

Date: 3rd July 2015



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Dear Sir or Madam

SAFETY COMMITTEE – MONDAY 20TH JULY 2015

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in **Chamber Suites 1 and 2, The Arc, Clowne** on Monday 20th July 2015 at 1000 hours.

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 that reads "Sarah Steuberg".

Assistant Director of Governance and Monitoring Officer

To: Chairman and Members of the Safety Committee.

ACCESS FOR ALL

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 **01246 242528** **Democratic Services**
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Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.



SAFETY COMMITTEE

AGENDA

Monday 20th July 2015 at 1000 hours in Chamber Suites 1 and 2, The Arc, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	Election of Chair for the ensuing year	
2.	Appointment of Vice Chair	
3.	<u>Apologies</u>	
	To receive apologies for absence, if any.	
4.	<u>Urgent Items</u>	
	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.	
5.	<u>Declarations of Interest</u>	
	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	
6.	To approve the minutes of a meeting held on 30 th April 2015.	3 to 8
7.	Sickness Absence/Occupational Health Statistics	To Follow
8.	Accident and Stress Statistics	To Follow
9.	Health and Safety Report.	9 to 22
10.	PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a.</i>	
11.	Environmental Issues at the Arc.	23

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Meeting Room 4, The Arc, Clowne on Thursday 30th April 2015 at 1000 hours.

PRESENT:-

Members:-

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

UNITE:-

No representatives present.

UNISON:-

K. Shillitto and L. Hickin.

Officers:-

S. Gordon (HR & Payroll Operations Manager), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor), P. Campbell (Head of Housing), T. Robinson (Property and Estates Manager) and A. Bluff (Governance Officer).

K. Shillitto in the Chair

1052. APOLOGIES

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

1053. URGENT ITEMS

There were no urgent items of business to consider.

1054. DECLARATIONS OF INTEREST

There were no declarations of interest made.

1055. MINUTES – 9th FEBRUARY 2015

It was noted that minute number 0792 from the meeting held on 9th February 2015 made reference to the Assistant Director HR and Payroll; this was incorrect and should have referred to the Human Resources Manager.

SAFETY COMMITTEE

Moved by Councillor H.J. Gilmour and seconded by Councillor K.F. Walker
RESOLVED that subject to the above amendment, the Minutes of a Safety Committee meeting held on 9th February 2015 be approved as a true record.

1056. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS JANUARY 2015 TO MARCH 2015

Committee considered a report of the Assistant Director – Human Resources in relation to sickness absence/occupational health statistics for the quarter period January 2015 to March 2015.

The sickness absence outturn figure for the fourth quarter was 9.10 days per Full Time Employee (FTE) against a target set of 8.5 days. The outturn figure for the same quarter in 2014 was 9.20 days per FTE.

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

The outcome of occupational health referrals for the fourth quarter with comparisons for 2014 was as follows;

	2013/14	2014/15
Rehabilitated	38	39
Ill Health Retirement	-	0
Dismissed/Capability	1	0
Outstanding	2	2
Retired	1	0
Total	42	41

The top three causes of sickness absence for the third quarter period were;

Cause	2013/14 Days Lost	2014/15 Days Lost
Musc/Skeletal	878	789.5
Stress	698	540
Back/Neck	471	Infections 344
Total Days Lost	2047	1673.5

SAFETY COMMITTEE

A short discussion took place.

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

1057. ACCIDENT AND STRESS STATISTICS – JANUARY 2015 TO MARCH 2015

Committee considered a report of the Health and Safety Advisor in relation to accident and stress management performance for the period January 2015 to March 2015.

Accident Type

The total number of accidents for the quarter was 27. A breakdown of accident by type was provided in a table and graph format which included the split between employee and public accident.

The main cause of employee accidents recorded in the quarter was 'struck by a moving object' (46%) and RTA accidents (18%). Other types of accidents which occurred were slip, trip and falls (9%), animal bites (9%), physical violence (9%) and strikes against fixed objects (9%).

The main causes of public accidents recorded in the quarter was, 'slips, trips and falls' (31%) and strike against a fixed object (25%). The Health and Safety Advisor noted that these were very minor injuries and were mainly in relation to Leisure activities.

