

**Bolsover District Council****Safety Committee**19<sup>th</sup> January 2015**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 Request for member of Property and Estates to attend next meeting to answer questions on environmental issues.

Health and safety advisor requested member of Property and Estate to attend next Safety Committee and advised that a report into the options available should be prepared in readiness for meeting.

**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 eight (28).

**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 December 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	Completed
	Method Statements to be available on SHE System	30/10/14	Completed
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

### 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	Scheduled for 30/01/2015	12/07/14	31/07/14	Inspect. Date Allocated
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	18/12/14	June 2015	10/01/15	On-going	Awaiting close out
<b>DEPOT</b>						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	05/08/14	Scheduled for 5/02/15	N/A	N/A	Inspect. Date Allocated

LEISURE FACILITIES						
The Arc Leisure Centre	Joint Assistant Director of Leisure	08/07/14	Scheduled for 30/01/2015	12/07/14	31/07/14	Inspect. Date Allocated
Frederick Gents	Joint Assistant Director of Leisure	21/05/14	Scheduled for 04/02/15	08/06/14	08/06/14	Inspect. Date Allocated
Creswell Leisure Centre		21/05/14	Scheduled for 04/02/15	08/06/14	15/06/14	Inspect. Date Allocated
Greaseworks, Pleasley Vale (PVOAC)		27/05/14	Scheduled for 29/01/15	06/06/14	30/06/14	Inspect. Date Allocated
Boathouse, Pleasley Vale		27/05/14	Scheduled for 29/01/15	06/06/14	30/06/14	Inspect. Date Allocated
Unit T, Pleasley Vale		27/05/14	Scheduled for 29/01/15	06/06/14	30/06/14	Inspect. Date Allocated
Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
Castle Leisure Park Pavilion, Carr Vale, Bolsover	Joint Assistant Director of Leisure	15/05/14	Scheduled for 04/02/15	15/05/14	15/05/14	Inspect. Date Allocated
Clune Street Pavilion, Clowne		15/05/14	Scheduled for 04/02/15	15/05/14	15/05/14	Inspect. Date Allocated
Broadmeadows Sports Pavilion, South Normanton		15/05/14	Scheduled for 04/02/15	15/05/14	15/05/14	Inspect. Date Allocated
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	26/11/14	May 2015	05/12/14	23/12/15	OK
Bolsover Contact Centre		26/11/14	May 2015	05/12/14	23/12/15	OK
Shirebrook Contact Centre		26/11/14	May 2015	05/12/14	23/12/15	OK
South Normanton Contact Centre / Hub		26/11/14	May 2015	05/12/14	23/12/15	OK

SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	21/11/14	May 2015	24/11/14	31/12/14	OK
Ashbourne Court, Shirebrook		21/11/14	May 2015	24/11/14	31/12/14	OK
Jubilee Court, Pinxton		21/11/14	May 2015	24/11/14	31/12/14	OK
Mill Lane, Whitwell		21/11/14	May 2015	24/11/14	31/12/14	OK
Parkfields, Clowne		21/11/14	May 2015	24/11/14	31/12/14	OK
Park View, Barlborough		21/11/14	May 2015	24/11/14	31/12/14	OK
Location	Onus	Last WP Inspect.	Next Inspection Due	Report Produced	Actions Closed Out	Status
Queens Court, Creswell	Head of Housing Services	21/11/14	May 2015	24/11/14	31/12/14	OK
Valley View, Hillstown, Bolsover		21/11/14	May 2015	24/11/14	31/12/14	OK
Victoria House, Creswell		21/11/14	May 2015	24/11/14	31/12/14	OK
Woburn house, Blackwell		21/11/14	May 2015	24/11/14	31/12/14	OK
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	24/08/14	Taking place on 24/02/15	28/09/14	10/09/14	Date Allocated
Mill 2 - Pleasley Vale Mills		24/08/14	Taking place on 24/02/15	28/08/14	15/10/14	Date Allocated
Mill 3 - Pleasley Vale		24/08/14	Taking place on	30/08/14	30/09/14	Date

Mills			24/02/15			Allocated
Pleasley Vale Security Lodge		24/08/14	Taking place on 24/02/15	30/08/14	10/09/14	Date Allocated
The Tangent, Shirebrook	Buildings and Contracts Manager	13/05/14	November 14	26/05/13	07/06/14	OK

#### 2.4 Health and Safety Training

The health and safety training for the current year is scheduled to commence in October 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 new provider
Fire Warden Training	97	72	67	All course scheduled ran.
Fire Safety Awareness	489	30	Nil	Course rescheduled for 1 <sup>st</sup> week of February 2015
Employee Protection Register Training	489	97	Nil	New electronic system developed training to be roll out in February and March 2015
First Aid at Work	4	2	2	Fully completed
First Aid at Work Refresher	5	4	4	Fully completed
Emergency First Aid at Work	2	2	2	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.

#### 1.1 **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