

31<sup>st</sup> October 2014



The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Dear Sir or Madam

**SAFETY COMMITTEE – MONDAY 10<sup>TH</sup> NOVEMBER 2014 AT 10AM IN THE CAVENDISH ROOM, CRESWELL SOCIAL CENTRE, ELMTON ROAD, CRESWELL**

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held Monday 10<sup>th</sup> November 2014 at 1000 hours **in the Cavendish Room, Creswell Social Centre, Elmton Road, Creswell.**

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 black ink, appearing to be "W. Lumley".

Chief Executive Officer

To: Chairman and Members of the Safety Committee.

**ACCESS FOR ALL**

If you need help understanding this document or require a larger print on translation, please contact us on the following telephone number:-

 **01246 242528**      **Democratic Services**  
**Minicom: 01246 242450**      **Fax: 01246 242423**



**Tel** 01246 242424    **Fax** 01246 242423    **Minicom** 01246 242450  
**Email** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)    **Web** [www.bolsover.gov.uk](http://www.bolsover.gov.uk)  
Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



# SAFETY COMMITTEE

## AGENDA

**Monday 10<sup>th</sup> November 2014 at 1000 hours**  
**in the Cavendish Room, Creswell Social Centre, Elmton Road, Creswell**

<b>Item No.</b>		<b>Page No.(s)</b>
	<b>PART 1 – OPEN ITEMS</b>	
1.	<b><u>Apologies</u></b>  To receive apologies for absence, if any.	
2.	<b><u>Urgent Items</u></b>  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.	<b><u>Declarations of Interest</u></b>  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 18 <sup>th</sup> August 2014.	3 to 7
5.	Sickness Absence/Occupational Health Statistics July 2014 to September 2014.	8 to 13
6.	Health and Safety Report	14 to 21
7.	Environmental Conditions at the Arc	To Follow
8.	<b>PART 2 – EXEMPT ITEMS</b> <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i>  <u>Paragraph 4</u>	
9.	Accident and Stress Statistics July 2014 to September 2014.	To Follow

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Chamber Suite 2, The Arc, Clowne on Monday 18<sup>th</sup> August 2014 at 1000 hours.

### **PRESENT:-**

Members:-

Councillors H.J. Gilmour, B.R. Murray-Carr, K.F. Walker and G.O. Webster.

UNITE:-

No Representatives present.

UNISON:-

J. Clayton and K. Shillitto.

Officers:-

P. Wilmot (Human Resources Manager), P. Campbell (Assistant Director Community Safety and Head of Housing (BDC)), M. Spotswood (Health and Safety Advisor) and A. Bluff (Governance Officer).

### **0248. APOLOGIES**

Apologies for absence were received on behalf of Councillor D. McGregor and A. Grundy (Assistant Director HR and Payroll).

### **0249. URGENT ITEMS**

There were no urgent items of business to consider.

### **0250. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0251. MINUTES – 30<sup>TH</sup> MAY 2014**

Councillor Gilmour noted that her attendance at the meeting had been omitted from the Minutes.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor G.O. Webster

## SAFETY COMMITTEE

**RESOLVED** that subject to Councillor Gilmour's attendance being noted at the meeting, the Minutes of a Safety Committee meeting held on 30<sup>th</sup> May be approved as a true record.

### **0252. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2013/14**

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

The sickness absence outturn figure for the quarter was 1.86 days per Full Time Employee (FTE) against a target set of 2.12 days. The outturn figure for the same quarter in 2013 was 2.40 days per FTE. This was an obvious improvement in the figures.

A breakdown of the figures by department and by long term/short term sickness absence was attached to the report along with the top three causes of sickness absence for Members information.

The outcome of occupational health referrals for the first quarter of 2014 with comparisons for 2013 were as follows;

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

\*1 case recuperating following surgery, expected return October 2014

There were no routine health surveillance clinics held in the quarter.

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

### **0253. HEALTH AND SAFETY REPORT**

Members considered a report which provided an update on Health and Safety Performance since the last meeting.

#### Workplace Inspection Standard

A copy of the workplace inspection standard had been sent to Members in July.

## **SAFETY COMMITTEE**

### Employee Protection Register

Refresher training sessions on the Employee Protection Register for staff had been developed and would be delivered from September onwards.

Members were advised that a further 3 names had been added to the Register since the last meeting which brought the total number of names on the Register to 24.

