

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

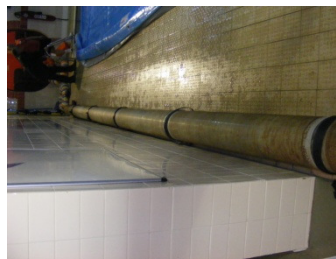
There has been one near miss/ learning event occur during the reporting period and that occurred at Creswell Leisure centre where a motorised barrel holding the pool cover sheared from its housing and fell to the pool side whilst being used to cover the pool at the end of the operational day.

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 –