

13th May 2014



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Dear Sir or Madam

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in Chamber Suite 1, The Arc, Clowne, on Friday 30th May 2014 at 1000 hours.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 2.

Yours faithfully,

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

Chief Executive Officer
To: Members of the Safety Committee.

ACCESS FOR ALL

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 **01246 242528** **Democratic Services**
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Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



SAFETY COMMITTEE

AGENDA

Friday 30th May 2014 at 1000 hours in Chamber Suite 1, The Arc, High Street, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	<u>Apologies</u> To receive apologies for absence, if any.	
2.	Election of Chair	
3.	Appointment of Vice Chair	
4.	<u>Urgent Items</u> 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.	
5.	<u>Declarations of Interest</u> 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	
6.	To approve the minutes of a meeting held on 28 th February 2014.	3 to 10
7.	Sickness Absence/Occupational Health Statistics 2013/14.	11 to 16
8.	Health and Safety Report.	17 to 30
9.	PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i> <u>Paragraph 4</u>	
10.	Accident and Stress Statistics - January to March 2014.	31 to 40

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suite 1, The Arc, Clowne, on Friday 28th February 2014 at 1000 hours.

PRESENT:-

Members:-

Councillors C. Munks, B.R. Murray-Carr and K.F. Walker.

UNISON:-

K. Shillitto, J. Wilmot and W. Edge.

Officers:-

P. Campbell (Head of Housing), P. Wilmot (Human Resources Manager),
M. Spotswood (Health and Safety Adviser) and A. Bluff (Governance Officer).

K. Shillitto in the Chair

0884. APOLOGIES

Apologies for absence were received from Councillor G.O. Webster and A. Grundy (Assistant Director of Human Resources and Payroll).

0885. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0886. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0887. MINUTES – 28TH NOVEMBER 2013

Moved by Councillor K.F. Walker and seconded by J. Wilmot

RESOLVED that the minutes of a Safety Committee held on 28th November 2013 be approved as a correct record.

SAFETY COMMITTEE

0888. POLICIES UPDATE

Members considered five of the Council's policies which had been reviewed and amended to ensure that they were "fit for purpose" after being identified as not meeting the requirements of current statutory legislation; the Accident Reporting and Investigation Policy and Procedure, Asbestos Management Policy, First Aid at Work Policy and Guidance, Corporate Health and Safety Policy and Workplace Safety Inspection Agreement. The following points were highlighted.

Changes which had been made to 'specified injuries' from December 2012 now reflected in the Accident Reporting and Investigation Policy and Procedure.

Members requested that the definition of 'learning events' be included in the Policy under Principles of the Policy.

A query was raised regarding risk assessments and the Health and Safety Advisor advised Members that Risk Assessments came under a separate policy.

The Head of Housing noted that templates still required updating and EIA's needed to be carried out. The Health and Safety Advisor would speak with the Equalities Officer regarding this as some EIA's would need to go back to Council.

Members were advised that the definition of an 'accident' had changed and wording in the Policy now read, "an unplanned event....". Members requested that this be amended to read "an unplanned and uncontrolled event...."

With regard to the Asbestos Management Policy, the responsibility of Asbestos Duty Holder had previously been between the Head of Regeneration and the Head of Housing. A discussion took place regarding a replacement for the Head of Regeneration who had now left the Authority and it was agreed that this should be considered by Strategic Alliance Management Team. In the interim, it was suggested that by default, the Assistant Director of Economic Growth be the responsible Duty Holder.

With regard to the First Aid at Work Policy and Guidance, a discussion took place regarding defibrillators and it was confirmed that one was in situ at Creswell Leisure Centre and the Arc. Members queried why no defibrillators were at Riverside Depot and Pleasley Vale. The Health and Safety Advisor replied that it was not necessary as the Depot was not a public building and only 3 or 4 staff were at Pleasley Vale at any one time. Members were concerned and noted that courses were held at the Outdoor Activity Centre at Pleasley Vale. The Health and Safety Advisor agreed to look into this. He also added that as part of the Action Plan, a First Aid Risk Assessment would be carried out at each of the Council's buildings.

It was noted that wording, 'Heads of

Members were advised that with regard to the Corporate Health and Safety Policy, the document had been amended to reflect that health and safety was not just the

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responsibility of management but the responsibility of all individuals within the organisation.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor C. Munks
RECOMMENDED that subject to the following changes, Council be recommended to approve the Accident Reporting and Investigation Policy,

- (1) the definition of 'learning events' be included in the Policy,
- (2) in relation to the definition of an accident, the wording in the Policy be amended to "an unplanned and uncontrolled event..."
- (3) the Health and Safety Advisor update templates and speak with the Equalities Officer regarding Equalities Impact Assessments on the Policy changes.

