

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 –