The total number of employee accidents during the twelve month period of 2014/15 was 40. Out of this 40, five were lost time accidents and five were RIDDOR reportable accidents. Comparable figures for the 2013/14 period were 48 accidents with 6 being lost time accidents and 6 RIDDOR reportable accidents.

The total number of public accidents during the twelve month period of 2014/15 was 69 compared to 55 in the 2013/14.

Accident Lost Days

The Health and Safety Advisor was currently monitoring lost time regarding supervisors late reporting of accidents to the HSE as some employees were not completing accident reporting forms until their return to work after sickness absence. If this occurred on a regular basis, the HSE could decide to carry out investigations. Training would be carried out with supervisors in relation to the reporting of accidents.

The total number of lost days due to accidents for the quarter was 19 compared to 14 in the same quarter of 2013/14. The total number of days lost for 2014/15 was 151 compared to 345 for 2013/14. The majority of days lost were from the Street Scene and Housing sections; 98 and 48 days respectively; Committee noted that this was due to the nature of work undertaken by operatives from these sections.

The Health and Safety Advisor noted that 'near miss' reporting would shortly be introduced to this report.

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Further to a query raised at the last meeting regarding the figure in the Health and Safety Advisor's report of 128 days lost due to stress related illness, which did not correspond with the figure in the Assistant Director of Human Resources report of 235 days lost, the Health and Safety Adviser advised that the disparity in the figures was due to the fact that the 128 figure only included days lost which were attributed to work related activities where the 235 figure covered all days lost to stress.

It was noted that the Anti Social Behaviour Act had recently been extended to include dangerous dogs in a private place. A Member queried whether any reported cases to the Council regarding this would need to be included on the Employee Protection Register. The Health and Safety Adviser replied that such incidents were already routinely included on the Register

A short discussion took place regarding the requirement for grounds maintenance operatives to wear safety protection helmets/visors and earplugs.

Accident Incident Rate

The SHE System Users Group was currently undertaking a benchmarking exercise where anonymous figures would be provided to allow comparison of the Authority's safety performance against those of neighbouring authorities.

A discussion took place regarding incidents of physical violence towards employees of the Council from customers. The Health and Safety Advisor reported that he was currently investigating the use of audio recording equipment for staff working out in the District which could relay incidents to a central point via a 2 way channel. The Head of Housing noted that there were some 'dead spots' in some areas of the District with regard to mobile phone use and he requested that this be taken into consideration when investigating the use of the audio equipment. The Health and Safety Advisor added that Lone Worker training and advice on how to report incidents would also be carried out with staff.

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

1058. HEALTH AND SAFETY REPORT

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

Employee Protection Register

Members were advised that three names had been added to the Employee Protection Register and two names removed since the last meeting. This now brought the total number of names included on the Register to 27.

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

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Members were advised that certain types of incidents were now risk defined and could only stay on the Register for certain periods of time, for example, if there was no evidence of further incidents in a certain period of time. The Council also had a duty to write to the people whose names were included on the Register but in some cases, the police had requested that this not be done as it could compromise an investigation.

Health and Safety Action Plan Update

Actions outstanding from last year's Health and Safety Plan was the SHE Accident Software System training which had been put back to May 2015 at the request of operational areas. Refresher training on the SHE system would be carried out for Leisure staff.

Workplace Inspections

Some workplace inspections which had been overdue were now taking place with the rest planned in - this was mainly in relation to activity centres at Pleasley Vale.

Members' attention was drawn to an error in the report regarding the dates for inspections at Contact Centres and the Health and Safety Advisor confirmed that inspections were carried out every six months.

Health and Safety Training

The Health and Safety Advisor confirmed that all targets set for Health and Safety training were being met.

Moved by Councillor K.F. Walker, seconded by K. Shillitto
RESOLVED that the report be received.

1059. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor K.F. Walker, seconded by Councillor K. Shillitto
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.

1060. ENVIRONMENTAL ISSUES AT THE ARC

A discussion took place regarding staff working late at the Arc and who they should report to when vacating the building after 7pm. It was agreed that this be an agenda item for the next meeting.

The Property and Estates Manager presented a report which provided an update to Committee regarding heating and lighting issues at the Arc.

