

SAFETY COMMITTEE

AGENDA

**Monday 18th August 2014 at 1000 hours in Chamber Suites 1 & 2, 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.	<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.	
3.	<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	
4.	To approve the minutes of a meeting held on 30 th May 2014.	3 to 8
5.	Sickness Absence/Occupational Health Statistics April 2014 to June 2014.	9 to 14
6.	Health and Safety Report.	15 to 22
7.	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>	
8.	Accident and Stress Statistics – April 2014 to June 2014.	23 to 37

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suites 1 & 2, The Arc, Clowne on Friday 30th May 2014 at 1000 hours.

PRESENT:-

Members:-

Councillors D. McGregor, B.R. Murray-Carr, K.F. Walker and G.O. Webster.

UNITE:-

No Representatives present.

UNISON:-

A. Brownsword and K. Shillitto.

Officers:-

P. Wilmot (HR Manager) M. Spotswood (Health and Safety Advisor), T. Robinson (Property and Estates Manager) and A. Bluff (Governance Officer).

0043. APOLOGIES

Apologies for absence were received on behalf of A. Grundy (Assistant Director HR and Payroll), J. Clayton (Unison), J. Wilmot (Unison) and W. Edge (Unison).

0044. ELECTION OF CHAIR

Moved by Councillor B.R. Murray-Carr and seconded by Councillor K.F. Walker

RESOLVED that Councillor D. McGregor be elected Chair of the Safety Committee for the ensuing year.

0045. APPOINTMENT OF VICE CHAIR

Moved by A. Brownsword, seconded by M. Spotswood

RESOLVED that K. Shillitto be appointed Vice Chair of the Safety Committee for the ensuing year.

0046. URGENT ITEMS

There were no urgent items of business to consider.

SAFETY COMMITTEE

0047. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0048. MINUTES – 28TH FEBRUARY 2014

Minute Number 0888 – Policies Update

The Vice Chair noted that Safety Committee was required to approve the Policies before they were presented to Council.

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

RESOLVED that subject to the changes agreed at the Safety Committee held on 28th February, the Policies be approved and forwarded to Council.

(Health and Safety Advisor/Governance Manager)

0049. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2013/14

Members considered a report of the Assistant Director – Human Resources in relation to sickness absence/occupational health statistics for the 2013/2014 period.

The sickness absence outturn for 2013/14 was 9.10 days against a target set of 8 days. The outturn figure for 2012/13 was 8.41 days. A breakdown of the figures for 2013/14 by department and by long term/short term sickness absence was attached to the report for information.

The outcome of occupational health referrals was;

2013/14		2012/13	
Rehabilitation	38	Rehabilitation	33
Ill health retirement	-	Ill health retirement	3
Dismissed/capability	1	Dismissed/capability	2
Outstanding	2	Outstanding	4
Retired	1	Retired	-
Total	<u>42</u>	Total	<u>42</u>

The top three causes of sickness absence was;

2013/14		2012/13	
	Days Lost		Days Lost
Musc/skeletal	878	Musc/skeletal	806
Stress	698	Stress	735
Back/neck	471	Back/neck	705
Total	<u>2047</u>	Total	<u>2246</u>

SAFETY COMMITTEE

A breakdown of the reasons for all long term sickness absence was included in the report for Committee's information.

Health surveillance clinics had been held during the 2013/14 period and had covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation for 'at risk' groups.

14 employees had undergone counselling during the same period.

Moved by Councillor K.F. Walker, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be received.

0050. HEALTH AND SAFETY REPORT

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

SHE System Update

Since the training held in March, security settings had been put in place which would address previous concerns regarding data protection issues. Testing would be carried out and the system re-launched across the Authority in June.

Staying Alive

Regular meetings were still being held regarding the 'record breaking' event on 27th June 2014.

Employee Protection Register

The Employee Protection Register had been amended taking into account the changes agreed at the last meeting. A copy was attached to the report for Committee's information.

Housing (Health and Safety) Training

It was noted that 'toolbox talk' training was required for new starters and potential providers to deliver the training was being sought.

Safety Policies Review

The Equalities Officer would be looking at Equalities Impact Assessments with regard to the changes made to the policies.

A response had not yet been received from Senior Management Team regarding the position of Asbestos Duty Holder, however, in the interim Joint Executive Director - Operations was continuing to undertake this role.

SAFETY COMMITTEE

Workplace Inspections

A Member raised concern regarding the current working environment at Shirebrook Contact Centre and queried the standard for the work place environment. The Health and Safety Advisor replied that he would provide Members with a copy of the Working Environment Standard and agreed that current working conditions at Shirebrook Contact Centre were not ideal but were temporary - some adaptations had been made which met the Working Standard as well as fire requirements.

