

Bolsover District Council

Safety Committee

Date of meeting: 28th April 2015

<p>Health and Safety Report</p>
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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

There were no specific actions from meeting on 8th February 2015.

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 two (2) names removed. As a result of this exercise, the total number of addresses now held on the register is twenty seven (27).

The new electronic version of the Employee Protection Register System was launched on the 2nd April 2015.

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 2014 to March 2015).

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	Existing Risk Assessment entered as attachments onto SHE System	31/03/15	Completed
	Existing Method Statements to entered as attachments onto 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
COMMENTS			
<ul style="list-style-type: none"> The only actions outstanding from last year's Health and Safety Plan is the SHE Accident Software System training which was put back to May 2015 at the request of operational areas but is prepared and ready for delivery. 			

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	14/01/15	July 2015	05/02/15	Awaiting close out Notification	OK
Unit A3 Mill 1, Pleasley Mills	Director of Governance & Monitoring Officer	19/02/15	August 2015	26/02/15	10/04/15	OK
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	05/11/14	May 15	N/A	N/A	OK
LEISURE FACILITIES						
The Arc Leisure Centre	Buildings and Contracts Manager	14/01/15	July 2015	05/02/15	Awaiting close out Notification	OK
Frederick Gents	Joint Assistant Director of Leisure	21/05/14	February 15	N/A	N/A	WPI Overdue
Creswell Leisure Centre		6/02/15	August 15	13/02/15	31/03/2014	OK
Greaseworks, Pleasley Vale (PVOAC)		27/05/14	February 15	N/A	30/06/14	WPI Overdue
Boathouse, Pleasley Vale		27/05/14	February 15	06/06/14	30/06/14	WPI Overdue
Unit T, Pleasley Vale		27/05/14	February 15	06/06/14	30/06/14	WPI Overdue

Castle Leisure Park Pavilion, Carr Vale, Bolsover		6/02/15	August 15	13/02/15	31/03/2014	OK
Clune Street Pavilion, Clowne		6/02/15	August 15	13/02/15	31/03/2014	OK
Broadmeadows Sports Pavilion, South Normanton		6/02/15	August 15	13/02/15	31/03/2014	OK
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	29/05/14	22/05/15	11/06/14	05/09/14	ok
Bolsover Contact Centre		29/05/14	22/05/15	11/06/14	05/09/14	ok
Shirebrook Contact Centre		29/05/14	22/05/15	11/06/14	05/09/14	ok
South Normanton Contact Centre / Hub		29/05/14	22/05/15	11/06/14	05/09/14	ok
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	25/11/14	15/05/15	12/12/14	31/01/15	OK
Ashbourne Court, Shirebrook		25/11/14	15/05/15	12/12/14	31/01/15	OK
Jubilee Court, Pinxton		25/11/14	15/05/15	12/12/14	31/01/15	OK
Mill Lane, Whitwell		25/11/14	15/05/15	12/12/14	31/01/15	OK
Parkfields, Clowne		25/11/14	15/05/15	12/12/14	31/01/15	OK
Park View, Barlborough		25/11/14	15/05/15	12/12/14	31/01/15	OK
Queens Court, Creswell		25/11/14	15/05/15	12/12/14	31/01/15	OK
Valley View, Hillstown, Bolsover	Head of Housing	25/11/14	15/05/15	12/12/14	31/01/15	OK

Victoria House, Creswell	Services	25/11/14	15/05/15	12/12/14	31/01/15	OK
Woburn house, Blackwell		25/11/14	15/05/15	12/12/14	31/01/15	OK
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	17/03/15	September 2015	24/03/15	24/03/15	OK
Mill 2 - Pleasley Vale Mills		17/03/15	September 2015	24/03/15	24/03/15	OK
Mill 3 - Pleasley Vale Mills		17/03/15	September 2015	24/03/15	24/03/15	OK
Pleasley Vale Security Lodge		17/03/15	September 2015	24/03/15	24/03/15	OK
The Tangent, Shirebrook	Buildings and Contracts Manager	12/01/15	July 15	22/01/15	12/03/15	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:

Outcomes			
Training Area	Staff Numbers Scheduled for Training in Period	Actual Staff Numbers Trained in Period	Comments
Manual Handling	30	30	
Fire Warden Training	34	34	
Fire Safety Awareness	30	30	
Risk Perception/ Hazard Spotting	30	30	
First Aid at Work	1	1	
First Aid at Work Refresher	6	6	
Emergency First Aid at Work	10	10	
Defibrillator	2	2	
Trainee Health & Safety Induction	6	6	

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

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 –