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It was noted that DCC would soon be occupying the top floor of the Arc and the Property and Estates Manager confirmed that the Authority would then only be responsible for the lighting in the stairwells on the top floor. Further, if the Authority serviced fire extinguishers and fire alarms on the top floor, a recharge to DCC would be made.

A lengthy discussion took place regarding issues raised in relation to glare from lighting and also from sunlight through the windows. It was suggested that a film could be put over the windows in the areas affected on a trial basis.

Further to a question raised by a Member, the Property and Estates Manager confirmed that the report had taken into account staff moving from the top floor down to the first floor which would double the amount of staff on the first floor.

The HR & Payroll Operations Manager left the meeting at this point.

The Property and Estates Manager also confirmed that a separate report had been compiled in relation to heat issues in the cash desk area of the Arc and also the Contact Centres.

Four possible Options were provided in the report and it was agreed that Option One be explored further.

Moved by K. Shillitto, seconded by Councillor B.R. Murray-Carr

RESOLVED that Option 1 as outlined in the report be explored further with an update provided to the Safety Committee in the near future.

(Property and Estates Manager/Governance Manager)

The meeting concluded at 1135 hours.

Bolsover District Council

Safety Committee

Date of meeting: 20th July 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

There were no specific actions from meeting on 30th April 2015.

1.2 Standard Report Items.

1.2.1 Employee Protection Register

During the reporting period one (1) name has been added to the employee protection register with four (4) names currently being reviewed for potential removal from the register. Should all these be cleared for removal then the total number of addresses on the register would be twenty four (24).

1.2.2 Health and Safety Action Plan Update

The table below shows the key health and safety actions planned for the forthcoming year.

Target Area	Specific Action	Target Date	Status
<u>Health and Safety Policies</u>	Health and Safety Policies to be reviewed/amended in respect to content and format.	June 2015 to March 2016	
<u>SHE Software System</u>	SHE System- To fully launch system across the Council and ensure capabilities of the system are fully utilised by the strategic alliance.	September 2015 to March 2016	
<u>Fire Compliance</u>	-Introduction of new format Fire Log book, establishing monitoring system & deliver Fire Awareness Training.	June 2015 to March 2016	
<u>First Aid Compliance</u>	Conduct First Aid assessments at all sites, Re-stock first aid boxes, establish monitoring systems and review de-fib training arrangements.	July 2015 to March 2016	
<u>Health and Safety Training</u>	Develop training framework and deliver relevant internal training courses.	July 2015 to March 2016	
<ul style="list-style-type: none"> • Details of full draft action plan can be seen in Appendix One. 			

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	31 st March 2015	OK
Unit A3 Mill 1, Pleasley Mill	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	30 th April 2015	OK
Frederick Gents	Joint Assistant Director of Leisure	21/05/14	February 15	N/A	N/A	WPI Over due
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 Over due
Boathouse, Pleasley Vale		27/05/14	February 15	06/06/14	30/06/14	WPI Over due
Unit T, Pleasley Vale		27/05/14	February 15	06/06/14	30/06/14	WPI Over due
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	22/05/15	22/11/15	24/05/15	Awaiting close out Notification	ok
Bolsover Contact Centre		22/05/15	22/11/15	24/05/15	Awaiting close out Notification	ok
Shirebrook Contact Centre		22/05/15	22/11/15	24/05/15	Awaiting close out Notification	ok
South Normanton Contact Centre / Hub		22/05/15	22/11/15	24/05/15	Awaiting close out Notification	ok

SHOP UNITS AND GROUP DWELLINGS

Alder House, Shirebrook	Head of Housing Services	15/05/1 5	13/11/15	Awaiting Producti on of Reports	N/A	OK
Ashbourne Court, Shirebrook		15/05/1 5	13/11/15	Awaiting Producti on of Reports	N/A	OK
Jubilee Court, Pinxton		15/05/1 5	13/11/15	Awaiting Producti on of Reports	N/A	OK
Mill Lane, Whitwell		15/05/1 5	13/11/15	Awaiting Producti on of Reports	N/A	OK
Parkfields, Clowne		15/05/1 5	13/11/15	Awaiting Producti on of Reports	N/A	OK
Park View, Barlborough		15/05/1 5	13/11/15	Awaiting Producti on of Reports	N/A	OK
Queens Court, Creswell		15/05/1 5	13/11/15	Awaiting Producti on of Reports	31/01/15	OK
Valley View, Hillstown, Bolsover	Head of Housing Services	15/05/1 5	13/11/15	Awaiting Producti on of Reports	31/01/15	OK
Victoria House, Creswell		15/05/1 5	13/11/15	Awaiting Producti on of Reports	31/01/15	OK