Moved by J. Wilmot, seconded by Councillor B.R. Murray-Carr
RESOLVED that (4) Strategic Alliance Management Team consider a replacement for the Asbestos Duty Holder and this be reported back to a future meeting of Safety Committee,

Moved by J. Wilmot, seconded by Councillor B.R. Murray-Carr
RECOMMENDED that (5) subject to the issues raised by Members in relation to defibrillators at Riverside Depot and Pleasley Vale and that 'Heads of Service' are amended to reflect the new structure, Council be recommended to approve the First Aid at Work Policy and Guidance;

Moved by J. Wilmot, seconded by Councillor B.R. Murray-Carr
RECOMMENDED that (6) Council be recommended to approve the Corporate Health and Safety Policy,

- (7) Council be recommended to approve the Workplace Safety Inspections Agreement.

(Health and Safety Advisor)

0889. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – OCTOBER TO DECEMBER 2013

The Human Resources Manager presented a report of the Assistant Director – Human Resources, in relation to sickness absence/occupational health statistics for the period October to December 2013 with comparisons for the same period in 2012.

The outturn for the period was 2.21 days per full time employee compared with 2.38 days in the same period in 2012.

The target for October to December 2013 was 2 days per full time employee. A breakdown of the figures by department and by long term/short term sickness absence was included in the report for information.

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The total number of days lost had reduced in 2013 by 212 days. The number of days lost due to long term sickness had reduced by 183.5 days and the number of days lost due to short term sickness had reduced by 28.5 days.

The outcome of occupational health referrals for the October to December 2013 period were;

- Rehabilitated – 5
- Continuing – 5
- Ill Health – 0

The figures for the same period in 2012 were;

- Rehabilitated – 4
- Continuing – 2
- Ill Health – 0

Routine health surveillance clinics had been held on 17th October 2013 and 7th November 2013 and had covered topics such as Hand Arm Vibration, Audiometry and Driver Medicals.

A short discussion took place.

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

0890. HEALTH AND SAFETY REPORT

Members considered a report of the Health and Safety Advisor in relation to Health and Safety.

SHE System;

The updated version of the SHE system went live on 6th February 2014. Initial training on the new version of the system was scheduled and three members of the Human Resources team attended to ensure previous issues relating to data protection and complexity of the system had been addressed. It was envisaged that the system would be fully operational by the middle of April 2014.

Staying Alive – Community Save a Life Scheme

Planning for the 'record breaking' event on 27th June 2014 continued to progress and location for the event had now been confirmed as the Shirebrook Academy.

A project team continued to work toward making the event a big success and also good publicity for the Authority.

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Employee Protection Register

This item would be discussed later on in the agenda.

Housing (Health and Safety) Training

Chesterfield College had withdrawn from delivering the training for Asbestos Awareness and a new training partner had been identified.

Lighting at The Arc

It was noted that issues had been extensive on the first floor of the building. Assessment and actions had been carried out and the situation continued to be monitored.

Inspections

A request had been received from the Assistant Director of Leisure to carry out some training so other members of staff could be involved in the process.

Fire Provision within the Authorities Portfolio of Buildings

On 13th January 2014, a small fire had developed in the Goods Lift Motor Room of Mill 2, Pleasley Vale, which resulted in the building being evacuated and the fire service attending the site. The extent of the damage was restricted to the motor itself and some minor smoke damage to the Lift Motor Room. The fire had identified the need to review the provision in respect of recording information regarding testing, maintenance and monitoring inspections.

This was further highlighted when a statutory fire inspection conducted at the Arc on 16th January 2014, identified similar issues in respect of the alarm system testing and maintenance records. Subsequent discussions between key members of staff from Regeneration and the Health and Safety Advisor had resulted in the following actions being undertaken;

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

Further to the statutory fire inspection carried out in January, a key change to be noted was that roll calls would no longer take place as the fire service preferred

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'sweeps' to be carried out where in the event of a fire, rooms were checked for anyone in them rather than relying on people swiping out through the TMS system.

A discussion took place and it was agreed that a protocol for Members was required for when they had visitors at the Council buildings.

Employee Protection Register

There had been a reduction of 5 addresses from the Employee Protection Register since the last meeting in August 2013 bringing the total addresses on the Register to 20.

Display Screen Equipment (DSE).

All staff within their operational areas who were regular users of display screen equipment had been requested to complete and return a DSE self- assessment form by the end of January.

This had been completed by the vast majority of staff within the Authority and responses were currently being evaluated by the Health and Safety Advisor to establish which staff may need a more detailed assessment undertaking.