Councillor Murray-Carr advised the meeting that SAMT were currently looking at alternative premises for Shirebrook Contact Centre. A Unison Member requested that an update be provided from SAMT with regard to this.

A 'hazard spotting' scheme was being introduced and this would start at the Contact Centres.

A Member raised a query regarding the Council's Health and Safety responsibility for accommodation it rented out to businesses. The Health and Safety Advisor replied that systems were in place requiring businesses to provide the Council with details of any chemicals stored, disabled persons working for them, evacuation arrangements and details of their fire risk assessment.

Employee Protection Register

A Member queried the length of time a person's name was included on the Employee Protection Register and if the time element was defined by a code. The Health and Safety Advisor replied that he decided the time element using guidelines and 'reasonable risk'. He also confirmed that a Member could report a case with a view to a person's name being included on the Register and explained the process.

Health and Safety Training

A Health and Safety Induction had been developed and would be delivered to all new staff from June 2014. A Fire Awareness training package had also been developed and would be delivered to all staff over the next few months - this was an annual requirement.

A Health and Safety Needs Matrix was currently being developed which would ensure that the Authority met its statutory requirements and that individuals tasked to manage or oversee particular activities had received relevant training and were competent to undertake the role.

Health and Safety Action Plan

A draft Health and Safety Work Targets Plan was attached to the report for Members consideration and approval.

The document set out key targets for the Authority's health and safety provision for 2014/15 and was a 'working' document, which could be amended during the course of the year for issues which could arise that were not included on the Plan.

SAFETY COMMITTEE

Members welcomed the Plan especially Health and Safety Training for new starters.

A Unison member proposed that the document be amended to include training on access to and use of the Employee Protection Register to address concerns of some staff that they were unfamiliar with the procedures. This was supported by Councillor Murray-Carr.

Near Miss Incidents/Learning Events

There had been a near miss incident at Creswell Leisure Centre where a motorised barrel holding the pool cover had sheared from its housing and fell to the pool side whilst being used to cover the pool at the end of the operational day. The incident had not resulted in any injuries to staff or damage to the pool side. Further details were included in the report.

Subsequent investigation had found that the machinery had been serviced the previous day and though the contractor in question claimed that metal fatigue would not be picked up by a normal service, further investigation was on-going.

A risk assessment and safe system of work for this task had been amended and communicated to all staff on site.

Members raised concern and a lengthy discussion took place.

Further to a query raised by a Member, the Health and Safety Advisor would speak to the Contractor to ask what testing regime they carried out.

Lighting at the Arc

It was noted that the lighting situation at the Arc continued to be monitored.

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

RESOLVED that subject to the document including training on access to and use of the Employee Protection Register the Health and Safety Work Targets Plan 2014/15 be approved.

0051. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor D. McGregor, seconded by Councillor B.R. Murray-Carr

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.

SAFETY COMMITTEE

0052. ACCIDENT AND STRESS STATISTICS – JANUARY TO MARCH 2014

Members considered a report of the Health and Safety Advisor in relation to accident and stress statistics for the period January to March 2014. Comparative figures for the same period in 2013 were also provided in the report.

10 accidents had been reported in the period January to March 2014 compared to 11 reported in the same period of 2013.

A Member queried training in relation to heights. The Health and Safety Advisor replied that a policy change was required before any training could be carried out.

With regard to public accidents, it was noted that training was being carried out with Managers to clarify the type of accident being reported and to complete accident reports diligently.

In relation to vehicle accidents, the report noted that these would not normally be included unless they occurred during work time and resulted in an injury. This was to avoid including all minor scrapes and scratches etc., individuals driving Council vehicles from home to their first appointment are classed as working.

A query was raised as to whether this included Members. The Health and Safety Advisor replied that he would seek clarification with regard to this.

It was noted that stress related illness was being managed appropriately and the number of days lost due to stress related illness was included in the report for Committee's information

Moved by Councillor D. McGregor, seconded by K. Shillitto
RESOLVED that the report be noted.

The meeting concluded at 1110 hours.

Bolsover District Council**Safety Committee**18th August 2014

Sickness Absence/Occupational Health Statistics, April to June 2014

Report of the Joint Assistant Director Human Resources

This report is public.

Purpose of the Report

To provide Sickness Absence/Occupational Health Statistics for April to June 2014 for the Committee to consider.