Woburn house, Blackwell		15/05/15	13/11/15	Awaiting Production of Reports	31/01/15	OK
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	17/03/15	September 2015	19/03/15	24/03/15	OK
Mill 2 - Pleasley Vale Mills		17/03/15	September 2015	19/03/15	24/03/15	OK
Mill 3 - Pleasley Vale Mills		17/03/15	September 2015	19/03/15	24/03/15	OK
Pleasley Vale Security Lodge		17/03/15	September 2015	19/03/15	24/03/15	OK
The Tangent, Shirebrook	Buildings and Contracts Manager	02/06/15	December 2015	06/06/15	Awaiting close out Notification	OK

1.2.4 Health and Safety Training

The health and safety training planned for forthcoming year is shown below:

	Training for Year 2015/2016			Training for 1 st Quarter (Apr-June)			Training 2nd Quarter (Jul-Sep)		
	Numbers scheduled	Numbers Trained	Numbers Outstanding	Numbers scheduled	Numbers Trained	Numbers Outstanding	Numbers scheduled	Numbers Trained	Numbers Outstanding
Corporate Health and Safety Induction	70	0	70	N/A	N/A	N/A	20		
Health and Safety Awareness	489	0	489	N/A	N/A	N/A	40		

Manual Handling (Street Scene)	105	0	105	N/A	N/A	N/A	Nil		
Manual Handling (Leisure)	105	0	105	N/A	N/A	N/A	Nil		
Manual Handling (Housing)	70	0	70	N/A	N/A	N/A	Nil		
Manual Handling (General)	209	0	209	N/A	N/A	N/A	30		
Risk Assessment Guidance	125	0	125	N/A	N/A	N/A	Nil		
Asbestos Awareness (Full Course)	5	0	5	N/A	N/A	N/A	Nil		
Asbestos Awareness (Yearly Refresher)	105	0	105	N/A	N/A	N/A	Nil		
Fire Safety Awareness	489	0	489	N/A	N/A	N/A	Nil		
Accident Investigation & Reporting	125	0	125	N/A	N/A	N/A	Nil		
SHE Accident System Training	60	0	60	N/A	N/A	N/A	60		
Risk Perception/ Hazard Spotting	489	0	489	N/A	N/A	N/A	30		

Lone Worker Training	150	0	150	N/A	N/A	N/A	Nil		
First Aid At Work (Initial)	5	0	5	N/A	N/A	N/A	1		
First Aid At Work (Refresher)	15	2	13	2	2	0	4		
Emergency First Aid At Work	15	2	3	2	2	0	3		
De-Fibrillator Training	24	2	22	2	2	0	12		
Trailer Training (Full)	6	0	6	N/A	N/A	N/A	Nil		
Trailer Awareness Training	25	0	25	N/A	N/A	N/A	Nil		
D1/PCV Minibus Training	1	1	0	1	1	0	N/A		

1.2.5 Near Miss/ Learning Events

There has been one near miss Incident reported, when water sprayed through an open window of a refuse vehicle which was unloading at the tip facility. This was due to broken pipe work at the facility. The fault was reported to the facility operator and vehicle drivers were advised to keep all windows shut when visiting tip facilities.

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
1	BDC Health and Safety Action Plan
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 –

APPENDIX 1.

Bolsover District Council's Draft Health and Safety Action Plan for 2015/16

Introduction

This document sets out the key targets for the Authority's health and safety provision for 2015/16. It is not designed to be exhaustive as issues may arise or stakeholders may have further demands during the course of the year which will need to be accommodated into the workload of the provision.