This exercise should improve how work station related issues were managed and potentially reduce associated health issues.

Health and Safety Action Plan.

The draft Health and Safety Action Plan was approaching completion and would be presented to the next Safety Committee.

Moved by Councillor B.R. Murray-Carr, seconded by J. Wilmot
RESOLVED that the report be received.

0891. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor C. Munks, seconded by J. Wilmot
RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

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0892. EMPLOYEE PROTECTION REGISTER GUIDANCE NOTE PARAGRAPH 2

The Assistant Director of Strategy and Performance had produced a draft guidance note for Members which provided information on Data Protection and Member access to the Employee Protection Register.

Members considered the guidance note and a discussion took place.

It was suggested that under the heading, 'Member Feedback', the word 'any' be included in '*...experiences **any** behaviour*'.

Councillor Murray-Carr commented that the Guidance Note was a welcome development and had answered a lot of concerns raised by Members. He queried if the CAN Rangers were aware that they could check with Central Control and also if the police and other third parties needed information.

A discussion took place and it was agreed that the Assistant Director of Strategy and Performance includes a sentence in the Guidance Note to clarify when information can and cannot be passed to third parties, including the police.

It was suggested that an example of what should be fed back should be provided in relation to the final paragraph in the guidance note.

It was confirmed that CAN rangers were able to access this information; however this was outside the scope of the guidance note as this was aimed at members.

In relation to the time span an inclusion was kept on the Register, Members were informed that this could be 6 months to indefinitely depending on the nature of event.

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

RESOLVED that (1) the Guidance Note be received,

(2) the Assistant Director of Strategy and Performance includes a sentence in the Guidance Note to clarify when information can and cannot be passed to third parties, including the police.

(3) an example of what should be fed back be provided in relation to the final paragraph in the guidance note,

(4) the word 'any' be included between *...experiences **any** behaviour* under the heading 'Member Feedback'

(Health and Safety Advisor)

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0893. ACCIDENT AND STRESS STATISTICS – JULY TO SEPTEMBER 2013 AND OCTOBER TO DECEMBER 2013

Members considered two reports of the Assistant Director of Human Resources in relation to accident and stress statistics for the periods July to September 2013 and October to December 2013. Comparative figures for the same period in 2012 were also included for Members information.

A discussion took place regarding compassionate leave which was included in the figures for stress related illness. It was felt that this distorted the figures and should be removed as in compassionate circumstances staff are entitled to take leave. If additional leave was taken then this could be stated as sickness absence.

Unison queried if figures were available in relation to stress statistics by department plus any historical figures for comparison. A discussion took place and the Human Resources Manager agreed to look into this.

A discussion took place regarding reporting of accidents to each council and a Unison representative noted that it was the responsibility of employees to report accidents to each council and not the employer as this could be a breach of data protection.

Moved by Councillor C. Munks, seconded by J. Wilmot

RESOLVED that (1) the reports be received,

(2) the Human Resources Manager looks into compassionate leave figures being omitted from the stress related illness figures.

(Human Resources Manager)

The meeting concluded at 1155 hours.

Bolsover District Council**Safety Committee****30th May 2014****Sickness Absence/Occupational Health Statistics 2013/14****Report of the Joint Assistant Director Human Resources**

This report is public.

Purpose of the Report

To provide Sickness Absence/Occupational Health Statistics 2013/14 for the Committee to consider.

1 Report Details**1. Sickness Absence/Occupational Health Referral Statistics 2012/13 and 2013/14.**

- 1.1 The sickness absence outturn for 2013/14 are shown below, with comparisons for 2012/13:

Target 2013/14	Out turn 2012/13	Out turn 2013/14
8 days	8.41 days	9.10 days

A breakdown of these figures for 2013/14 by Department, and by long term/short term sickness absence, is attached for information.

- 1.2 The outcome of occupational health referrals 2013/14, with comparisons for 2012/13 is shown below:

	2012/13	2013/14
Rehabilitation	33	38
Ill Health Retirement	3	-
Dismissed/Capability	2	1
Outstanding	4	2

Retired	-	1
TOTAL	42	42

1.3 The top three causes of sickness absence for 2012/13 and 2013/14 are as follows:

2012/13		2013/14	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	806	Musc/Skeletal	878
Stress	735	Stress	698
Stomach/Digestion	705	Back/Neck	471
TOTAL	2246	TOTAL	2047

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

Reasons for Long Term Sickness Absence 2013/14	
Reason for Absence	No. of Employees Citing this Reason
Stomach/Digestion	1
Back/Neck	7
Muscular/Skeletal	15
Stress/Depression	7
Ear/Nose/Mouth	4
Other	3
Neurological	1
Infections	2
Heart/BP	2

1.5 The following routine health surveillance clinics have been held during the financial year 2013/14:

- 20th June 2013
- 16th July 2013
- 15th August 2013
- 19th September 2013
- 17th October 2013
- 31st October 2013
- 7th November 2013
- 9th January 2014
- 18th February 2014
- 26th March 2014

and covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation to 'at risk' groups.

