

Bolsover District Council

Safety Committee

Date of meeting: 20th July 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 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 –