

**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 27 <sup>th</sup> 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
<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)	
Not applicable for this report	
Report Author	Contact Number
Health and Safety Advisor	242403

Report Reference –