There have been 14 employees undergoing counselling during this period.

2 Conclusions and Reasons for Recommendation

N/A

3 Consultation and Equality Impact

3.1 Sickness absence data is considered at the UECC and quarterly performance review meetings.

4 Alternative Options and Reasons for Rejection

N/A

5 Implications

N/A

5.1 Finance and Risk Implications

N/A

5.2 Legal Implications including Data Protection

N/A

5.3 Human Resources Implications

Contained in the report

6 Recommendations

6.1 For the Committee to note the report.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
N/A	
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Linda Charity	2436

Report Reference –

BVPI12 - APRIL 2013 TO MARCH 2014 OUT-TURN LONG TERM/SHORT TERM SPLIT							
DEPARTMENT	AVERAGE EMPLOYEES 12 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	3.25	25	7.69	0	25	0	7.69
	3.25	25	7.69	0	25	0	7.69
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	8.99	16	1.780	0	16	0.000	1.780
DEMOCRATIC	8.29	28.5	3.438	0	28.5	0.000	3.438
PARTNERSHIP TEAM	5.50	28.5	5.182	28.5	0	5.182	0.000
ECONOMIC GROWTH_ HOUSING STRATEGY PLANNING	2.40	28	11.667	0	28	0.000	11.667
	18.35	17	0.926	0	17	0.000	0.926
	43.53	118	2.711	28.5	89.5	0.655	2.056
OPERATIONS DIRECTORATE							
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
FINANCE	9.52	54	5.672	35	19	3.676	1.996
PROPERTY/ESTATES	21.49	157	7.306	92	65	4.281	3.025
REVENUES	37.95	189	4.980	81	108	2.134	2.846
COMMUNITY SAFETY	10.38	13	1.252	0	13	0.000	1.252
STREET SERVICES	78.05	973	12.466	689.5	283.5	8.834	3.632
HOUSING (REPAIRS AND MANAGEMENT)	115.00	1494	12.991	1100	394	9.565	3.426
	275.20	2880	10.465	1997.5	882.5	7.258	3.207
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	7.85	13.5	1.720	0	13.5	0.000	1.720
HUMAN RESOURCES AND PAYROLL	7.00	19	2.714	0	19	0.000	2.714
CUSTOMER SERVICE	25.04	540.5	21.585	437	103.5	17.452	4.133
LEISURE	41.54	76	1.830	0	76	0.000	1.830
	81.43	649	7.970	437	212	5.367	2.603
GRAND TOTAL	403.41	3672.00	9.10	2463.00	1209.00	6.105	2.997
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							
Senior Managers Group includes Joint CEO, Joint Directors and Joint Assistant Directors at 50%							

BVPI12 - 2012/13 OUT-TURN LONG TERM/SHORT TERM SPLIT							
DEPARTMENT	AVERAGE FTE 12 MONTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	6.50	10.5	1.615	0	10.5	0.000	1.615
STRATEGY/PERFORMANCE	11.10	18.5	1.667	0	18.5	0.000	1.667
HUMAN RESOURCES AND PAYROLL	11.25	18	1.600	0	18	0.000	1.600
APPRENTICES	47.00	117	2.489	30	87	0.638	1.851
DEMOCRATIC	10.10	77.5	7.673	42.5	35	4.208	3.465
LEGAL AND LAND CHARGES	8.69	76	8.746	47	29	5.409	3.337
RESOURCES DIRECTORATE							
FINANCE	9.52	34.5	3.624	26	8.5	2.731	0.893
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.37	454.5	18.650	339	115.5	13.911	4.739
REVENUES	38.12	238	6.243	119	119	3.122	3.122
HEALTH AND WELL BEING							
LEISURE	45.70	170.5	3.731	106	64.5	2.319	1.411
NEIGHBOURHOODS							
COMMUNITY SAFETY	11.00	0	0.000	0	0	0.000	0.000
STREET SERVICES	85.73	1301.5	15.181	1023	278.5	11.933	3.249
HOUSING (REPAIRS AND MANAGEMENT)	115.80	1274.5	11.006	873.5	401	7.543	3.463
DEVELOPMENT							
PLANNING/HOUSING STRATEGY	18.60	70	3.763	48	22	2.581	1.183
REGENERATION	26.09	111.5	4.274	34	77.5	1.303	2.970
GRAND TOTAL	472.38	3972.50	8.41	2688	1284.50	5.690	2.719
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							
Directors included as 50% in Leisure, Finance, Development Admin, CEPT, Street Services							
Assistant Directors included as 50% in Customer Service, Strategy/Performance, HR and Payroll, Legal, Finance, Leisure, Planning, Regeneration							