Key Target	Owner	Lead Officer	Target Date	Expected Outcome	Status
<p><u>Health and Safety Policies</u> Health and Safety Policies to be reviewed/amended in respect to content and format to ensure consistency across the Council.</p>	Joint Assistant Director for Human Resources and Payroll	Health and Safety Adviser	March 2016	<ol style="list-style-type: none"> 1. Health and Safety Policy Statement to be developed for Council. (June 2015) 2. Organisational Organ-a-gram to be developed outlining H&S responsibilities of key roles within the organisation. (July 2015) 3. Organisational Arrangements to be developed for all key H&S areas. (October 2015) 4. Overall Health and Safety Policy to be approved by Safety Committee (December 2015) 5. Health and safety Policy to be signed off by SMT (March 2016) 	
<p><u>SHE Software System</u> - To fully launch system across the Council and ensure capabilities of the system are fully utilised by the strategic</p>	Joint Assistant Director for Human Resources and Payroll	Health and Safety Adviser	March 2016	<ol style="list-style-type: none"> 1. To deliver SHE System training to all designated users across the Council (September 2015) 2. To provide initial support to operational areas whilst they familiarise themselves with the system. (December 2015) 	

alliance.				3. To establish monitor systems to ensure accident/incident investigations are suitable conducted? (March 2016)	
<p><u>Fire Compliance</u> -Introduction of new format Fire Log book across all sites</p> <p>- Establish monitoring system to ensure statutory compliance maintained.</p> <p>- All Staff to receive Fire Awareness Training</p>	Joint Assistant Director for Human Resources and Payroll	Health and Safety Adviser	March 2016	<p>1. Introduction of Fire Log Book and Monitoring System -<u>Riverside Depot</u> – (June 2015)</p> <p>2. Develop Fire Awareness training schedule (July 2015)</p> <p>3. Introduction of Fire Log Book and Monitoring System –<u>Pleasley Vale Mill</u> – (September 2015)</p> <p>4. Introduction of Fire Log Book and Monitoring System –<u>The Arc</u> – (October 2015)</p> <p>5. Introduction of Fire Log Book and Monitoring System –<u>Creswell LC</u> – (January 2016)</p> <p>6. Introduction of Fire Log Book and Monitoring System –<u>Bolsover Contact Centres</u> – (February 2016)</p> <p>7. Introduction of Fire Log Book and Monitoring System –<u>Sheltered Accommodation</u> –1 per Month (March 2016)</p> <p>8. Deliver fire Awareness Training to all Staff (March 2016)</p>	
<p><u>First Aid Compliance</u> -Ensure all</p>	Joint Assistant Director for	Health and Safety Adviser	March 2016	1. Conduct First Aid Assessment for all Sites (July 2015)	

<p>sites have had a site first aid assessment completed for them.</p> <p>- Ensure all first aid boxes on site and in vehicles meet relevant British standard.</p> <p>- Establish system for monitoring and re-ordering new stock.</p> <p>-Review Defibrillator training requirements.</p>	<p>Human Resources and Payroll</p>			<ol style="list-style-type: none"> 2. First aid Boxes Restocked & Monitoring System established <u>The Arc & Riverside Depot</u> (August 2015) 3. First aid Boxes Restocked & Monitoring System established Bolsover Contact Centres (November 2015) 4. First aid Boxes Restocked & Monitoring System established Pleasley Vale & Creswell LC (December 2015) 5. 6. First aid Boxes Restocked & Monitoring System established Sheltered Accommodation (February 2016) 7. Review Defibrillator Training (March 2016) 	
<p><u>Health and Safety Training</u></p> <p>Develop training framework and deliver relevant internal training courses.</p>	<p>Joint Assistant Director for Human Resources and Payroll</p>	<p>Health and Safety Adviser</p>	<p>March 2016</p>	<ol style="list-style-type: none"> 1. Develop Corporate Training Matrix (July 2015) 2. Develop training schedule for Internally delivered courses (July 2015) 3. Develop relevant training presentations required (September 2015) 4. Deliver relevant training (March 2016) 5. Arrange delivery of external courses (March 2016) 	

Management and Monitoring Process

This plan will be reported to the Bolsover District Council's Safety Committee. The Health and Safety Adviser will report progress on the plan as a standing item at each Committee meeting throughout the year.

Progress towards these targets will be reviewed quarterly by the Joint Assistant Director of Human Resources, in consultation with key stakeholders and the Health and Safety Adviser.

DRAFT