

Bolsover District Council

Safety Committee

9th November 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 20th July 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 two (2) names removed. As a result of this exercise, the total number of addresses now held on the register is twenty three (23).

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 (July 2015 to September 2015).

Target Area	Specific Action	Target Date	Status
Health and Safety Policies	Develop Organisational Health and Safety Organ-a-gram.	Extended to 30/09/15	Completed
SHE Software System	Deliver SHE Training to all Key users of system	30/09/15	Completed
Fire Compliance	Introduced Fire log book (Riverside Depot)	Extended to 30/09/15	Completed
	Develop Fire Awareness training Schedule	Extended to 30/09/15	Completed
	Introduced Fire log book (Pleasley Vale)	30/09/15	Extended to October 2015
First Aid Compliance	Conduct First Aid Assessments for all sites	Extended to 31/10/15	On Target
	First Aid boxes restocked and Monitoring system in place	30/09/15	Completed
Health and Safety Training	Develop Corporate Training Matrix	Extended to 31/10/15	On Target
	Develop internal training schedule	30/09/15	Completed
	Develop Internal Presentations Required	Extended to 31/10/15	On Target

COMMENTS

- The only actions behind its target date is the introduction of the fire log book at Pleasley Vale and this is on target for completion by its new target date.

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	23/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	20/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	18/09/15	March 2016	N/A	N/A	Awaiting Production of Reports
LEISURE FACILITIES						
The Arc Leisure Centre	Buildings and Contracts Manager	23/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled

Frederick Gents	Joint Assistant Director of Leisure	TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Creswell Leisure Centre		22/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Grease works, Pleasley Vale (PVOAC)		21/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Boathouse, Pleasley Vale		21/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Unit T, Pleasley Vale		21/10/15	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Castle Leisure Park Pavilion, Carr Vale, Bolsover		TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Clune Street Pavilion, Clowne		TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval
Broadmeadows Sports Pavilion, South Normanton		TBC	April 2016	N/A	N/A	Awaiting Inspection Date Approval

CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	22/05/15	22/11/15	24/05/15	31/08/15	Complete
Bolsover Contact Centre		22/05/15	22/11/15	24/05/15	31/08/15	Complete
Shirebrook Contact Centre		22/05/15	22/11/15	24/05/15	31/08/15	Complete
South Normanton Contact Centre / Hub		22/05/15	22/11/15	24/05/15	31/08/15	Complete
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	15/05/15	13/11/15	03/06/15	30/09/15	Complete
Ashbourne Court, Shirebrook		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Jubilee Court, Pinxton		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Mill Lane, Whitwell		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Parkfields, Clowne		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Park View, Barlborough		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Queens Court, Creswell		15/05/15	13/11/15	03/06/15	30/09/15	Complete
Valley View, Hillstown,	Head of Housing Services	15/05/15	13/11/15	03/06/15	30/09/15	Complete
Victoria House, Creswell		15/05/15	13/11/15	03/06/15	30/09/15	Complete

Woburn house, Blackwell		15/05/15	13/11/15	03/06/15	30/09/15	Complete
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Mill 2 - Pleasley Vale Mills		26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Mill 3 - Pleasley Vale Mills		26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
Pleasley Vale Security Lodge		26/10/15	April 2016	N/A	N/A	Inspection Dated Scheduled
The Tangent, Shirebrook	Buildings and Contracts Manager	02/06/15	December 2015	06/06/15	30/08/15	Complete

1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (JULY to SEP 2015)			TRAINING PLANNED FOR NEXT QUARTER (OCT to DEC 2015)		
	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	0	0	0	20		
Manual Handling (Street Scene)	105	0	105	0	0	0	105		
Manual Handling (Leisure)	105	0	70	0	0	0	105		
Manual Handling (Housing)	70	0	209	0	0	0	70		
Manual Handling (General)	209	0	209	0	0	0	100		
Asbestos Awareness (Full Course)	5*	0	5	0	0	0	5		
Asbestos Awareness (Yearly Refresher)	105	0	105	0	0	0	75		
Fire Safety Awareness	462	3	359	3	3	0	150		

SHE Accident System Training	55	42	13		47	42	5		13		
Risk Perception/ Hazard Spotting	462	3	359		3	3	0		150		
Lone Worker Training	150	36	114		36	36	0		114		
First Aid At Work (Initial)	5	3	2		0	0	0		0		
First Aid At Work (Refresher)	15	6	9		3	3	0		4		
Emergency First Aid	17	12	5		0	0	0		1		
De-Fibrillator Training	24	2	22		0	0	0		22		
Trailer Training (FULL)	6	2	4		0	0	0		2		
Trailer Training Awareness	25	0	25		0	0	0		10		
D1/PCV Minibus Training	1	0	1		0	0	0		1		

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 identified in the health and safety action plan 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 –