Bolsover District Council

Safety Committee

30th May 2014

Health and Safety Report

Report of the Health and Safety Advisor

This report is public

Purpose of the Report

- To provide an update on the authorities health and safety performance over the last quarter.
- To provide an update on the authorities' health and safety aims and objectives and the progress made against realising these targets.
- To report on any significant health and safety accidents, incidents, enforcement activity or legislative changes which could adversely affect the authorities risk exposure.

1 Report Details

1.1 Update on matters arising from previous meeting

1.1.1 SHE System update

Initial training on the new version of the system was completed by 3 members of the HR team on the 13th February 2014. Following this it was decided that further training was necessary for system administrators and this was completed by the Human Resources Officer and Health and Safety Advisor on the 25th March 2014.

Since the training in March security settings have been put in place for the Bolsover District Council section of the system which should hopefully address all previous concerns relating to data protection and access. Currently the system is undergoing testing to ensure this has been successful and it is envisaged that the system will be re-launched across the authority by June this year.

1.1.2 Staying Alive – Community Save a Life Scheme

Planning for the 'record breaking' event on 27th June 2014 continues to progress, with regular meetings being held. The main focus currently is on ensuring that sufficient

numbers have committed to the event to ensure that the record can be successfully broken.

Arrangements are in place to ensure that students and members of the public attending the event are suitably segregated to ensure that all child protection concerns are appropriately addressed.

1.1.3 Employee Protection Register

The member's guidance presented to the committee at the last meeting has been amended to address the issues raised and is to be placed before the committee for final approval.

A copy of the document is provided as an Appendix 1.

1.1.4 Housing (Health and Safety) Training

The Asbestos Awareness training scheduled for March 2014 has been successfully completed by all relevant staff within the Housing Services Section.

Going forward it will be necessary to make sure a programme is in place to ensure that all staff members receive formal training in this area every 3 years and recorded Toolbox Talk training on an annual basis. In doing this the Authority will ensure it is meeting its duties under the Control of Asbestos Regulations 2012.

1.1.5 Safety Policies Review

The five policies presented to the safety committee at the last meeting in February have now been amended to take account of actions requested by the committee and dialogue is currently on going with the Equalities Officer regarding equalities impact assessments on these changes.

Currently there has not been a response received from the Senior Management team regarding the way they wish to proceed in respect to the position of Asbestos Duty Holder, however in the interim Joint Executive Director Operations is continuing to undertake this role.

1.2 Workplace 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	10/04/14	OK
Sherwood Lodge internal areas, external areas and common areas (excluding	Joint Assistant Director of Regeneration	20/08/13	February 14	15/09/13	14/10/13	Inspection Overdue

tenanted areas)						(1)
Unit A3 Mill 1, Pleasley Mills	Head of Governance	11/09/13	March 14	12/09/13	04/10/13	Inspection Overdue (1)
DEPOT						
Riverside Depot, Doe Lea	Joint Street Scene Manager	3/10/13	April 14	14/10/13	14/10/13	Inspection Overdue (1)
LEISURE FACILITIES						
The Arc Leisure Centre	Joint Assistant Director of Leisure	28/08/13	February 14	8/11/13	8/11/13	Inspection Overdue (2)
Creswell Leisure Centre		28/08/13	February 14	8/11/13	8/11/13	Inspection Overdue (2)
Greaseworks, Pleasley Vale (PVOAC)		30/08/13	February 14	8/11/13	8/11/13	Inspection Overdue (2)
Boathouse, Pleasley Vale		30/08/13	February 14	8/11/13	8/11/13	Inspection Overdue (2)
Unit T, Pleasley Vale		28/08/13	February 14	8/11/13	8/11/13	Inspection Overdue (2)
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	28/08/13	February 14	8/11/13	8/11/13	Inspection Overdue (2)
Clune Street Pavilion, Clowne		28/08/13	February 14	8/11/13	8/11/13	Inspection Overdue (2)
Broadmeadows Sports Pavilion, South Normanton		4/02/13	August 13	N/A	N/A	Inspection Overdue (2)
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		28/11/13	May 14	08/12/13	08/01/14	OK