1 Report Details**1. Sickness Absence/Occupational Health Referral Statistics April to June 2014.**

- 1.1 The sickness absence outturn for the first quarter of 2014 (April to June) is shown below, with comparisons for the same period during 2013:-

April to June 2013	April to June 2014
2.40 days per FTE	1.86 days per FTE

The target for April to June 2014 was 2.12 days per FTE. A breakdown of these figures by Department, and by long term/short term sickness absence, is attached for information.

The overall sickness figure has reduced on the same quarter of last year. This is largely due to a reduction of long term sickness (158.5 days less), whilst short term sickness has reduced by 64 days in this quarter compared to 2013.

- 1.2 The outcome of occupational health referrals for the first quarter of 2014, with comparisons for 2013 shown below:

Status	April to June 2013	April to June 2014
Rehabilitated	9	13
Continuing	4	1*
TOTAL	13	14

*1 case recuperating following surgery, expected return October 2014

- 1.3 The top three causes of sickness absence for April to June 2014 and for the same period last year are as follows:

April to June 2013		April to June 2014	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	272	Musc/Skeletal	214.5
Stomach/Digestion	183	Stress	158
Stress	159	Heart/Circulation	101
TOTAL	614	TOTAL	473.5

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

Reasons for Long Term Sickness Absence April to June 2013		
Reason for Absence	No. of Employees Citing this Reason April to June 2013	No. of Employees Citing this Reason April to June 2013
Stomach/Digestion	1	0
Back/Neck	2	1
Muscular/Skeletal	6	7
Stress/Depression	2	5
Ear/Nose/Mouth	1	0
Genito/Gynaecological	1	0
Heart/BP/Circulation	0	1
TOTAL	13	14

- 1.5 There were no routine health surveillance clinics held during April to June 2014. When clinics take place they cover topics such as:

- Hand Arm Vibration,
- Blood Tests and
- Hepatitis B Immunisation to 'at risk' groups.

There have been 3 employees undergoing counselling during this period.

ISSUES FOR CONSIDERATION

The report is for monitoring purposes only and there are no specific issues for consideration.

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	
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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
Human Resources Manager	2412

Report Reference –

BVPI12 - APRIL - JUNE 2014 OUT-TURN LONG TERM/SHORT TERM SPLIT							
DEPARTMENT	AVERAGE EMPLOYEES 3 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	5	2.5	0.50	0.00	2.50	0.00	0.50
	5	2.5	0.50	0.00	2.50	0.00	0.50
GROWTH DIRECTORATE							
LEGAL AND LAND CHARGES	6.79	2	0.29	0.00	2.00	0.00	0.29
DEMOCRATIC	6.26	14	2.24	0.00	14.00	0.00	2.24
PARTNERSHIP TEAM	5	8	1.60	0.00	8.00	0.00	1.60
ECONOMIC GROWTH/HOUSING STRATEGY	3.80	4	1.05	0.00	4.00	0.00	1.05
PLANNING	15.10	23	1.52	7.00	16.00	0.46	1.06
	36.95	51	1.38	7.00	44.00	0.14	0.86
OPERATIONS DIRECTORATE							
FINANCE	9.02	40	4.43	40.00	0.00	4.43	0.00
PROPERTY/ESTATES	18.60	96.5	5.19	84.00	12.50	4.52	0.67
REVENUES	35.80	49	1.37	33.00	16.00	0.92	0.45
COMMUNITY SAFETY	10.75	0	0.00	0.00	0.00	0.00	0.00
STREET SERVICES	76.18	264	3.46	193.00	71.00	2.53	0.93
HOUSING (REPAIRS AND MANAGEMENT)	115.83	158.5	1.37	123.00	35.50	1.06	0.31
	266.18	608	2.28	473.00	135.00	1.78	0.51
TRANSFORMATION DIRECTORATE							
IMPROVEMENT	7.60	6	0.79	0.00	6.00	0.00	0.79
HUMAN RESOURCES AND PAYROLL	6.00	0	0.00	0.00	0.00	0.00	0.00
CUSTOMER SERVICE	24.70	43	1.74	26.00	17.00	1.05	0.69
LEISURE	41.16	11	0.27	0	11	0	0.27
	79.46	60	0.75	26.00	34.00	0.33	0.43
GRAND TOTAL	387.59	721.50	1.86	506.00	215.50	1.30	0.57