### Health and Safety Action Plan Update

Health and Safety Awareness would be reintroduced to Inductions for all new employees from October 2014.

### Work Place Inspections

A number of buildings were overdue for inspections. Since the report was produced, the Arc, Pleasley Vale and Clowne Leisure Centre had been completed.

With regard to the Contact Centres, actions had now been closed down. First Aid equipment was awaiting delivery. Riverside Depot would be carried out week commencing 25<sup>th</sup> August.

A Register for all buildings would be devised so there would be a categoric list of every fire extinguisher.

### Staff Training (new item)

97 members of staff had been identified as needing training in relation to the Employee Protection Register.

### Supplementary Items (new item)

Community Save a Life Event – confirmation from Guinness was still awaited as to whether a world record had been achieved.

Members requested that Safety Committee's thanks be passed on to all who attended the event and that Members had also been impressed by the conduct of the children involved in the event.

Further to a question raised by a Member, the Health and Safety Advisor advised the meeting that the current occupiers of Sherwood Lodge and Oxcroft Lane Depot would be responsible for carrying out health and safety inspections in respect of those buildings – although the occupiers could not be forced to carry out inspections, encouraging them to do so would show that the Authority had raised the issue/concern with the occupiers.

The Assistant Director Community Safety and Head of Housing (BDC) reported that all managers with the exception of one had received training with regard to the up2date system.

## **SAFETY COMMITTEE**

A discussion took place regarding issues raised in relation to fire evacuation procedures at Mill 3, Pleasley Vale.

The Health and Safety Officer advised the meeting fire procedures for Mill 1 had been completed and Mill 3 was almost complete. Checks had also been made for adequate fire exit signage.

Concern was raised by a Member that there had been some issues were staff and Members staying late at the Arc had been stuck in the building due to the internal doors automatically locking at a certain time and that there was no system in place to check if people were still in the building. The Health and Safety Advisor noted that some Leisure staff would be in the building as the sports facilities were open to the public until 10pm but a more reliable system was needed if, for example, there was a fire. The Health and Safety Officer would look into this.

A Unison member sought assurance that monitoring would be put in place in relation to continuing issues of high temperatures in some parts of the building, for example, the cash desk where there was no ventilation or air conditioning and the middle floor where there would soon be more staff in situ. The Health and Safety Advisor replied that he would request and update from Property Services and also the cost for air conditioning for the cash desk area. He added that staff on the cash desk had recorded temperatures and they had been significantly high.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor H.J. Gilmour  
**RESOLVED** that (1) the report be received,

(2) the Health and Safety Advisor;

- checks the fire evacuation procedure with the tenants at Oxcroft Lane Depot,
- looks into a reliable system for the checking of people working late at the Arc,
- requests an update from Property Services in relation to the monitoring of high temperatures at the Arc and also a cost for air conditioning or ventilation in the cash desk area.

(Health and Safety Advisor)

### **0254. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved by Councillor B.R. Murray-Carr, seconded by Councillor H.J. Gilmour  
**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

### 0255. ACCIDENT AND STRESS STATISTICS – APRIL 2014 TO JUNE 2014

Members considered a report of the Health and Safety Advisor in relation to accident and stress statistics for the period April 2014 to June 2014.

Five indicator areas had been looked at and breakdown information was provided in the report in a graph format. These five indicators were;

- accident type,
- accident category totals,
- accidents for employees, members of the public and contractors,
- operational area accidents and
- incident root cause

It was noted that the biggest accident type was 'slips, trips or falls' and the second was 'strike against a fixed object'.

Members were informed that all accidents, including minor ones, were now being reported but Riddor levels were still remaining consistent, which was good.

The Health and Safety Advisor noted the importance of filling in all parts of an accident form as this provided a defence.

In response to a question raised by a Unison Member, the Health and Safety Advisor replied that it may be difficult to get members of the public to provide their age on accident forms.

With regard to individual behaviour capabilities, the Health and Safety Advisor expected that on the employees side this would improve dramatically but probably not on the public side.

In response to a query raised by the Assistant Director - Community Safety and Head of Housing (BDC), if a breakdown of indoor and outdoor accidents could be provided for streetscene and housing operatives, the Health and Safety Advisor confirmed that this information could be retrieved from the SHE system.