Centre / Hub						
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	11/10/13	April 14	12/10/13	14/10/13	Inspection Overdue (3)
Ashbourne Court, Shirebrook		11/10/13	April 14	12/10/13	11/10/13	Inspection Overdue (3)
Jubilee Court, Pinxton		11/10/13	April 14	12/10/13	14/10/13	Inspection Overdue (3)
Mill Lane, Whitwell		11/10/13	April 14	12/10/13	14/10/13	Inspection Overdue (3)
Parkfields, Clowne		11/10/13	April 14	12/10/13	14/10/13	Inspection Overdue (3)
Park View, Barlborough		11/10/13	April 14	12/10/13	14/10/13	Inspection Overdue (3)
Queens Court, Creswell		11/10/13	April 14	12/10/13	14/10/13	Inspection Overdue (3)
Valley View, Hillstown, Bolsover		11/10/13	April 14	12/10/13	14/10/13	Inspection Overdue (3)
Victoria House, Creswell		11/10/13	April 14	12/10/13	12/10/13	Inspection Overdue (3)
Woburn house, Blackwell		11/10/13	April 14	12/10/13	12/10/13	Inspection Overdue (3)
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	Inspection Overdue (1)
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All Workplace Inspections should be completed on a 6 monthly frequency and a number have past their scheduled re-assessment date. This has mainly been due to departmental re-structuring (Housing) or the desire to involve additional staff members in the inspection process. (Leisure)

Relevant Joint Assistant Directors / The Head of Housing Services have been contacted and re-scheduled dates have been arranged.

The overdue inspections highlighted in the spreadsheet have all been allocated a number which equates to a date when the re-scheduled inspections will be completed by:

Inspections marked (1): By weekending 16/05/14

Inspections marked (2): By weekending 23/05/14

Inspections marked (3): By weekending 30/05/14

1.3 Employee Protection Register

The employee protection register was formally reviewed on the 30th April 2014 and as part of this process four names were removed from the register and a further two names were added to it. As a result of this exercise the total number of addresses now held on the register is twenty one.

1.4 Health and Safety Training

A health and safety induction has been developed and will be delivered to all new staff commencing employment within the Authority from June 2014.

A fire awareness training package has been developed and will need to be delivered to all staff over the next few months. This is an annual requirement and was mentioned as a requirement during Fire Service inspections at both Pleasley Vale and the Arc.

A health and safety needs matrix is currently being developed which will ensure the Authority meets its statutory requirements and ensures individuals tasked to manage or oversee particular activities have received the relevant training and are competent to undertake the role.

1.5 Health and Safety Action Plan

The draft Health and Safety Action Plan outlining the proposed objectives and priorities for the forthcoming financial year has been drafted and is submitted to the Safety Committee for their comments and approval.

A Copy of the Health and Safety Plan is provided in Appendix 2.

1.6 Near Miss incidents/Learning Events

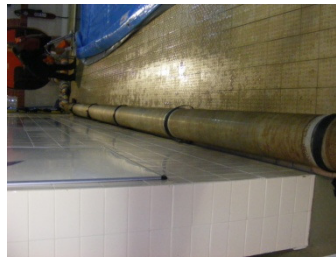
There has been one near miss/ learning event occur during the reporting period and that occurred at Creswell Leisure centre where a motorised barrel holding the pool cover sheared from its housing and fell to the pool side whilst being used to cover the pool at the end of the operational day.

This incident did not result in any injuries occurring or damage to the pool side however the incident could have easily resulted in a fatality or at least serious injury had the barrel struck the member of staff operating the motor. It was fortunate that the individual had just moved into the corridor when the barrel fell.

The subsequent investigation found that the machinery had only been serviced the previous day and though the contractor in question claims that metal fatigue would not be picked up by a normal service further investigation into this is still on-going.

The risk assessment and safe system of work for this task have been amended and these have been communicated to all staff on site.

Photographs from the incident are shown below



2 Conclusions and Reasons for Recommendation

All Items – It is recommended that the committee consider and note the information provided.

3 Consultation and Equality Impact

The report was formally reviewed at the health and safety pre-meeting held at the Arc on the 9th May 2014 when the officers present were the safety committee chair, the human resources manager, the health and safety advisor and the committee governance officer

4 Alternative Options and Reasons for Rejection

Not applicable for this report.

5 Implications

5.1 Finance and Risk Implications

It is not envisaged that there is any significant financial implications connected with this report as all training identified will be delivered “in-house” and the aims and objectives identified within the health and safety action plan do not involve significant additional financial resource.

5.2 Legal Implications including Data Protection

The report and the actions contained within should not have any legal implications on the authority other than ensuring that access for members to the employee protection register meets data protection legislation requirements.