BVPI12 - APRIL - JUNE 2013 OUT-TURN LONG TERM/SHORT TERM SPLIT							
DEPARTMENT	EMPLOYEES @ APRIL 2013	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	6.00	1.5	0.250	0	1.5	0.000	0.250
STRATEGY/PERFORMANCE	8.70	6	0.690	0	6	0.000	0.690
HUMAN RESOURCES AND PAYROLL	6.00	0	0.000	0	0	0.000	0.000
DEMOCRATIC	7.50	9.5	1.267	0	9.5	0.000	1.267
LEGAL AND LAND CHARGES	9.19	0	0.000	0	0	0.000	0.000
RESOURCES DIRECTORATE							
FINANCE	9.02	1.5	0.166	0	1.5	0.000	0.166
PROCUREMENT	2.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.04	135.5	5.636	114.5	21	4.763	0.874
REVENUES	38.35	117	3.051	100	17	2.608	0.443
HEALTH AND WELL BEING							
LEISURE	41.37	19	0.459	0	19	0.000	0.459
NEIGHBOURHOODS							
COMMUNITY SAFETY	10.00	0	0.000	0	0	0.000	0.000
STREET SERVICES	78.92	338.5	4.289	246.5	92	3.123	1.166
HOUSING (REPAIRS AND MANAGEMENT)	107.67	260	2.415	163.5	96.5	1.519	0.896
DEVELOPMENT							
PLANNING/HOUSING STRATEGY	19.60	11	0.561	11	11	0.561	0.561
REGENERATION	23.84	44.5	1.867	29	15.5	1.216	0.650
GRAND TOTAL	393.01	944.00	2.40	664.5	290.50	1.691	0.739

Bolsover District Council

Safety Committee

18th August 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 Council's health and safety performance over the last quarter.
- To provide an update on the Council's 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 council's risk exposure.

1 Report Details

1.1 Actions from Previous Meeting

1.1.1 Workplace Inspection Standard

A request was made by a member of the committee for the health and safety advisor to provide a copy of the workplace Inspections standards which are used when an inspection is undertaken. This was supplied to all members on the 22nd July 2014.

1.1.2 Employee Protection Register Training

The Deputy Chair asked if it would be possible to roll out some refresher training to staff on the how the register operated and the procedures for get someone onto the list. A training session has been developed and will be delivered to staff from September 2014 onwards.

1.1.3 Contractor Maintenance Regimes

Members asked the health and safety advisor to liaise with the contractor involved with the Creswell Leisure Centre near miss occurrence and establish the scope of the service they conduct and what measures they proposed to put in going forward.

The health and safety advisor made the relevant contact with the contractor and established that the normal service involved mechanical inspection of the motor mechanism and visual inspections of the pool cover, barrel and Spindle housings. The company confirmed that this service would not necessarily identified stress fractures in the metal components but agreed to look into whether it was viable to undertake some form of metal fatigue testing which would identify such potential faults.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period three (3) names have been added to the employee protection register with no names removed. As a result of this exercise, the total number of addresses now held on the register is twenty four (24).

1.2.2 Health and Safety Action Plan Update

Following the Safety Committee's formal approval of the Health and Safety Action Plan at the lasting meeting this section of the report seeks to provide the committee an update on the progress made against the outlined actions and associated timescales.

The table below shows the specific actions which were due for completion during the reporting period (April to June 2014) along with the actions scheduled for completion over the next reporting Period (July to September 2014).

Target Area	Specific Action	Target Date	Status
Implementation of Positive H&S Culture	Policies compliant with Legislation	25/07/14	Completed
	Update H&S Site on ERIC	30/05/14	Completed
	Re-introduce Health & Safety Induction	27/06/14	Overdue (1)
Target Area	Specific Action	Target Date	Status
Operational Risk Assessments and Method Statements	Risk Assessment to be made Available on SHE System	29/08/14	On Target
	Method Statements to be available on SHE System	26/09/14	On Target

Premise Statutory Provision	Robust System of Legionella Management to be in place	26/09/14	On Target
Training	Health and Safety Needs Analysis of Authority to be established	25/07/14	Completed
	Deliver Programme of Health and Safety Needs to be prepared	29/08/14	On Target
COMMENTS			
(1) There has been no opportunity to deliver a course in June or July as no mandatory course sessions ran in these months and the Health and Safety Advisor is on annual leave for the August session. The next schedule session will be the 30 th October 2014.			

