00</b>	<b>13.00</b>	<b>0.00</b>	<b>2.89</b>
CHIEF EXECUTIVES AND PARTNERSHIP	4.50	7.5	1.67	7.50	0.00	1.67	0.00
STRATEGY/PERFORMANCE	8.15	5	0.61	0.00	5.00	0.00	0.61
HUMAN RESOURCES AND PAYROLL	6.50	1	0.15	0.00	1.00	0.00	0.15
DEMOCRATIC	7.04	4	0.57	0.00	4.00	0.00	0.57
LEGAL AND LAND CHARGES	8.69	5	0.58	0.00	5.00	0.00	0.58
<b>RESOURCES DIRECTORATE</b>	<b>34.88</b>	<b>22.5</b>	<b>0.65</b>	<b>7.50</b>	<b>15.00</b>	<b>0.22</b>	<b>0.43</b>
FINANCE	9.52	20	2.10	0.00	20.00	0.00	2.10
PROCUREMENT	1.81	0	0.00	0.00	0.00	0.00	0.00
CUSTOMER SERVICE	24.71	133.5	5.40	106.00	27.50	4.29	1.11
REVENUES	36.05	24.5	0.68	0.00	24.50	0.00	0.68
<b>HEALTH AND WELL BEING</b>	<b>72.09</b>	<b>178</b>	<b>2.47</b>	<b>106.00</b>	<b>72.00</b>	<b>1.47</b>	<b>1.00</b>
LEISURE	40.04	27	0.67	0.00	27.00	0.00	0.67
<b>NEIGHBOURHOODS</b>	<b>40.04</b>	<b>27</b>	<b>0.67</b>	<b>0.00</b>	<b>27.00</b>	<b>0.00</b>	<b>0.67</b>
COMMUNITY SAFETY	10.38	10	0.96	0.00	10.00	0.00	0.96
HOUSING (REPAIRS AND MANAGEMENT)	111.69	421.5	3.77	313.00	108.50	2.80	0.97
	<b>122.07</b>	<b>431.5</b>	<b>3.53</b>	<b>313.00</b>	<b>118.50</b>	<b>0.38</b>	<b>0.97</b>
STREET SERVICES	78.92	180.5	2.29	102.50	78.00	1.30	0.99
<b>DEVELOPMENT</b>							
PLANNING/HOUSING STRATEGY	17.85	3	0.17	0.00	3.00	0.00	0.17
REGENERATION	22.62	11	0.49	0.00	11.00	0.00	0.49
	<b>40.47</b>	<b>14</b>	<b>0.35</b>	<b>0.00</b>	<b>14.00</b>	<b>0.00</b>	<b>0.35</b>
<b>GRAND TOTAL</b>	<b>392.97</b>	<b>866.50</b>	<b>2.21</b>	<b>529.00</b>	<b>337.50</b>	<b>1.35</b>	<b>0.86</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 included at 50%							

Committee:	Health and Safety Committee	Agenda Item No.:	7.
Date:	28 <sup>th</sup> February 2014	Category	
Subject:	Health and Safety Report	Status	Open
Report by:	Health and Safety Advisor		
Other Officers involved:	Human Resources Manager		
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**

## **THE REPORT**

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

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

The updated version of the SHE system initially scheduled for launch at Bassetlaw District Council in May 2013 and Bolsover from November 2013 was delayed and went live as from the 6<sup>th</sup> February 2014.

Initial training on the new version of the system is scheduled for 13<sup>th</sup> February 2014 when 3 members of the HR team will be attending to ensure previous issues relating to data protection and complexity of the system have been suitably addressed.

It is envisaged that providing the new version has addressed the existing concerns further training will delivered to system users during February and March ready for the system going fully operational by the middle of April 2014.

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

Planning for the 'record breaking' event on 27<sup>th</sup> June 2014 continues to progress well, the location for the event has now been confirmed as the Shirebrook Academy. A project team continues to work towards making this event a big success.

### 1.3 Employee Protection Register

This item has been identified as a specific Agenda item and as such will be reported on under that heading within the main meeting.

### 1.4 Housing (Health and Safety) Training

A new training partner has been identified to deliver the Asbestos Awareness training following the withdrawal of Chesterfield Colleges as facilitator for this subject.

5 courses have been scheduled to take place between 12<sup>th</sup> and 20<sup>th</sup> March 2014. On completion of this training all identified employees for this training within the Housing Services operational area will have been completed.