A Unison Member queried why 'Operations' had the highest number of staff off work for stress related illness. The Health and Safety Advisor replied that this was a reflection of a high number of staff in Operations.

Councillor Murray-Carr stated that he wished to thank the Health and Safety Advisor for his help recently when he went out to make sure the CAN Rangers were erecting some signage safely.

Moved by Councillor B.R. Murray-Carr, seconded by H.J. Gilmour  
**RESOLVED** that the report be noted.

The meeting concluded at 1105 hours.

**Bolsover District Council****Safety Committee**10<sup>th</sup> November 2014

Sickness Absence/Occupational Health Statistics, July to September 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 July to September 2014 for the Committee to consider.

**1 Report Details****1. Sickness Absence/Occupational Health Referral Statistics July to September 2014.**

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

<b>July to September 2013</b>	<b>July to September 2014</b>
2.50 days per FTE	2.48 days per FTE

The target for July to September 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 is at a similar level to the same quarter of last year.



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

<b>Status</b>	<b>July to September 2013</b>	<b>July to September 2014</b>
Rehabilitated	8	10
Continuing	2	7
Ill Health	1	0
<b>TOTAL</b>	<b>11</b>	<b>17</b>

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

<b>July to September 2013</b>		<b>July to September 2014</b>	
<b>Cause</b>	<b>Days Lost</b>	<b>Cause</b>	<b>Days Lost</b>
Musc/Skeletal	219.5	Musc/Skeletal	275
Stress/Depression	154.5	Stress/Depression	144
Back/Neck	117.5	Back/Neck	118
<b>TOTAL</b>	<b>491.5</b>	<b>TOTAL</b>	<b>537</b>

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

<b>Reasons for Long Term Sickness Absence July to September 2014</b>		
<b>Reason for Absence</b>	<b>No. of Employees Citing this Reason July to September 2013</b>	<b>No. of Employees Citing this Reason July to September 2014</b>
Chest Infection	0	1
Back/Neck	2	2
Muscular/Skeletal	2	7
Stress/Depression	1	1
Infection	0	1
Genito/Gynaecological	0	1

Neurological	1	1
Heart/BP/Circulation	0	1
Other	4	2
Ear/Nose/Mouth	1	0
<b>TOTAL</b>	<b>11</b>	<b>17</b>

1.5 There was no routine health surveillance clinics held during July to September 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 5 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

<b>Is the decision a Key Decision?</b> (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
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 Document Information

Appendix No	Title
N/A	
<b>Background Papers</b> (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)	
<b>Report Author</b>	<b>Contact Number</b>
Peter Wilmot	2412

Report Reference –

**BVPI12 - JULY TO SEPTEMBER 2014 OUT-TURN LONG TERM/SHORT TERM SPLIT**

<b>DEPARTMENT</b>	<b>AVERAGE EMPLOYEES 6 MTHS</b>	<b>DAYS LOST</b>	<b>FTE DAYS</b>	<b>LONG TERM ABSENCE NO OF DAYS</b>	<b>SHORT TERM ABSENCE NO OF DAYS</b>	<b>LT ABSENCE PER FTE</b>	<b>ST ABSENCE PER FTE</b>
<b>CHIEF EXECS DIRECTORATE</b>							
CHIEF EXECUTIVES AND PARTNERSHIP	5.50	1	0.182	0	1	0.000	0.182
STRATEGY/PERFORMANCE	7.70	0	0.000	0	0	0.000	0.000
HUMAN RESOURCES AND PAYROLL	6.50	5	0.769	0	5	0.000	0.769
DEMOCRATIC	6.50	6.5	1.000	0	6.5	0.000	1.000
LEGAL AND LAND CHARGES	8.69	3	0.345	0	3	0.000	0.345
<b>RESOURCES DIRECTORATE</b>							
FINANCE	10.02	39	3.892	35	4	3.493	0.399
PROCUREMENT	1.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.79	77	3.106	33	44	1.331	1.775
REVENUES	37.95	20	0.527	0	20	0.000	0.527
<b>HEALTH AND WELL BEING</b>							
LEISURE	42.52	11	0.259	0	11	0.000	0.259
ENVIRONMENTAL HEALTH	0.50	2.5	5.000	0	2.5	0.000	5.000
<b>NEIGHBOURHOODS</b>							
COMMUNITY SAFETY	9.88	4	0.405	0	4	0.000	0.405
STREET SERVICES	78.92	315.5	3.998	188.5	127	2.388	1.609
HOUSING (REPAIRS AND MANAGEMENT)	108.17	445	4.114	367	78	3.393	0.721
<b>DEVELOPMENT</b>							
PLANNING/HOUSING STRATEGY	18.60	14	0.753	0	14	0.000	0.753
REGENERATION	22.62	34	1.503	0	34	0.000	1.503
<b>GRAND TOTAL</b>	<b>390.67</b>	<b>977.50</b>	<b>2.50</b>	<b>623.5</b>	<b>354.00</b>	<b>1.596</b>	<b>0.906</b>