5.3 Human Resources Implications

It is no envisage that there will be any human resources implications as a result of this report other than the potential up skilling of staff as a result of them attending relevant training.

6 Recommendations

It is recommended that the committee consider and note the information provided.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
1	Employee Protection Register – Guidance on member access.
2	Health and Safety Action Plan
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable for this report	

Report Author	Contact Number
Health and Safety Advisor	242403

Report Reference –

APPENDIX 1.

Employee Protection Register – Guidance on Elected Member Access

Background

The Employee Protection Register is managed by the Health and Safety Officer in HR and Payroll and its purpose is to protect employees of the Council. The register forms part of the Employee Protection and Lone Working Policy agreed by members in February 2011. Section 2 of the policy states it is the responsibility of the H& S Officer to:

- Revise and keep updated the employee protection register, a database containing information on persons or locations considered to present significant and verifiable risk to employee and ensure it remains relevant to employee needs.

Data Protection

Under the Data Protection Act 1998 the Employee Protection Register is a relevant filing system and involves the processing of customer data. Its use is strictly controlled, as registers such as these have the potential if not properly managed to be 'unlawful' under Data Protection. Data has to be verified as accurate otherwise it would be classed as unauthorised processing; **similarly each case is regularly reviewed to ensure it remains relevant.** 'Warning flags' are placed on departmental computer systems to alert supervisors of a potential issue at a property. The register is password protected and sent out on a need to know basis to a small number of middle managers dealing directly with the public.

In addition letters have to be sent to anyone who is placed on the register and letters are sent when they are removed from the register. Those on the register can appeal and challenge the decision; they can complain to the Information Commissioners Office (ICO) that their data is being processed unlawfully. Data on the register is subject to release if a subject access request is received from the named person. The register is maintained as an electronic document to secure the content. Employees can be disciplined for any unlawful breach of the register.

Elected Member Access

To protect their health and safety Members are encouraged to ask officers to check the register each and every time before visiting a property. There is no data protection issue if an officer checks a property address or person on the register on behalf of that Member. In general Members are only entitled to check addresses within the ward that they serve although Cabinet members with portfolios which require them to conduct site/home visits are entitled to check specified addresses across the whole register.

Access during normal working hours will be through Contact Centres via the phone or face-to-face. On being given an address the Customer Advisor will check the register and verbally provide any information pertinent to that property only. Customer Advisors should not allow members to view the register or provide a copy of the register to Members as this would breach Data Protection. Wherever possible the Contact Centre service should be the recommended access route. We accept though that some Members do visit customer properties out of normal working hours on short notice in emergencies. As such Members can contact Central Control who have 24/7 access to the register on 01246 242309. Contact to Central Control should only be used to make enquiries in an emergency as to not distract them from their core function of protecting vulnerable residents within our

community. In all other cases visits should be planned in advance to enable the Member to use the Contact Centre service.

Any information from the register that is verbally given to Members is provided in the strictest confidence and should not be shared with any other officer/member or any third party (including the police) without the approval of a senior officer (Head of Housing/ Assistant Director level or above). To do so maybe a breach of the Data Protection Act.

Member Feedback

If, during a visit, an elected member experiences any behaviour that causes concern (**e.g. abusive language/behaviour towards a member, threats of violence towards officers/members**) this should be reported to the Health and Safety Officer as soon as practical, **who will then assist Members in completing the appropriate paperwork.**

Jane Foley, Assistant Director – Customer Service and Improvement /Data Protection Officer

May 2014

Appendix 2

Draft Health and Safety Work Targets for 2014/15

Introduction

This document sets out the key targets for the Authority's health and safety provision for 2014/15. It is not designed to be exhaustive as issues may arise or stakeholders may have further demands during the course of the year which will need to be accommodated into the workload of the provision.

Key Target	Owner	Lead Officer	Target Date	Expected Outcome	Resources	Status
<p><u>(A) Implementation of a Positive Health and Safety Culture</u></p> <p>To develop a organisational culture where policies and procedures are suitable and sufficient to the Authorities needs and all staff are actively encouraged to participate in development of H&S provision</p>	Angela Grundy	Mark Spotswood	February 2015 (Subject to feedback on whether EIA,s required)	<ol style="list-style-type: none"> 1. Policies and procedures are compliant with current legislation (July 2014) 2. An action plan is developed to increase consistency of policies and procedures between the Strategic Alliance partners.(December 2014) 3. The health and safety section of the ERIC system to be updated to enable staff to easily access H&S documentation and guidance. (May 2014) 4. To re-introduce a corporate health and safety Induction for all new starters. (June 2014) 5. To launch and brief all staff on the SAFE hazard reporting scheme to raise employee engagement in their health and safety. (February 2015) 		
<p><u>(B) SHE H&S Software</u></p> <p>To implement new version of the System across all operational areas within the Authority for:</p> <ul style="list-style-type: none"> - Accident Reporting - Risk Assessment 	Angela Grundy	Mark Spotswood	December 2014	<ol style="list-style-type: none"> 1. All system users to be retrained on new system and its operation (Oct 2014) 2. All departments to commence using SHE system to record accident and Incidents. (Nov 2014) 		