### 1.5 Lighting at The Arc

Members of the Regeneration Section and the Health and Safety Advisor have been in dialogue with staff in the affected area of the Arc and following these discussions, a lighting assessment was carried out to ensure that statutory lighting levels could be maintained if a number of the lamps were taken out of operation in an effort to reduce the glare issues experienced by a number of staff.

The assessment indicated this could be done without any detrimental effect to the overall lighting levels and the lamps were subsequently removed on Tuesday 4<sup>th</sup> February, It was agreed that the new configuration would be reviewed during week commencing 11<sup>th</sup> February 2014.

## 2 Inspections

Location	Onus	Last Inspection	Next Inspection Due	Report completed	Actions Closed Out	Status
<b>CORPORATE</b>						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Joint Assistant Director of Regeneration	06/12/13	June 14	20/12/13		Action close out Date April 14.
Sherwood Lodge internal areas, external areas and common areas (excluding tenanted areas)	Joint Assistant Director of Regeneration	20/08/13	February 14	15/09/13	14/10/13	OK
Unit A3 Mill 1, Pleasley Mills	Head of Governance	11/09/13	March 14	12/09/13	04/10/13	OK
<b>DEPOT</b>						

Riverside Depot, Doe Lea	Joint Street Scene Manager	3/10/13	April 14	14/10/13	14/10/13	OK
<b>LEISURE FACILITIES</b>						
The Arc Leisure Centre	Joint Assistant Director of Leisure	28/08/13	February 14	8/11/13	8/11/13	OK
Creswell Leisure Centre		28/08/13	February 14	8/11/13	8/11/13	OK
Greaseworks, Pleasley Vale (PVOAC)		30/08/13	February 14	8/11/13	8/11/13	OK
Boathouse, Pleasley Vale		30/08/13	February 14	8/11/13	8/11/13	OK
Unit T, Pleasley Vale		28/08/13	February 14	8/11/13	8/11/13	OK
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	28/08/13	February 14	8/11/13	8/11/13	OK
Clune Street Pavilion, Clowne		28/08/13	February 14	8/11/13	8/11/13	OK
Broadmeadows Sports Pavilion, South Normanton		4/02/13	August 13	N/A	N/A	Inspection Over Due
<b>CONTACT CENTRES</b>						
Clowne Contact Centre	Joint Assistant Director of Resources	28/11/13	May 14	08/12/13	08/01/14	OK
Bolsover Contact Centre		28/11/13	May 14	08/12/13	08/01/14	OK
Shirebrook Contact Centre		28/11/13	May 14	08/12/13	08/01/14	OK
South Normanton Contact Centre / Hub		28/11/13	May 14	08/12/13	08/01/14	OK
<b>SHOP UNITS AND GROUP DWELLINGS</b>						
Alder House, Shirebrook	Head of Housing Services	11/10/13	April 14	12/10/13	14/10/13	OK
Ashbourne Court, Shirebrook		11/10/13	April 14	12/10/13	11/10/13	OK
Jubilee Court, Pinxton		11/10/13	April 14	12/10/13	14/10/13	OK
Mill Lane, Whitwell		11/10/13	April 14	12/10/13	14/10/13	OK
Parkfields, Clowne		11/10/13	April 14	12/10/13	14/10/13	OK
Park View, Barlborough		11/10/13	April 14	12/10/13	14/10/13	OK
Queens Court, Creswell		11/10/13	April 14	12/10/13	14/10/13	OK
Valley View, Hillstown, Bolsover		11/10/13	April 14	12/10/13	14/10/13	OK
Victoria House, Creswell		11/10/13	April 14	12/10/13	12/10/13	OK
Woburn house, Blackwell		11/10/13	April 14	12/10/13	12/10/13	OK
3 Mansfield Road, Bramley Vale		Workplace Inspection no longer required for premise due to shop unit and flat above put out on to a commercial Lease				
4 Mansfield Road, Bramley Vale						
5 Mansfield Road, Bramley Vale						
<b>COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)</b>						
Mill 1 - Pleasley Vale Mills	Joint Assistant Director of Regeneration	4/12/13	June 14	08/12/13	31/01/14	OK
Mill 2 - Pleasley Vale Mills		4/12/13	June 14	08/12/13	31/01/14	OK
Mill 3 - Pleasley Vale Mills		4/12/13	June 14	08/12/13	31/01/14	OK
Pleasley Vale Security Lodge		4/12/13	June 14	08/12/13	31/01/14	OK
The Tangent, Shirebrook		26/09/13	April 14	26/09/13	30/10/13	OK

