

Bolsover District Council

Safety Committee

8th February 2016.

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 action plans 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 9th November 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

See Appendix A for details of Health and Safety Plan Progress update.

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	8/11/15	Target Date 31/03/16	Awaiting Action Close Out
Unit A3 Mill 1, Pleasley Mill	Director of Governance & Monitoring Officer	17/12/15	June 2016	10/01/16	Target Date 31/03/16	Awaiting Action Close Out
DEPOT						
Riverside Depot, Doe Lea	Joint Assistant Director of Street Scene	18/09/15	March 2016	5/10/15	Target Date 28/02/16	Awaiting Action Close Out
LEISURE FACILITIES						
The Arc Leisure Centre	Buildings and Contracts Manager	23/10/15	April 2016	8/11/15	Target Date 31/03/16	Awaiting Action Close Out
Frederick Gents	Joint Assistant Director of Leisure	11/01/16	July 2016	18/01/15	Target Date 31/03/16	Awaiting Action Close Out
Creswell Leisure Centre		02/11/15	May 2016	19/11/15	Target Date	Awaiting Action

					28/02/16	Close Out
Grease works, Pleasley Vale (PVOAC)	Joint Assistant Director of Leisure	10/12/15	June 2016	9/1/15	Target Date 31/03/16	Awaiting Action Close Out
Boathouse, Pleasley Vale		10/12/15	June 2016	9/1/15	Target Date 31/03/16	Awaiting Action Close Out
Unit T, Pleasley Vale		10/12/15	2016	9/1/15	Target Date 31/03/16	Awaiting Action Close Out
Castle Leisure Park Pavilion, Carr Vale, Bolsover		3/11/15	May 2016	10/11/15	Target Date 31/01/16	Awaiting Action Close Out
Clune Street Pavilion, Clowne		10/11/15	May 2016	17/11/15	Target Date 31/01/16	Awaiting Action Close Out
Broadmeadows Sports Pavilion, South Normanton		3/11/15	May 2016	10/11/15	Target Date 31/01/16	Awaiting Action Close Out
CONTACT CENTRES						
Clowne Contact Centre	Joint Assistant Director of Customer Services and Improvement	12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
Bolsover Contact Centre		12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
Shirebrook Contact Centre		12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
South Normanton Contact Centre / Hub		12/11/15	May 2016	13/11/15	Target Date 28/02/16	Awaiting Action Close Out
SHOP UNITS AND GROUP DWELLINGS						
Alder House, Shirebrook	Head of Housing Services	13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Ashbourne Court, Shirebrook		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Jubilee Court, Pinxton		07/12/15	June 2016	21/12/15	Target Date	Awaiting Action

					31/03/16	Close Out
Mill Lane, Whitwell	Head of Housing Services	13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Parkfields, Clowne		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Park View, Barlborough		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Queens Court, Creswell		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Valley View, Hillstown, Bolsover		07/12/15	June 2016	21/12/15	Target Date 31/03/16	Awaiting Action Close Out
Victoria House, Creswell		13/11/15	May 2016	24/11/15	Target Date 31/03/16	Awaiting Action Close Out
Woburn house, Blackwell		07/12/15	June 2016	21/12/15	Target Date 31/03/16	Awaiting Action Close Out
COMMERCIAL AND INDUSTRIAL UNITS (COMMUNAL AREAS)						
Mill 1 - Pleasley Vale Mills	Buildings and Contracts Manager	26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
Mill 2 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
Mill 3 - Pleasley Vale Mills		26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
Pleasley Vale Security Lodge		26/10/15	April 2016	5/11/15	Target Date 31/03/16	Awaiting Action Close Out
The Tangent, Shirebrook	Buildings and Contracts Manager	02/06/15	December 2015	N/A	N/A	Inspection scheduled for 26/01/16

1.2.4 Health and Safety Training

COURSE DETAILS	TRAINING IDENTIFIED FOR YEAR (APR 2015 to MAR 2016)			TRAINING DELIVERED THIS QUARTER (OCT to DEC 2015)			TRAINING PLANNED FOR NEXT QUARTER (JAN to MAR 2016)		
	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING	NUMBERS SCHEDULED	NUMBERS TRAINED	NUMBERS OUTSTANDING
Corporate Health and Safety Induction	60*	0	60	0	0	0	60		
Manual Handling (Street Scene)	63	0	63	0	0	0	63		
Manual Handling (Leisure)	37	0	37	0	0	0	37		
Manual Handling (Housing)	56	0	56	0	0	0	56		
Manual Handling (General)	262	0	262	0	0	0	262		
Asbestos Awareness (Full Course)	5*	0	5	0	0	0	5		
Asbestos Awareness (Yearly Refresher)	64	0	64	0	0	0	64		
Fire Safety Awareness	418	74	344	43	41	2	344		
SHE Accident System Training	55	42	13	13	13	0	0		
Risk Perception/ Hazard Spotting	418	74	344	43	41	2	344		
Lone Worker Training	120	101	19	68	65	3	19		
First Aid At Work (Initial)	5	8	0	2	5	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	N/A	N/A	N/A	22		
Trailer Training (FULL)	6*	2	4	0	0	0	2		
Trailer Training Awareness	25*	0	25	0	0	0	25		
D1/PCV Minibus Training	1	0	1	0	0	0	1		

*	Approximate Numbers dependant on number of new starters
Overall numbers scheduled have been adjusted to reflect precise numbers involved	
Delivery dates have been scheduled for all training to ensure required outcomes achieved by of financial year.	

One member of the Health and safety team is scheduled to attend the a Manual Handling train the trainer course on the 26th and 27th January 2015 and will then deliver 1 days training per week (2 course per day) from the 2nd week in February. This will ensure all office based staff have been covered by the end of March.

Specialist area specific manual handling training for Street Scene, Housing Services and Leisure Services is taking place in February and the first 2 weeks of March provided by an external facilitator.

Fire awareness and Risk Perception training is currently being delivered and will be completed for the whole Council by the 2nd weeks in March.

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	

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Document Information

Appendix No: A	Title: 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 –