1.2.3 Workplace Inspections

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
CORPORATE						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	06/12/13	Inspection Schedule for	N/A	N/A	Inspection Overdue
Sherwood Lodge internal areas, external areas and common areas (excluding tenanted areas)	Buildings and Contracts Manager	28/05/14	November 14	15/09/13	14/10/13	OK
Unit A3 Mill 1, Pleasley Mills	Director of Governance & Monitoring Officer	27/05/14	November 14	15/06/14	30/07/14	OK
Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status

DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	3/10/13	April 14	N/A	N/A	WP Inspect. Overdue
LEISURE FACILITIES						
The Arc Leisure Centre	Joint Assistant Director of Leisure	28/08/13	Aligned with Arc Main workplace Inspection	N/A	N/A	WP Inspect. Overdue
Frederick Gents	Joint Assistant Director of Leisure	21/05/14	November 14	08/06/14	08/06/14	OK
Creswell Leisure Centre		21/05/14	November 14	08/06/14	15/06/14	OK
Greaseworks, Pleasley Vale (PVOAC)		27/05/14	November 14	06/06/14	30/06/14	OK
Boathouse, Pleasley Vale		27/05/14	November 14	06/06/14	30/06/14	OK
Unit T, Pleasley Vale		27/05/14	November 14	06/06/14	30/06/14	OK
Castle Leisure Park Pavilion, Carr Vale, Bolsover		15/05/14	November 14	15/05/14	15/05/14	OK
Clune Street Pavilion, Clowne		15/05/14	November 14	15/05/14	15/05/14	OK
Broadmeadows Sports Pavilion, South Normanton		15/05/14	November 14	15/05/14	15/05/14	OK

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	29/05/14	November 14	11/06/14		Awaiting Action Close Out
Bolsover Contact Centre		29/05/14	November 14	11/06/14		Awaiting Action Close Out
Shirebrook Contact Centre		29/05/14	November 14	11/06/14		Awaiting Action Close Out
South Normanton Contact Centre / Hub		29/05/14	November 14	11/06/14		Awaiting Action Close Out
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	25/04/14	October 14	30/04/14	30/04/14	OK
Ashbourne Court, Shirebrook		25/04/14	October 14	30/04/14	30/04/14	OK
Jubilee Court, Pinxton		25/04/14	October 14	30/04/14	30/04/14	OK
Mill Lane, Whitwell		25/04/14	October 14	30/04/14	30/04/14	OK
Parkfields, Clowne		25/04/14	October 14	30/04/14	30/04/14	OK
Park View, Barlborough		25/04/14	October 14	30/04/14	30/04/14	OK
Queens Court, Creswell		25/04/14	October 14	30/04/14	30/04/14	OK

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
Valley View, Hillstown, Bolsover	Head of Housing Services	25/04/14	October 14	30/04/14	30/04/14	OK
Victoria House, Creswell		25/04/14	October 14	30/04/14	30/04/14	OK
Woburn house, Blackwell		25/04/14	October 14	30/04/14	30/04/14	OK
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	4/12/13	June 14	N/A	N/A	WP Inspect. Overdue
Mill 2 - Pleasley Vale Mills		4/12/13	June 14	N/A	N/A	WP Inspect. Overdue
Mill 3 - Pleasley Vale Mills		4/12/13	June 14	N/A	N/A	WP Inspect. Overdue
Pleasley Vale Security Lodge		4/12/13	June 14	N/A	N/A	WP Inspect. Overdue
The Tangent, Shirebrook	Buildings and Contracts Manager	13/05/14	November 14	26/05/13	07/06/14	OK

1.2.4 Health and Safety Training

The health and safety training for the current year is scheduled to commence in September with the focus being initially on the following areas:

Training Period		September 2014			
Training Area	Total Staff Requiring this Training	Staff Numbers Scheduled for Training in Period	Actual Staff Numbers Trained in Period	Comments	

Manual Handling (Office Based Staff)		30	N/A	
Fire Warden Training	48	48	N/A	
Fire Safety Awareness	489	30	N/A	
Employee Protection Register Training	489	97	N/A	

Internal Course	
External Course	

1.2.5 Near Miss/ Learning Events

There has been no near miss Incidents or learning events reported in this reporting period.

1.2 **Supplementary Items**

1.3.1 Community Save a Life Event

The Community Save a Life Event took place on the 27th July 2014 and was a huge success. At the current time the Authority is waiting for confirmation from Guinness that the world record attempt was successful.

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 is formally reviewed at the health and safety pre-meeting held prior to the main safety committee when any issues requiring further consultation or that may have an impact on equality related issues will be identified and appropriate measures put in place to address them.

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 other than the expenditure required to provide the external training to Fire Wardens however this has already been allowed for in the overall health and safety training budget.

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 reducing the risk exposure of the Authority as a result of providing additional training for its staff and ensuring statutory requirements are fully complied with.

5.3 Human Resources Implications

It is not envisaged 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
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 –