All Workplace Inspections should be completed on a 6 monthly frequency

### 3 New Items

#### 3.1 Fire Provision within the Authorities Portfolio of Buildings.

On the afternoon of the 13<sup>th</sup> January 2014 a small fire developed in the Goods Lift Motor Room of Mill 2 Pleasley Vale Mill which resulted in the building being evacuated and two fire service appliances attending the site. Though the fire was very quickly brought under control and the extent of the damage was restricted to the motor itself and some minor smoke damage to the Lift Motor Room, it did serve to identify the need to review the provision in this area particularly in respect to recording of information of testing, maintenance and monitoring inspections.

This situation was further highlighted when following a statutory fire inspection conducted at the Arc on the 16<sup>th</sup> January 2014, similar issues were identified in respect of the alarm system testing and maintenance records. In addition potential improvements were identified as necessary in the following areas:

- Fire Awareness Training
- Personal Emergency Evacuation Plans (PEEP's).
- Standard Emergency Evacuation Plans (SEEP's)

Following the Inspection and subsequent discussions between key members of staff within the Regeneration Section and the Health and Safety Advisor the following actions have been undertaken.

- A new format Fire Log Book is currently being finalised which will ensure all relevant information is itemised and is clearly auditable.
- A Standard Emergency Evacuation Plan has been developed and has been circulated to contact centres and other sections for feedback.
- All section managers have been contacted requesting that they provide details of any individual who may need assistance to evacuate in the event of a fire. In this instance a 'PEEP' will be developed to ensure their personnel safety.
- Fire provision audits to be conducted for all corporate buildings. First scheduled for Pleasley Vale Mill on the 11<sup>th</sup> and 12<sup>th</sup> February 2014.
- Methods of delivering fire awareness training to be evaluated and a suitable programme to be developed.

### 3.2 Employee Protection Register

Since the last Safety Committee Meeting there has been a significant piece of work undertaken on the administrative procedures connected with the Employee Protection Register to ensure that the system is fully auditable, it allows for a systematic analysis of information and complies with all relevant requirements in respect to Data Protection

Currently there are 20 addresses included on the register, a reduction of 5 since this item was reported to Committee in August 2013.



### 3.3 Safety Policy Reviews

Five policies initially identified as not meeting the requirements of current statutory legislation have been reviewed and amended to ensure that they are “fit for purpose”. The revised policies are included on this Safety Committee agenda with a view to gain formal approval. The following policies require the Committee’s consideration:

- Asbestos Management
- Accident Reporting and Investigation
- First Aid at Work
- Workplace Safety Inspections
- Corporate Health and Safety.

### 3.4 Display Screen Equipment (DSE).

All managers within the Authority were requested to ensure that all staff within their operational areas who are regular users of display screen equipment complete and return a DSE self- assessment form by the end of January.

This process has been completed by the vast majority of staff within the Authority and the responses are currently be evaluated to establish those members of staff who may need a more detailed assessment undertaking.

This exercise will hopefully allow the Authority to significantly improve how it manages workstation related issues and potentially reduce health issues associated with this area.

### 3.5 Health and Safety Action Plan.

The draft Health and Safety Action Plan for the forth coming financial year is approaching completion and will be presented to the next Safety Committee.

Moving forward this should allow the Safety Committee to have a clear understanding of how health and safety provision will be delivered within the Authority, the potential cost associated with its delivery and the potential benefits which it can expected. The plan will also allow the Committee to monitor performance against pre-defined targets and timescales, and ensure that continual improvement of the health and safety provision, ensuring it is at the forefront of the Authorities overall operations.

### **RECOMMENDATION**

**All Items - It is recommended that the Committee consider and note the information provided.**

ATTACHMENT:                    **N**

Date: 17<sup>th</sup> February 2014

The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Dear Sir or Madam

**SAFETY COMMITTEE – FRIDAY 28<sup>TH</sup> FEBRUARY 2014 AT 10AM**

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

**PART 2 – EXEMPT ITEMS**

**Paragraph 2**

Agenda Item 8 - Employee Protection Register Guidance Note. Pages 95 and 96.

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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