## BVPI12 - JULY - SEPTEMBER 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	6.5	4.7	0.72	0.00	4.70	0.00	0.72
	<b>6.5</b>	<b>4.7</b>	<b>0.72</b>	<b>0.00</b>	<b>4.70</b>	<b>0.00</b>	<b>0.72</b>
<b>GROWTH DIRECTORATE</b>							
LEGAL AND LAND CHARGES	6.58	62	9.42	59.00	3.00	8.97	0.46
DEMOCRATIC	7.12	21	2.95	0.00	21.00	0.00	2.95
PARTNERSHIP TEAM	5	3	0.60	0.00	3.00	0.00	0.60
ECONOMIC GROWTH/HOUSING STRATEGY	4.46	0	0.00	0.00	0.00	0.00	0.00
PLANNING	15.36	10	0.65	0.00	10.00	0.00	0.65
	<b>38.52</b>	<b>96</b>	<b>2.49</b>	<b>59.00</b>	<b>37.00</b>	<b>1.53</b>	<b>0.96</b>
<b>OPERATIONS DIRECTORATE</b>							
FINANCE	9.01	41	4.55	35.00	6.00	3.88	0.66
PROPERTY/ESTATES	16.94	52	3.06	34.00	18.00	2.07	1.06
REVENUES	36.12	148.5	4.11	101.50	47.00	2.81	1.30
COMMUNITY SAFETY	11.31	3	0.26	0.00	3.00	0.00	0.26
STREET SERVICES	81.27	194	2.39	115.00	79.00	1.41	0.97
HOUSING (REPAIRS AND MANAGEMENT)	110.87	348.5	3.14	210.00	138.50	1.89	1.25
	<b>265.52</b>	<b>787</b>	<b>2.96</b>	<b>495.50</b>	<b>291.50</b>	<b>1.87</b>	<b>1.10</b>
<b>TRANSFORMATION DIRECTORATE</b>							
IMPROVEMENT	8.06	2	0.25	0.00	2.00	0.00	0.25
HUMAN RESOURCES AND PAYROLL	6.75	66	9.78	66.00	0.00	9.78	0.00
CUSTOMER SERVICE	25.94	19	1.36	0.00	19.00	0.00	0.73
LEISURE	41.66	2	0.05	0	2	0	0.05
	<b>82.41</b>	<b>89</b>	<b>1.08</b>	<b>66</b>	<b>23</b>	<b>0.8</b>	<b>0.28</b>
<b>GRAND TOTAL</b>	<b>392.97</b>	<b>976.7</b>	<b>2.48</b>	<b>620.50</b>	<b>356.20</b>	<b>1.58</b>	<b>0.90</b>

**Bolsover District Council**

**Safety Committee**

**10<sup>th</sup> November 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 (July to September 2014)
- 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 Confirmation of Fire Evacuation Arrangements for Oxcroft Lane Tenants**

Property and Estates section have written out to the facilities occupiers and requested confirmation of the following:

- A Fire Risk Assessment has been completed for the premise.
- Procedures are in place to ensure all statutory required inspections and servicing are undertaken.
- Procedures are in place to ensure the safe evacuation of building occupants in the event of a fire.
- Appropriate fire awareness/ fire marshal training has been to building occupiers.

Currently no confirmation has yet been received from the building occupier and property and estates are engaged in chasing this up.

**1.1.2 Procedures for late working staff at the Arc**

At the last safety committee meeting the Health and Safety Advisor explained that this was an area currently about to be reviewed and was being link to a similar exercise being

undertaken at the Riverside Depot. The procedures for Riverside have recently been finalised and this will be used as a template to develop the Arc provision.