<p>- Operational Assessment (Fire, DSE & Manual Handling)</p>				<p>3. Reference Library of all Authorities Assessments to available to system users (December 2014)</p>		
<p><u>(C) Operational Risk Assessment & Method Statements</u></p> <p>To ensure Authority has suitable and sufficient assessments and systems of work to manage the health and safety of its operations and provide appropriate guidance to members of its workforce.</p>	<p>Angela Grundy</p>	<p>Mark Spotswood</p>	<p>December 2014</p>	<p>1. Risk Assessments to be available on the SHE software platform for all activities undertaken. (August 2014) 2. Method Statements to be available on the SHE software platform for all activities undertaken. (September 2014) 3. COSHH Assessments to be available on the SHE software platform for all substances utilised. (November 2014) 4. Manual Handling Assessments to be available on the SHE software platform or all activities undertaken. (December 2014)</p>		
<p><u>(D) Statutory Provision for Premises</u></p> <p>To ensure the Authority has suitable and sufficient procedures in place to ensure all statutory requirements are appropriately addressed at all premises within the Authorities portfolio of building.</p> <p>To ensure that any staff with specific duties in connection with designated activities is suitably appointed, trained, and have access to appropriate equipment.</p>	<p>Angela Grundy</p>	<p>Mark Spotswood</p>	<p>March 2015</p>	<p>1. A robust system of management for asbestos within all premises is in place. (October 2014) 2. A robust system of management for legionella within all premises is in place. (September 2014) 3. Statutory Requirements for each corporate premise is identified and addressed. (March 2015) 4. Staff with designated duties have been trained and are competent in the role: - Fire (December 2014) - Legionella (January 2015) - First Aid (March 2015)</p>		

<p><u>(E) Training</u></p> <p>To ensure that all staff within the Authority have received relevant training to ensure that they can undertake their specific duties in a safe and healthy manner.</p>	Angela Grundy	Mark Spotswood	March 2015	<ol style="list-style-type: none"> 1. The Health and Safety needs of the Authority have identified. (JuLy 2014) 2. The Health and Safety needs of the Authority have been programmed into a Deliver plan. (August 2014) 3. Designated Facilitators have been trained are competent to deliver specific training. (November 2014) 4. Mandatory training identified in the training plan has been delivered (March 2015) 		
<p><u>(F) High Risk Areas</u></p> <p>To ensure suitable and sufficient policies and procedures are in place to manage the key High Risk Areas:</p> <ul style="list-style-type: none"> - Work at Height - Lone Working - Control of Contractors 	Angela Grundy	Mark Spotswood	March 2015	<ol style="list-style-type: none"> 1. Systems and procedures to be in place to allow the Authority to effectively manage Work at Height issues and meet its statutory requirements. (January 2015) 2. Current Lone Working Systems and procedures to have been reviewed, gaps identified and action plan to address issues put be in place to ensure Authority meet its statutory requirements. (November 2014) 3. Systems and Procedures to be developed which allow the Authority to effectively manage 		

				Current Control of Contractors Systems and procedures to have been reviewed, gaps identified and action plan to address issues put be in place to ensure Authority meet its statutory requirements and minimises the risk exposure for this area. (March 2015)		
<p><u>(G) Employee Protection Register</u></p> <p>To develop a system which ensures there is a robust system in place to ensure the safety of all Staff, Council Members and contractor which maintains the data protection legislation requirements and is fully auditable.</p>	Angela Grundy	Mark Spotswood	November 2014	<ol style="list-style-type: none"> 1. All contractors to have received signed and returned relevant documentation agreeing to abide by the administration rules .before being granted access to the register. (October 2014) 2. Systems to be established that ensure all data recorded in respect to the Register is stored, processed and communicated in a manner compliant with Data Protection Legislation. (November 2014) 3. System to be maintained in a format which is fully auditable. (November 2014) 		

Management and Monitoring Process

This plan will be reported to the Authority’s Safety Committee and the Health and Safety Adviser will report progress on the plan as a standing item at each Committee meeting throughout the year.

Progress towards these targets will be reviewed quarterly by the Joint Assistant Director of Human Resources, in consultation with key stakeholders and the Health and Safety Adviser.