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| Committee: | Health and Safety Committee | Agenda Item No.: | 7. |
| Date: | 28 th 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 6th February 2014.

Initial training on the new version of the system is scheduled for 13th 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 27th 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 12th and 20th 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 4th February, It was agreed that the new configuration would be reviewed during week commencing 11th February 2014.

2 Inspections

| Location | Onus | Last Inspection | Next Inspection Due | Report completed | Actions Closed Out | Status |
|--|--|-----------------|---------------------|------------------|--------------------|---------------------------------|
| CORPORATE | | | | | | |
| 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 |
| DEPOT | | | | | | |

| | | | | | | |
|---|--|--|-------------|----------|----------|---------------------|
| Riverside Depot, Doe Lea | Joint Street Scene Manager | 3/10/13 | April 14 | 14/10/13 | 14/10/13 | OK |
| LEISURE FACILITIES | | | | | | |
| 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 |
| CONTACT CENTRES | | | | | | |
| 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 |
| SHOP UNITS AND GROUP DWELLINGS | | | | | | |
| 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 | | | | | | |
| COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS) | | | | | | |
| 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 13th 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 16th 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 11th and 12th 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**