1.1.3 Obtain report from Property and Estates to show options available to address heating, lighting and air conditioning issues at the Arc.

A copy of the report has been obtained from Property and Estates and will be provided to all committee members prior to the safety committee as well as being included on the committee's agenda.

**1.2 Standard Report Items.**

1.2.1 Employee Protection Register

During the reporting period two (2) 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 six (26).

1.2.2 Health and Safety Action Plan Update

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	20/10/14	Completed
Operational Risk Assessments and Method Statements	Risk Assessment to be made Available on SHE System	30/10/14	Overdue (1)
	Method Statements to be available on SHE System	30/10/14	Overdue (2)
Premise Statutory Provision	Robust System of Legionella Management to be in place	26/09/14	Completed
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	Completed
<b>COMMENTS</b>			
<p>(1) The process of entering risk assessments onto the She system has taken longer than originally anticipated due to the fact a significant number of assessments required reviewing before they could be entered onto the system. It is envisaged that this process should be completed by the end of November.</p> <p>(2) The process of entering method statements onto the system has not been completed as a number of activities do not have a method statement in place for them therefore these need to be developed. In order to achieve this and ensure supervisors are given appropriate training and support to be able to actively participate in this exercise it is intended that this will form part of the She System training to be delivered during November and December.</p>			

### 1.2.3 Workplace Inspections

Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
<b>CORPORATE</b>						
The Arc (main building and external areas excluding tenanted areas, Contact Centre and Leisure Centre)	Buildings and Contracts Manager	08/07/14	December 14	12/07/14	31/07/14	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
<b>DEPOT</b>						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	Inspection scheduled for 05/11/14	May 15	N/A	N/A	WP Inspect. Overdue
<b>LEISURE FACILITIES</b>						
The Arc Leisure Centre	Joint Assistant Director of Leisure	08/07/14	December 14	12/07/14	31/07/14	OK



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
<b>Location</b>	<b>Onus</b>	<b>Last WP Inspect.</b>	<b>Next Inspection Due</b>	<b>Report Produced</b>	<b>Actions Closed Out</b>	<b>Status</b>
<b>CONTACT CENTRES</b>						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	29/05/14	November 14	11/06/14	05/09/14	ok
Bolsover Contact Centre		29/05/14	November 14	11/06/14	05/09/14	ok
Shirebrook Contact Centre		29/05/14	November 14	11/06/14	05/09/14	ok
South Normanton Contact Centre / Hub		29/05/14	November 14	11/06/14	05/09/14	ok

### 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
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
<b>Location</b>	<b>Onus</b>	<b>Last WP Inspect.</b>	<b>Next Inspection Due</b>	<b>Report Produced</b>	<b>Actions Closed Out</b>	<b>Status</b>

### COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)

Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	24/08/14	December 14	28/09/14	10/09/14	OK
Mill 2 - Pleasley Vale Mills		24/08/14	December 14	28/08/14	15/10/14	OK
Mill 3 - Pleasley Vale Mills		24/08/14	December 14	30/08/14	30/09/14	OK

Pleasley Vale Security Lodge		24/08/14	December 14	30/08/14	10/09/14	OK
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 began in September with the focus being initially on the following areas:

Training Period		Outcomes		
Training Area	Total Staff Requiring this Training	Staff Numbers Scheduled for Training in Period	Actual Staff Numbers Trained in Period	Comments
Manual Handling		30	Nil	Discussion on-going with Chesterfield College reference this training
Fire Warden Training	97	48	Nil	Training schedule for 30 <sup>th</sup> October and 13 <sup>th</sup> November
Fire Safety Awareness	489	30	Nil	First Course to be delivered 20 <sup>th</sup> November
Employee Protection Register Training	489	97	Nil	First Course scheduled for 27th November
First Aid at Work	4	4	2	2 delegates outstanding
First Aid at Work Refresher	5	5	5	Fully completed
Emergency First Aid at Work	7	7	7	Fully completed

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**

No supplementary items for discussion

## 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, First Aiders and delegates on Manual Handling courses 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**

<b>Is the decision a Key Decision?</b> (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
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

**8 Document Information**

Appendix No	Title
<p><b>Background Papers</b> (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)</p>	
<p>Not applicable for this report</p>	
Report Author	Contact Number
<p>Health and Safety Advisor</p>	<p>242403</p>

Report Reference –